



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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

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29th January 2020

To: Councillor Anthea Ambrose (Chair), Councillor Tracey Shepherd (Vice-Chair) and Councillors Ajmer Basra, Nick Brown, Alex Dewinter, David Di Palma, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Sam Maxwell and Christiane Startin-Lorent.

Dear Councillor

You are summoned to attend a meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 6th FEBRUARY 2020** commencing at **7.45pm**, for the transaction of the business as set out below.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Darren Tilley'.

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 9th December 2019**
To confirm the accuracy of the Minutes of the Meeting held on 9th December 2019 to be signed by the Chairperson (**Enclosed**).
5. **Town Mayor's Report**
To receive a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (**Enclosed**).

6. **Identifying and Dealing with Hate Crime**
To receive a presentation from Sergeant Alex Goldsmith (Local Neighbourhood Police Team) and Isla Dixon (Leicestershire Police Hate Crime Officer) concerning identifying and dealing with hate crime.
7. **Community Safety and Neighbourhood Policing Update**
To receive an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives (**Enclosed**).
8. **Library - community engagement/involvement and social inclusion**
To consider potential initiatives, including volunteering opportunities, to develop community involvement in Braunstone Town Library and provide for social inclusion (**Enclosed**).
9. **Civic Memorial Annual Remembrance Events**
To set out a process for engaging local organisations and community groups in planning and organising annual remembrance events at the Civic Memorial (**Enclosed**).
10. **Summary of Grant Applications**
To receive a list of grants paid to date and applied for from external sources and to receive acknowledgements for Town Council Grants (**Enclosed**).
11. **Community Grant Applications**
To consider Community Grant Applications as follows:
 - a) Asian Elderly Group - £300
 - b) Friends of Highway Spinney - £258
 - c) Punjabi Cultural Society - £300
12. **75th Anniversary of VE Day Commemorations - Grant Applications**
To consider Grant Applications for commemorating 75th anniversary of VE Day as follows:
 - a) Braunstone Community Life - £200
13. **Improvements to Parks and Open Spaces**
To receive a progress report on current projects and funding.
14. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2019 to 28th January 2020 (**Enclosed**).
15. **Approval of Accounts**
To consider payments from 4th December 2019 until 28th January 2020 (**Enclosed**).

Next Scheduled Meeting: 7.45pm, Thursday 2nd April 2020.

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 COMMUNITY DEVELOPMENT COMMITTEE

MONDAY 9th DECEMBER 2019 AT 7.45PM

PRESENT: Councillor Anthea Ambrose (Chair) and Councillors Ajmer Basra, Nick Brown, Alex Dewinter, Sam Fox-Kennedy, Paul Kennedy, Sam Maxwell, Christiane Startin-Lorent and Robert Waterton (substituting for Councillor Amanda Hack).

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.

45. Apologies

Apologies of absence were received from Councillors David Di Palma, Amanda Hack and Tracey Shepherd.

46. Disclosures of Interest

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

47. 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 present.

48. Minutes of the Meeting held 10th October 2019

The Minutes of the Meeting held on 10th October 2019 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 10th October 2019 be approved and signed by the Chairperson as a correct record.

49. Town Mayor's Report

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (item 5 on the agenda). The Town Mayor advised that she was proposing to arrange a fundraising event at either the Chef 'n' Spice for a buffet or at the Marriott Hotel for a formal Dinner and Dance.

RESOLVED that the update be noted

Reason for Decision

To monitor and review the effectiveness of the Town Council's community engagement activities.

50. Speed Sign Data

The Committee considered recent speed sign (item 6 on the agenda). It was noted that there was a consistent number of drivers that drove between 30 – 40mph. Discussions were held on the options available to the Town Council to reduce speeding vehicles and safeguard pedestrians.

Members considered requests for the speed signs to be situated at other sites.

RESOLVED

1. that the criteria for the installation of traffic calming measures be obtained from Leicestershire County Council;
2. that Leicester City Council be approached to ascertain if they have similar concerns from residents living on the Leicester city side of Braunstone Lane regarding speeding vehicles; and
3. that the speed sign be installed on Turnbull Drive and Meridian Way Extension once permission had been sought from the owners of this section of road.

Reasons for Decision

1. *To ascertain the criteria for speed reduction measures in order to identify where such measures would be appropriate.*
2. *To consider partnership working with Leicester City Council to tackle the problem of speeding vehicles on the boundary line between the two authorities;*
3. *To ensure that all roads where speeding had become a problem could be monitored and data collected.*

51. Community Speed Watch (Thorpe Astley)

The Committee received feedback, including results, from the Community Speed Watch initiative in Thorpe Astley (item 7 on the agenda).

RESOLVED that the report be noted and continued support be given by Braunstone Town Council to the Thorpe Astley Community Speedwatch group's efforts to mitigate speeding and its impact on local pedestrians and road users in Thorpe Astley.

Reason for Decision

Given the number of vehicles recorded with a speed in excess of 30 mph, and given the concerns expressed by Thorpe Astley residents, it would be reasonable to continue to focus on the main routes in Thorpe Astley in order to take appropriate action to address high speeds, which was threatening the safety of pedestrians and having an adverse effect on the quality of life enjoyed by local residents.

52. Community Safety and Neighbourhood Policing Update

The Committee received an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives (item 8 on the agenda).

RESOLVED that the update be noted

Reason for Decision

To ensure that current community safety and policing updates were received.

53. Promoting and Supporting Local Sports Clubs

The Committee considered how the Town Council could assist with promoting and supporting local sports clubs who use the Council's facilities, in order to ensure that community sport, particularly sporting opportunities for young people, continued to be developed and sustained (item 9 on the agenda). It was suggested that the Town Council could offer space at the community centres to display trophies won by the various clubs and to offer notice board space to promote teams and forthcoming events.

RESOLVED

1. that the Report be noted; and
2. that sports clubs be contacted to ascertain if space to display trophies and team information would be of benefit to the sports clubs.

Reasons for Decision

1. *The Town Council's current offer to community groups, grants and community group hire rates, was sufficient to ensure that the sports teams remained sustainable.*
2. *To ensure that the work of the sports clubs was promoted and successes celebrated by the wider community.*

54. Support for Community Groups

The Committee considered whether the Council's approach to supporting community groups was fit for purpose and where necessary to make recommendations to Policy & Resources Committee to consider changes to the Community Group Room Hire Scheme in order to support community

groups and to ensure the scheme continued to be fit for purpose (item 10 on the agenda). Discussions were held on the availability of free use rooms for community groups at Thorpe Astley Community Centre during the evenings and weekends.

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that a panel of members be established to review room hire arrangements for the Council's Community Centres and to consider:

- (a) an inflationary increase be applied to Private Functions & Commercial Use hire charges,
- (b) Braunstone Town resident hire charges be frozen,
- (c) the equivalent inflationary percentage be applied as a decrease to the Community Group hire charges,
- (d) the charging structure to hire the Activity and Large meeting rooms at Thorpe Astley Community Centre and the Ravenhurst and Winstanley rooms at Braunstone Civic Centre when both rooms at each centre were hired in one booking, and
- (e) free use rooms for Community Group hire be considered during evenings and weekend where there was availability.

Reason for Decision

To ensure that the Council's Policies to support community groups remained appropriate and fit for purpose. To ensure the Centres remained competitive and cost effective, continued to be used by the community and that income generated was maximised.

55. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources and received acknowledgements for Town Council Grants (item 11 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the council's Community Grants scheme.

56. Improvements to Parks and Open Spaces

The Committee received a progress report on current projects and funding. Members noted that no update had yet been received for the start date on the improvement work to the culvert bridge at Thorpe Astley. Concerns were also raised with regard to ongoing flooding of the park area at Thorpe Astley due to excessive rain. It was suggested that work could be carried out to the land to spike the ground that may help with some drainage.

57. Community Development Objectives

The Committee considered the Community Development Priorities and Objectives and determine whether they were relevant to address current and emerging issues faced by the Council and the community (item 13 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that the community development priorities and objectives, as set out in the report.

Reason for Decision

The Council's priorities continued to be the focus for delivering a vision for local services and an environment which reached the highest possible standards. The council's objectives were relevant and reflected changing issues in the community.

58. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2019 to 30th November 2019 (item 14 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues identified with income and expenditure to date.

59. Capital Plan and Budget Estimates 2020/2021

The Committee considered a Statement of Expenditure for 1st April 2018 to 31st March 2019, a list of capital projects for 2020/2021 and beyond and a proposed budget for 2020/2021 for recommendation to Policy & Resources Committee (item 15 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that the draft Estimates for the Community Development Committee, as attached at Appendix 2, be included in the Budget Estimates for 2020/2021; and
2. that a budget of £1,000 be included as a one-off in 2020/2021 budget for the 75th Anniversary of VE Day to provide financial support of up to £200 for each group/event.

Reasons for Decision

1. *To ensure appropriate resources for the Community Development and Social Inclusion Services.*
2. *To ensure appropriate financial support to enable VE Day anniversary events to be organised and to ensure their success.*

60. Approval of Accounts

The Committee considered payments from 2nd October 2019 until 3rd December 2019 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 2nd October 2019 until 3rd December 2019 be approved.

Reason for Decision

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

The meeting closed at 9.30pm.



NOTE:

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- *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 minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for Thursday 6th February 2020.

BRAUNSTONE TOWN COUNCIL

COMMUNITY DEVELOPMENT COMMITTEE – 6TH FEBRUARY 2020

Item 5 – Town Mayor’s Report

Purpose

To receive a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year.

Summary of Town Mayor’s Councillor Parminder Basra’s Activities up to 29th January 2020

DATE/TIME	EVENT	LOCATION
02/12/19 7.30pm	Leicester Magic Circle’s Close Up Competition	Civic Centre
06/12/19 1.00pm	Celebration of Bill Wright’s Life	Millfield Hall Civic Centre
08/12/19 6.30pm	Traditional Carol Service	Civic Centre
15/12/19 6.00pm	Town Mayor’s Carol Service	St Crispin’s Church
30/12/19 6.30pm	Pantomime	Civic Centre

Forthcoming Town Mayor’s Activities

DATE/TIME	EVENT	LOCATION
03/02/20 7.00pm	Chairman’s Curry Night	Chef & Spice
29/02/19 7.00pm	Night At The Movies	Civic Centre
27/03/20 7.30pm	Community Quiz	Civic Centre
03/04/19 7.30pm	Town Mayor’s Awards Evening	Civic Centre
24/04/20 7.30pm	Mayor of Braunstone Town charity Dinner and Dance	Marriott Hotel



Leicestershire
Police
Protecting our communities

Braunstone Town and Thorpe Astley Newsletter

January 2020

News

Item 7

We all hope you've had a fantastic Christmas and New Year.

Our December priorities were:

Antisocial behaviour and illegal activities in and around Shakespeare Close. Our Officers have been patrolling the area and held a meeting with East Midlands Housing, this is a work in progress and enquiries are ongoing.

Targeted patrols in the areas of Narborough Road South, Kingsway and surrounding streets to target thefts from motor vehicles have continued over the festive period, officers have worked tirelessly through the day and night to target those responsible.

We have continued our high visibility patrols across Braunstone Town and Thorpe Astley in response to recent crime trends and have attended a multi-agency meeting in response to ongoing issues of ASB around a specific premises on Braunstone Lane, this issue has now been resolved.

Our priorities for January are as follows:

Targeting key locations in Braunstone Town and Thorpe Astley which have seen an increase in burglaries through enhanced patrols, stopping persons and vehicles of relevance and offering crime prevention advice at our events.

An increase in antisocial behaviour and low level criminality in the area of Thorpe Astley through joint agency work with the ASB team at Blaby District Council.

An increase in antisocial behaviour in and around the locality of Burdett Close, Hastings Walk, Shakespeare Close, Peveral Court and the Kingsway Flats, working in conjunction with the Residents Association and Local Housing.

In relation to the above and if you are not already aware, please can I introduce you to the new policing website which can be found at www.leics.police.uk/ and provides a 'what's happening in your area' facility. If you work your way to the bottom of this section it allows residents to raise concerns about issues where they live. This has previously been highlighted in the monthly policing newsletter but I would encourage concerned residents to utilise this facility to shape future policing priorities.

Neighbourhood Link – Have you signed up?

We want to encourage as many people as possible to sign up to our community messaging system, Neighbourhood Link. You will receive regular emails keeping you up to date about local policing issues, good news stories, crime prevention advice, witness appeals and local events.

It is very easy to do and free! Register at www.neighbourhoodlink.co.uk

Crime Statistics

The website: Police.UK is designed to provide you with crime statistics for your local area, so that you're better informed. It gives you access to street-level crime maps and statistics, allowing you to compare your local crimes figures against the national average (England and Wales) or other parts of the country.

Community Consultation

On Christmas Eve after being notified of a male riding a Quad bike around Braunstone and causing anti-social behaviour our Officers located the male and his bike, a Section 59 notice was issued to discourage further unwanted behaviour, which lasts for 12 months, and the quad bike was seized.

Officers executed a drugs Warrant at an address on Braunstone Town, whereby a large amount of cannabis was seized and an occupant of the address was arrested at the scene.

At the last meeting of the Town Council's Community Development Committee members raised concerns about the increase in inconsiderate and dangerous parking of vehicles on pavements that leaves pedestrians with no choice but to walk on the road. This includes residents with pushchairs, mobility scooters, wheelchairs etc. Please be mindful where you park and please ensure there is plenty of room on the pavement. If you are parked on the pavement and your vehicle is causing an obstruction it could be removed.

PC Dedmen-Ert attended a community meeting at Peverel Court, Burdett Close, Braunstone to speak to residents and passed on information in relation to Neighbourhood Link.

Dates for your diary

On the 17th January our local officers will be holding a beat surgery at the Civic Centre in Braunstone Town between 1200-1300 hours.

Your Beat Team

We are always happy to hear from you. Please email us at hinckleyandblaby@leicestershire.pnn.police.uk or call 101.

Sergeant Alex
Goldsmith



PC Stu Clough



PC Leanne
Dedmen-Ert



PCSO Teresa Hall



PCSO Simon
Stevenson



BRAUNSTONE TOWN COUNCIL

COMMUNITY DEVELOPMENT COMMITTEE – 6TH FEBRUARY 2020

Item 8 – Library - Community engagement/involvement and social inclusion

Purpose

To consider potential initiatives, including volunteering opportunities, to develop community involvement in Braunstone Town Library and provide for social inclusion.

Background

On 22nd August 2019, Policy & Resources Committee received and approved the agreements and details of the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council. The Town Council took over the management of Braunstone Library on 1st October 2019.

The Library is managed as part of the Council's Community Development and Social Inclusion services. The community engagement/involvement and social inclusion fall within the remit of the Council's Community Development Committee. It is this aspect of the Library Service where residents can effectively input through the Citizens' Advisory Panel and staff and volunteers can input through the new Library Service Consultation Group.

Service Management and resources fall within the remit of the Policy & Resources Committee and the Council's Officer Management Team.

The following table outlines the respective roles:

Policy & Resources Committee Officer Management Team	Community Development Committee Citizens' Advisory Panel Library Service Consultation Group
<ol style="list-style-type: none">1. Premises Management, property / lease matters2. Staff and Volunteer Management3. Finance and budgeting4. Premises Staffing during opening hours5. Cleaning6. Utilities7. Procurement8. Stock Management9. Information and Communication Technology Services	<ol style="list-style-type: none">1. Community Events and Activities (including provision of refreshments)2. Learning Events and Initiatives3. Exhibitions4. Promoting Reading and Learning5. Book Reading / Story telling sessions6. Fundraising7. Outreach book service.

Services

As part of the process to take over the management of the library, consultation was undertaken with residents using the facilities on what services they wish to see retained and what recommendations they had for new ideas and services. At the same time we promoted the aims of the Town Council for volunteers to help run sessions and new services in library and have received 18 requests for information on volunteering in the library. A summary of the consultation exercise is attached at Appendix 1.

At the point of transfer the County Council cancelled several services such as the provision of newspapers, stamps and DVDs. Indications from users of the library showed that these services were well used and an essential service that the library offered. The Town Council has therefore reinstated the provision of the daily Leicester Mercury newspaper, greetings cards and provided postage stamps for users to purchase at the library.

A discussion was held with Community Library Support Officers regarding the provision of DVD's but it was advised that the Town Council would be required to purchase DVDs. There was also the consideration of managing the borrowing of suitable material for various age groups. It was also noted that no other community library provided DVDs. Therefore, the Library is currently not providing DVDs.

Children's Arts and Craft clubs on Saturday mornings was another service that was requested in the consultation which we have continued to support through the Family Learning Team. An Arts and Crafts session was held in December 2019 at the library which was very well attended and it is proposed to hold further sessions in March and during the Easter holidays 2020.

The consultation also indicated that there was a need to introduce Wiggly Reader sessions along with reading clubs for older children. These services help to encourage young children to enjoy books and stories and provide an excellent opportunity for parents and children to spend time together in the library.

Some volunteers indicated a desire to run these types of activities at the library therefore it would seem an ideal service to provide for the library. A draft application form for volunteers has been drafted (Appendix 2) along with a draft Wiggly Readers Job Description (Appendix 3) for consideration.

Provision of a House Bound service has also been indicated from the consultation with residents and, again, some volunteers having expressed an interest in helping to provide this service. This is a service that we hope to provide in the near future and the library assistants working in the library already have experience of running and administering a House Bund book scheme.

Recommendations

1. That the reinstatement of previously provided services in the library be supported;
2. that the suggestions for future services being provided in the library arising from the consultation, attached at Appendix 1, be approved and progressed;
3. that the proposed Volunteer Application Form, attached at Appendix 2, be endorsed;
4. that the draft Wriggly Readers role and job description, attached at Appendix 3, be endorsed as a template for this and future volunteer roles; and
5. that provision of a housebound book service be progressed.

Reasons

1. To ensure that well used services in the library continue to be provided.
2. To ensure that new services suggested by users of the library are considered and implemented, where feasible.
3. To enable progression with recruiting volunteers to help with activities in the library.
4. To enable recruitment of suitable volunteers to provide a reading service in the library, and other services, as requested by the community.
5. To ensure that all members of the community are able to access books and to overcome isolation of people with mobility restrictions.

BRAUNSTONE TOWN LIBRARY

Suggestions and Feedback results since 1st October 2019 – 1st January 2020 - Summary

13 Forms received back

Comments received:

5 Requests for DVD's to be reinstated

5 requests for Stamps to be reinstated

7 requests for Greetings cards to be instated

4 requests for Computer Club for Children

2 requests for Housebound Service

5 requests for Book Club for Adults

2 requests for newspapers – Des Perdes and Punjab Times

4 requests for Wriggly Readers children's group

2 requests for story time for older children

1 request for longer opening times after 5pm for more than once a week

1 request for children's events at weekends – book clubs/arts and crafts

Responses to above requests

Details of why we would not be reinstating the DVD's was given to Citizen's Advisory Panel in December 2019

Stamps and Greetings Cards have now been reinstated due to requests from residents

Art event was held for children at weekend in December 2019 and more to be planned at half term in February 2020 and during the Easter holidays 2020.

Opening times will be considered in the future

Other requests received regarding clubs can be considered depending on volunteers and experience they bring in order to provide the services requested.



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Volunteer Application Form

Thank you very much for your interest in volunteering to help in Braunstone Town Library.
All the information you provide on this form is confidential and will not be passed on to a third party.

What type of volunteer role are you applying for?

--

Please tell us about yourself

Title		Forename(s)	
Surname			
Address			
Post code			
Telephone			
Email			
Emergency contact: (Name, relationship to you & contact number)			
Please select which method(s) you would prefer for contacting you about your volunteer application	Phone <input type="checkbox"/>	Text <input type="checkbox"/>	
	Email <input type="checkbox"/>	Letter <input type="checkbox"/>	

Please tell us why you would like to volunteer for the Braunstone Town Library (you can tick more than one box)

To keep myself busy	<input type="checkbox"/>	I'm interested in meeting new people	<input type="checkbox"/>
To make myself more employable	<input type="checkbox"/>	Sharing my skills and experience to help others	<input type="checkbox"/>
Give something back in my community	<input type="checkbox"/>	I want to develop new skills	<input type="checkbox"/>
Something enjoyable to do with my time	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please tell us a little more about you and what skills and qualities you feel make you suitable for this volunteer role (please note if we receive a number of applications for a role, we will use this information to shortlist for the volunteer interview. Please refer to the volunteer role description, in particular the skills and experience required for the role)

Currently the Library is open at the following times.

Which days/ times are you available to volunteer? ***Please tick all that apply (please note that you do not have to work for the full shift).***

	Mon	Tue	Wed	Thu	Fri	Sat
Morning			10am – 12pm		10am – 12pm	10am – 1pm
Afternoon	2pm – 7pm	2pm – 5pm	2pm – 5pm	2pm – 5pm	2pm – 5pm	

Volunteering status

The right to volunteer in the UK can be dependent on your citizenship and UK immigration status so please make sure that you are allowed to volunteer on your visa.

Are you legally entitled to stay in the UK? Y/N

References

Please provide us with the details of two people whom we may contact as referees, to comment on your suitability for volunteering. These can be friends or colleagues but not family members, and must have known you for six months or more.

	Referee 1	Referee 2
Name		
Email		
Telephone		
What is your relationship to this person?		

DATA PROTECTION: *by applying for a volunteer position with Braunstone Town Council you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from the Civic Centre Reception or the Council's website*

Declaration

I declare that the information given in this application is a true and complete statement. I understand that any offer of appointment and subsequent volunteering is subject to satisfactory references and satisfactory disclosure from the Disclosure and Barring Service or Disclosure Scotland at the appropriate level, where this is a requirement of the role (if stated in the volunteer role description).

Signature:

Date:

Please forward the completed form to Braunstone Town Council, Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone 0116 2899270



BRAUNSTONE TOWN COUNCIL

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Darren Tilley – Executive Officer & Town Clerk

BRAUNSTONE CIVIC CENTRE Kingsway, Braunstone Town, Leicester LE3 2PP

Role Description – Wriggly Readers Sessions

General Description of Duties

To volunteer in Braunstone Town Library alongside other volunteers and library staff to help young children and families to enjoy books and the experience of reading.

Skills Required

This volunteer role is suitable for people with existing skills and experience working with young children and families and also young people, or others, wishing to build or develop new skills in the following areas:

- Helping children and families engage with reading and books
- Communication and interpersonal skills
- Organisational skills and team working
- Enthusiasm for reading and books

Ideal Volunteer

- Have a general English literacy level
- Enjoys working with people, and working as part of a team
- Comfortable to engage and communicate with young children, their parents and other adults
- Enjoys reading to young children and engaging them in a story
- Demonstrates patience and understanding
- Reliable and able to keep to time commitments, letting library staff know when this is not possible
- Behaves in an appropriate way with children in libraries
- Commitment to the equality and diversity of the local community
- Attends an information meeting before beginning volunteering

Details of Duties

To support other volunteers and library staff to provide a service to library visitors:

- To provide a reading session for young children and their parents for 1 or 2 hours per week

- Choose age appropriate books for the children that attend the sessions
- To engage with the young children in the stories chosen and to be able to maintain their interest in the story
- Encouraging children to talk about the story and participate in the session
- To help children and their parents to choose suitable books to take home and read
- To leave the reading area tidy and books put back at the end of the sessions

Regularity of Duties

The ideal commitment is a minimum of 1 hour per week on different days but there can be flexibility in choosing days and times within this period.

Guidance and Support

Volunteers will work alongside library staff who can provide general support and help.

Training and Equipment

As part of this role, all volunteers will be invited to an information meeting to find out what is involved. There is also a chance to meet library staff and other volunteers.

Disclosure & Barring Service check (DBS)

Those applying for this role will be asked to complete the DBS process.

References

One reference will be required prior to the volunteer undertaking the role. This can be supplied by a recent employer, a teacher, college tutor or another volunteer placement advisor. It should not be a family member.

BRAUNSTONE TOWN COUNCIL

COMMUNITY DEVELOPMENT COMMITTEE – 6TH FEBRUARY 2020

Item 9 – Civic Memorial Annual Remembrance Events

Purpose

To set out a process for engaging local organisations and community groups in planning and organising annual remembrance events at the Civic Memorial.

Background

On 5th September 2019, the Citizens' Advisory Panel considered ideas for future civic commemorations and acts of Remembrance (Citizens' Advisory Panel Minute 9, 5th September 2019).

The Citizens' Advisory Panel received a letter from Lin Burrows requesting a service be held on Remembrance Sunday at the Civic Memorial Garden. The Panel also received comments from Roy Sherwin that RAFA wished to continue with the existing arrangements where they attended a local church service on Remembrance Sunday and attended the Civic Centre Memorial on Armistice Day.

The Citizens Advisory Panel concluded that without the participation of local organisations and community groups and with other acts of remembrance taking place, any commemoration at the Civic Memorial would be small and short. If an official event was to be organised then it would need the backing of established local organisations and community groups and the Town Council would support and facilitate the event. Therefore, the Panel requested that Community Development Committee consider and review the options.

On 10th October 2019, the Community Development Committee considered ideas and support for future civic commemorations and acts of Remembrance. "To ensure that the Town Council hosted and facilitated annual remembrance events which were supported and organised by established local organisations and community groups", it was resolved "that a report be submitted to Community Development Committee on 6th February 2020 setting out a process for engaging local organisations and community groups in planning and organising annual remembrance events at the Civic Memorial" (minute 39).

Annual Civic Commemorations

The following annual civic commemorations take place in the Civic Memorial Garden at Braunstone Civic Centre.

1. Armed Forces Day (Hoisting of Armed Forces Day Flag) – June

Armed Forces Day is held annually on the last Saturday in June. While other events take place across the County, particularly at the Cathedral, to

commemorate the work of the Armed Forces, past and present, and the support of their families, Civic buildings are asked to fly the Armed Forces Day Flag during the previous week.

The hoisting of the Armed Forces Day Flag takes place on the previous Monday with a short ceremony. A ceremony is held at Braunstone Civic Centre which is hosted by the Town Mayor and usually supported by a Deputy Lord-Lieutenant. Usually in attendance are those Councillors who are able to attend and local service personnel, past and present. The precise time is coordinated to avoid a clash with other local ceremonies, for example at Blaby District Council's offices.

2. Remembrance Events – November

Armistice Day is commemorated on 11th November to mark the armistice signed between the Allies of World War I and Germany for the cessation of hostilities on the Western Front of World War I, which took effect at eleven o'clock in the morning, "the eleventh hour of the eleventh day of the eleventh month" of 1918. At the outbreak of the Second World War, the two-minute silence was moved to the nearest Sunday in order not to interfere with wartime production, which was retained following the end of the war and became Remembrance Sunday. For a long time during the post-war period, Armistice Day commemorations only took place in central locations; however, in recent years there has been a push, particularly by the Royal British Legion, to revive Armistice Day commemorations.

Remembrance Sunday is marked in the area by local churches and as such no official events take place at Braunstone Civic Centre on Remembrance Sunday. The Town Mayor is traditionally invited to St Crispin's Church and lays a wreath as First Citizen of the Town on behalf of the Town Council and the Town's residents. The Deputy Mayor traditionally attends Christ Church, Dumbleton Avenue, on behalf of local residents and lays a wreath. Saint Peters Church also extends an invitation to Town Councillors to attend their Remembrance Sunday Service and is the location of the Braunstone village World War 1 memorial.

On Armistice Day, 11th November (assuming it is not a Sunday), the Town Mayor, along with a member of the local clergy, host a short ceremony at Braunstone Civic Centre at 10.45am, which is conducted by a member of the clergy and follows the standard service format recommended by the Royal British Legion. The service includes a two minute silence at 11am and civic dignitaries, along with members of the forces (past and present) and residents are invited to lay a wreath or lay a poppy in the memorial garden as a mark of respect.

Exceptions to the rule are where Remembrance Sunday and Armistice Day fall on the same day. A recent example was 2018, which also marked 100 years since the armistice at the end of World War 1, where a special ceremony was held at the Civic Memorial Garden, which had recently been refurbished, following the creation by the community of the Poppy Cascade.

3. Commonwealth Day (*Fly a Flag for the Commonwealth*) – March

The Fly a Flag for the Commonwealth initiative is aimed at promoting the values of the Commonwealth “as an increasingly multi-cultural world seeks unity, understanding and tolerance”.

The Town Mayor hosts a short ceremony at the Civic Memorial Garden flag pole on Commonwealth Day, 11th March, the Commonwealth Affirmation is read out and the Commonwealth flag is hoisted.

Special Civic Commemorations

In addition to the above, the Town Council marks/hosts civic ceremonies to mark special occasions. The most recent and high profile examples have been:

- Remembrance Day Parade and Service, including marking 100th anniversary of the armistice of World War 1 – 11th November 2018;
- Commemoration of Memorial Stones and refurbished Civic Memorial Garden – 7th November 2018; and
- Flag Raising to commemorate (100 years) the Battle of Jutland – 28th May 2016.

In 2019 a short ceremony was held on Thursday 6th June to mark 75th anniversary of the D-Day landings. The Town Mayor raised the flag and read a short commemoration. The Deputy Lord Lieutenant attended this event.

In 2020, a programme of events for the 75th Anniversary of VE Day is being coordinated by the Town Council between April and June, which includes a designated grants scheme.

Process for reviewing annual remembrance events at the Civic Memorial

To consider ideas, develop a concept for annual remembrance events and explore practical arrangements, it is recommended that a Working Group of Town Councillors, local organisations and community groups is established to report recommendations to Community Development Committee by July 2020.

The following process and timescales are proposed for reviewing annual remembrance events at the Civic Memorial:

1. Community Development Committee to identify outline ideas/events for consideration and review, along with whether to establish a Working Group;
2. Citizens’ Advisory Panel on 27th February 2020 to identify outline ideas/events for consideration and review, along with identifying which local organisations and community groups should be represented on the Working Group;
3. March (and potentially April) editions of Braunstone Life to invite ideas from residents for the Working Group’s consideration; information also to be provided on the Town Council’s website inviting ideas and promoted through the usual communication channels (e.g. website, social media, notice boards);

4. April – June, Working Group meet to consider ideas, including those submitted from residents, develop a concept for annual remembrance events and explore practical arrangements.
5. July 2020, Community Development Committee to receive and determine the Working Group's recommendations for Town Council hosted and facilitated annual remembrance events, supported and organised by established local organisations and community groups.

Recommendations

1. That the *Process for reviewing annual remembrance events at the Civic Memorial*, as set out in the section of the report, be approved;
2. that outline ideas/events for consideration and review be identified;
3. that three Councillors be appointed to the Working Group, with substitutions permitted; and
4. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Chair of Community Development Committee, to determine which local organisations and community groups should be represented on the Working Group.

Reasons

1. To ensure that the Town Council hosted and facilitated annual remembrance events which were supported and organised by established local organisations and community groups.
2. To provide the Council's ideas to the Working Group for further consideration, along with those received from local organisations, community groups and residents.
3. To provide input on the Council's role hosting and facilitating annual remembrance events, as well as the Council's wider community leadership and social inclusion roles.
4. To provide a process for identifying and appointing representation to the Working Group from local organisations and community groups, to enable the Group to commence its work.

GRANT APPLICATIONS 1st April 2019 – 6th FEBRUARY 2020
BRAUNSTONE TOWN COUNCIL GRANTS

<u>GROUP</u>	<u>APPLIED TO</u>	<u>WHEN</u>	<u>AMOUNT REQUESTED</u>	<u>OUTCOME</u>
Friends of Highway Spinney	Braunstone Town Council	April 2019	£290	£290
Winstanley Wizards	Braunstone Town Council	April 2019	£300	£300
Namaste Exercise Group	Braunstone Town Council	April 2019	£300	£300
Braunstone Heritage Archive Group	Braunstone Town Council	May 2019	£200	£200
Thorpe Astley Community Safety	Braunstone Town Council	May 2019	£300	£300
Braunstone Town Community Minibus	Braunstone Town Council	July 2019	£300	£300
4 th Leicester Scouts	Braunstone Town Council	July 2019	£300	£300
4ward Strokes Leicester	Braunstone Town Council	July 2019	£300	£300
Swagat Group	Braunstone Town Council	Oct 2019	£300	£300
Braunstone Swimming Club	Braunstone Town Council	Oct 2019	£225	£225
Mossdale Meadows Resident Assoc.	Braunstone Town Council	Oct 2019	£300	£300
Friends of Highway Spinney	Braunstone Town Council	Feb 2020	£258	Pending
Punjabi Cultural Society	Braunstone Town Council	Feb 2020	£300	Pending
Asian Elderly Group	Braunstone Town Council	Feb 2020	£300	Pending
Braunstone Community Life (VE Day)	Braunstone Town Council	Feb 2020	£200	Pending

TOTAL £3115.00

EXTERNAL GRANTS

<u>GROUP</u>	<u>APPLIED TO</u>	<u>WHEN</u>	<u>AMOUNT REQUESTED</u>	<u>OUTCOME</u>
Braunstone Town Council	Community Asset Fund	April 2018	£150,000	£100,000
Braunstone Town Council	Persimmon Community Fund	Oct 2018	£1000.00	Refused
Braunstone Town Council	Leicester City Football Club	March 2019	£99,862	Pending

TOTAL £100,000



BRAUNSTONE TOWN COUNCIL
Braunstone Civic Centre
Kingsway, Braunstone Town
Leicester, LE3 2PP
Telephone (0116) 2899270
Fax (0116) 2824785
www.braunstonetowncouncil.org.uk



GRANTS FOR COMMUNITY GROUPS

INTRODUCTION

Braunstone Town Council makes small grants available to various organisations, including organisations involving young people, to assist their work. The aims are to:-

- Encourage the formation of new community groups leading to the provision of a wider range of services at local level
- Assist with the recruitment of new members to existing groups
- Support existing groups to provide new services, equipment and running costs

The Town Council can also advise on funding from other sources and will encourage and assist community groups in making applications for funding from other sources

APPLICATION CRITERIA

- Grant applications are invited from non-profit making organisations
- Grant applications will only be considered from groups whose principle activities are of benefit to Braunstone Town residents
- Grants may be used to pay for equipment, transport costs, hire of rooms, guest speakers, training, education workshops for young people etc. for groups responding to local needs and community life
- Projects for young people must directly benefit young people in areas such as the arts, sports, improvement to health or awareness of the environment.
- A breakdown of costs will be required for each item in your application
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the group to show that it is making some contribution to the costs from their own efforts through fundraising or charges to its members
- The Council will give favourable consideration to groups that have applied for funding from other organisations (i.e. Blaby District Council, Leicestershire County Council, Lottery Funding etc)
- Where a significant number of the group's members are not residents of Braunstone Town, the Council reserves the right to reduce the maximum grant available

- The maximum grant likely to be approved is £300 per group per year
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Groups will be asked to provide details of past applications and funding granted by the Town Council
- Applications cannot be considered for activities which have already taken place or have started at the time the application is made
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided.
- A copy of the group's constitution will be required

OTHER FUNDING AND HELP FOR COMMUNITY GROUPS

ARTS AND ENTERTAINMENT

The Town Council promotes the arts by working in partnership with local groups and good causes. A minimum of ten events are held in the Autumn/Spring of each year. The Town Council underwrites the cost of each event and passes on 100% of the net proceeds to a local group or good cause. The Town Council produces a 'What's On' guide which is delivered to all households in Braunstone Town, maintains a mailing list, produces tickets and publicity material and organises the events. The sponsored groups are asked to support the event and assist with ticket sales. Groups can organise a fundraising raffle and /or provide refreshments at the interval. By involving the local community groups, a programme of well supported events has been established and this initiative by the Town Council allows local groups and organisations to help promote arts and events of regional and national importance. If you would like your group or organisation to be considered for inclusion in the next Programme of Events please complete the attached application form. Application forms have to be received by the Executive Officer & Town Clerk by 1st March each year.

FREE USE COMMUNITY ROOMS

The Winstanley, Ravenhurst, small meeting room, interview room and Fosse rooms at Braunstone Civic Centre and the Thorpe Astley Large meeting room, Activity room and small meeting rooms are available for non-profit making community groups between 9.00am and 5.00pm Monday to Friday free of charge. Regular users include the Citizen's Advice Bureau, Braunstone Town Community Minibus, Asian Elderly Community Group, Thursday Over 60's, etc. The rooms enable small groups and organisations to meet free of charge on a regular basis. Help and advice on setting up a new group is also available.

If you require further information or advice on funding or grant applications please contact Mrs Pauline Snow, Deputy Executive Officer & Community Services Manager, telephone 0116 2899270 or pauline.snow@braunstonetowncouncil.org.uk



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GRANT APPLICATION COVER SHEET**Community Groups**

GROUP	Asian Elderly Group	
PROJECT	Social group	
AMOUNT REQUESTED	£300	
MEMBERSHIP	Membership Numbers	20
	Braunstone Town residents?	18
PURPOSE OF GRANT	Purpose of grant matches criteria?	yes
PROJECT COSTS	Comments	No problem
INCOME	Balances with project costs?	No – requested £40 more than required
	Comments on other grants	None applied for
	Amount requested from Braunstone Town Council?	£300
PREVIOUS APPLICATIONS	YES / NO	Yes
	How much?	£225 June 2017
REQUIRED DOCUMENTATION	All received as required?	yes
	Documents not included and reason for not including	Accounts not fully completed to death of treasurer recently. Covering letter received
SIGNATURE	Signed and date?	yes



BRAUNSTONE TOWN COUNCIL
 Braunstone Civic Centre, Kingsway
 Braunstone Town, Leicester, LE3 2PP
 Tel: 0116 2890045 Fax: 0116 2824785
 www.braunstonetowncouncil.org.uk



APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP Asian Elderly Group
 WHERE DO YOUR ACTIVITIES TAKE PLACE? Braunstone Town Civic Centre
 MEMBERSHIP NUMBERS? 20 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? _____
 (An estimated or actual number of members must be specified)
 IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? Yes

WHAT ARE THE AIMS OF YOUR GROUP? Discuss community matters sort out problems
Reading papers, show DVD, VIDEOS play games, invite leader from
community group, and share view and interest

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)
making refreshment of tea coffee, soft drink snacks etc Purchase of
sterilising, Bengali husband people enjoy day out
we interested if you allow few extra day to enjoy; thank you

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
Tea - coffee - soft drink.	£ 2.50
News Paper / Local Mercury	£
crisps, etc	£
TOTAL COSTS	£

Twice a year
Diwali - Visitation
We provide food & drinks + soft drinks = £ 60

INCOME FROM	AMOUNT	TOTAL COST
Your own organisation	£ 50	£ 310
Other organisations/grant scheme	£ -	
Fundraising	£ -	
Other	£ -	
Amount requested from Braunstone Town Council up to £300	£ 300.00	
TOTAL INCOME	£ 550	

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES/NO

FUNDING RECEIVED £ 225.00 DATE RECEIVED June 2017

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. * Will your application have a positive or negative impact on Crime Reduction, if so, please give details encourage attendance of Police meeting at Braunstone Town Council. Civic centre attendance encourage social harmony and positive

NAME OF CONTACT PERSON IN YOUR ORGANISATION Shaminder Singh Johal

ADDRESS OF CONTACT PERSON 92 Labbesthorpe Rd.
LE1 2EJ POST CODE LE3 2XE

TELEPHONE 07440442199 EMAIL /

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON Shaminder Singh Johal 92 LABBESTHORPE ROAD

SECRETARY Sohan Singh Johal 19 Woodcote Road LE3 2XE

TREASURER Sarwan Singh Challa

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE - PAYABLE TO Shaminder Singh Johal (ASIAN ELDERLY GROUP)

BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

LATEST BANK STATEMENT

ANNUAL ACCOUNTS

GROUP CONSTITUTION

If you are unable to supply this information please set out the reasons below

DATA PROTECTION: by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

x Signed S.S. Johal Print Name SHAMINDER SINGH JOHAL

Date FEBRUARY 2019

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or paulinesnow@braunstonetowncouncil.org.uk
Please note that insufficient or incomplete information may result in the application being refused

CONSTITUTION

A NAME: ASIAN ELDERLY 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: DISCUSS COMMUNITY MATTERS, SORT OUT CORRESPONDENCE FOR ILLITERATE MEMBERS, READ NEWSPAPERS AND MAGAZINES • SOCIAL CHAT, PLAY BOARD GAMES, INVITE LEADERS OF OTHER GROUPS IN THE COMMUNITY TO SHARE COMMUNITY MATTERS AND INTERESTS, ENCOURAGE ATTENDANCE OF POLICE MEETINGS AT THE BRAUNSTONE CIVIC CENTRE.

In furtherance of these aims the group shall arrange whatever activities and projects it deems appropriate and shall seek funding and other resources for them from both statutory and other 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 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

Membership of the Group shall be current residents of FOURTEEN and the surrounding area

Membership of the Committee shall be those persons elected to it at an annual meeting which all current residents of FOURTEEN and the surrounding area shall be entitled to attend.

- (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 of at least three people comprising a chair, treasurer and secretary.
- (2) The 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 so that 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 members 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 PROCEEDINGS 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 on third of members of the Committee, or three members, which ever is the greater, of the Committee are present at a meeting.
- (3) The Committee shall keep notes of the proceedings of Committee meetings.
- (4) Every matter 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.

J GENERAL MEETINGS

- (1) An annual general meeting of the Group shall be held in the month of January each year or as soon as practicable 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. All the members of the Group shall be entitled to attend and vote at the meeting.
- (3) At least 20% of the membership or 10 members, which ever 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 preceding 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.

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 Group 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.....13/12/2011.....

Print Name

Signature

Chair Sh. M.inder Singh Johal

S.S. Tolel

Treasurer MR. SARWAN SINGH CHATHA

S.S. Tolel

Secretary

MR. SOHAN SINGH JOHAL

S.S. Tolel

BRAUNSTONE TOWN COUNCIL YOUR REF P.S

FOR ATTENTIONS OF MR DARREN TILLY AND PAULINE SNOW

**SUBJECT GRANT FOR ASIAN ELDERLY GROUP APRIL 2019 TO APRIL 2020
(BRAUNSTONE COMMUNITY CENTRE)**

**THE GROUPS GRANT WAS DEFERRED UNTIL THE NEXT COUNCIL MEETING THE
GROUP RECEIVED NO FUNDS UP TO END JANUARY 24/01/2020.**

**THE GENTLEMAN WHO HAD THE ACCOUNTS FOR THE GROUP WAS VERY ILL SINCE THEN
HE HAS PASSED AWAY, HIS NAME WAS (MR BALRAJ SINGH) THE GROUP WAS UNABLE TO
OBTAIN THE ACCOUNTS.**

**THE MONEY SPENT UP TO NOW APPROXIMATELY £ 20 PLUS A MONTH WHICH WE SPEND
OUT OF OUR OWN POCKETS, THE GROUP SINCE HAS BEEN ASKED FOR ACCOUNTS, THE
GROUP HAS DONE ITS BEST BY ENCLOSING TO THE COUNCIL COPY OF RECEIPTS AND
SHEET WITH EXPENDITURE UP 23/01/2020**

**PLEASE HELP THE ELDERLY GROUP GIVING US 2019 GRANT ALSO HELP THE GROUP IN THE
FUTURE YEARS**

MANY THANKS

MR S JOHAL



ASIAN ELDERLY GROUP BRAUNSTONE COMMUNITY CENTRE

92 LUBBESTHORPE ROAD

BRAUNSTONE TOWN LE3 2XE

DATE 24/01/2020

Asian Elderly Group

92 Lubbock Ave Rd.

LE32XE

DATE	ITEMS	PRICE	Pence
22-5-19	MILK	0	50
29-5-19	PAPER PLATE & MILK	2	50
5-6-19	MILK	0	50
12-6-19	SPOON, Biscuits and MILK, Sugar	3	50
14-6-19	MILK	0	49
26-6-19	MILK	0	50
10-7-19	SNACKS	16	00
10-7-19	MILK	0	49
17-7-19	MILK	0	49
24-7-19	MILK	0	50
31-7-19	TEA & MILK	4	29
7-8-19	MILK	0	50
13-8-19	Plate & Biscuits	2	99
13-8-19	MILK	0	50
8-8-19	Table cloth	12	00
20-8-19	MILK	0	50
21-8-19	Savoury	6	40
27-8-19	MILK	0	50
8-5-19	Snack	5	60
28-8-19	Party Snack	40	00
4-9-19	MILK	0	50
10-9-19	Plastic Tea CUPS	12	50
10-9-19	MILK	0	50
17-9-19	MILK	0	50
17-9-19	ROLLY 20	3	95
25-9-19	MILK	0	50
2-10-19	MILK	0	50
8-10-19	MILK	0	50
15-10-19	MILK	0	50
21-10-19	MILK	0	50
29-10-19	MILK	0	50

£ 119.20

DATE	ITEMS	PRICE
6-11-19	MILK	0 50
12-11-19	PLATES & MILK	2 49
20-11-19	MILK	0 50
27-11-19	Snacks, Biscuits & MILK	7 19
11-11-19	MILK	0 50
11-12-19	CARD	2 00
11-12-19	Snack & Savoury	9 75
11-12-19	Paper Plate	1 99
11-12-19	MINCE PIE & MILK	3 39
17-12-19	XMAS PARTY	24 00
17-12-19	MILK	0 50
7-1-20	MILK	0 50
14-1-20	MILK	0 50
22-1-20	BISCUITS & MILK	1 50
22-1-20	Snacks	7 50

62 81

119 20
 62 81

 182 01

TOTAL
 Expense

From 22 May 2019 To 22 January 2020

Bank Statement attached.

In The Bank of 28

Bank Statement

AT ONE STOP WTRGT LNE TE44576

TRANSACTION REFERENCE : 002031

ACCOUNT	BALANCE	YOU CAN WITHDRAW
7110	£28 03	£20
25JAN20	10:15:43	

one|stop

Your local Convenience store

All cash machines
at One Stop are
now free to use*

*Your card issuer may charge you for credit card cash advances or transactions with cards issued outside the UK.

GRANT APPLICATION COVER SHEET**Item 11b****Community Groups**

GROUP	Friends of Highway Spinney	
PROJECT	Friends of High Spinney improve and maintain the spinney to a high standard and support wildlife.	
AMOUNT REQUESTED	£258	
MEMBERSHIP	Membership Numbers	34
	Braunstone Town residents?	27
PURPOSE OF GRANT	Purpose of grant matches criteria?	yes
PROJECT COSTS	Comments	No issues
INCOME	Balances with project costs?	Yes
	Comments on other grants	No other grants applied for
	Amount requested from Braunstone Town Council?	£258
PREVIOUS APPLICATIONS	YES / NO	Yes – April 2019 so have already received a grant in this financial year
	How much?	£290
REQUIRED DOCUMENTATION	All received as required?	Yes
	Documents not included and reason for not including	N/A
SIGNATURE	Signed and date?	yes



BRAUNSTONE TOWN COUNCIL
 Braunstone Civic Centre, Kingsway
 Braunstone Town, Leicester, LE3 2PP
 Tel: 0116 2890045 Fax: 0116 2824785
 www.braunstonetowncouncil.org.uk



APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP FRIENDS OF HIGHWAY SPINNEY

WHERE DO YOUR ACTIVITIES TAKE PLACE? BRAUNSTONE WEST SOCIAL CLUB.

MEMBERSHIP NUMBERS? 34 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 27
 (An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES

WHAT ARE THE AIMS OF YOUR GROUP? TO IMPROVE & MAINTAIN HIGHWAY SPINNEY TO A HIGH STANDARD SO THE LOCAL COMMUNITY CAN FEEL SAFE AND ENJOY THIS LOCAL AMENITY. A PLACE WHERE WILDLIFE CAN THRIVE.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)
HIRE HALL FOR MEETING
 GUIDED WALKS & TALKS.
 OFFICERS EXPENSES.

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
<u>HIRE HALL</u>	<u>£ 88</u>
<u>WALKS & TALKS.</u>	<u>£ 90</u>
<u>OFFICERS EXPENSES</u>	<u>£ 80</u>
	£
	£
	£
TOTAL COSTS	£ 258

INCOME FROM	AMOUNT
Your own organisation	£
Other organisations/grant scheme	£ <u>See last years balance sheet.</u>
Fundraising	£
Other	£
	£
Amount requested from Braunstone Town Council up to £300	£ <u>258</u>
TOTAL INCOME	£ 258.

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES/NO

FUNDING RECEIVED ~~£ 208~~ 290

DATE RECEIVED 15/4/19

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. * Will your application have a positive or negative impact on Crime Reduction, if so, please give details OUR APPLICATION HAS A VERY POSITIVE IMPACT. SPINNEY USERS FEEL SAFE AND CRIME AND VANDALISM IS DETERRERD BECAUSE OF OUR 'REGULAR ATTENDANCE

NAME OF CONTACT PERSON IN YOUR ORGANISATION MRS ANN ALLEN

ADDRESS OF CONTACT PERSON 1 HOLMFIELD AVE EAST

LEICESTER

POST CODE LE3 3FD

TELEPHONE 0116 289 2518 EMAIL ann_baker118@hotmail.com

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON GEOFF STAGG 297 GOODING AVE LE3 1JW

SECRETARY JANICE LOCK 452 BRAUNSTONE LANE LE3 3DG

TREASURER ANN ALLEN 1 HOLMFIELD AVE EAST LE3 3FD

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE - PAYABLE TO _____

BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

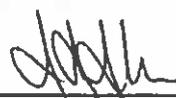
LATEST BANK STATEMENT

ANNUAL ACCOUNTS

GROUP CONSTITUTION

If you are unable to supply this information please set out the reasons below

DATA PROTECTION: by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed  Print Name ANN MARIE ALLEN
Date 17th JAN '20

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or paulinesnow@braunstonetowncouncil.org.uk

Please note that insufficient or incomplete information may result in the application being refused

CONSTITUTION

1 NAME

The name of the organisation shall be Friends of Highway Spinney

2 AIMS

The aims of the Group shall be to:

1) Improve and maintain Highway Spinney to a high standard so that the local community can feel safe to use and enjoy this local amenity and so wildlife can thrive.

2) Raise awareness of Highway Spinney as an important site in Braunstone for Heritage and Natural history.

3 POWERS

To further these aims the committee shall have power to:

(a) obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.

(b) associate local authorities, voluntary organisations and the residents of the Braunstone, Braunstone Town, Braunstone Frith and Leicester Forest East areas as well as residents of the wider Leicester City area in a common effort to carry out the aims of the Group.

(c) do all such lawful things as will further the aims of the Group.

4 MEMBERSHIP

(a) Voting membership shall be open to members who are over the age of sixteen.

(b) The committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

5 MANAGEMENT

(a) A committee elected annually at the Annual General Meeting shall manage the Group.

(b) The committee shall consist of a chair, secretary and a treasurer. And up to a maximum of six members in total.

- (c) The committee may co-opt up to a further two voting members who shall resign at the next Annual General Meeting.
- (d) The committee shall meet at least four times each year.
- (e) One third of the committee being present shall enable the business of the group to be carried out.
- (f) A proper record of all transactions and meetings shall be kept.

6 GENERAL MEETINGS

- (a) An Annual General Meeting shall be held within 15 months of the date of the adoption of this constitution and each year thereafter.
- (b) Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.
- (d) One third of membership or four members being present, whichever is the greater, shall enable an Annual General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

7 ACCOUNTS

- (a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- (b) The funds belonging to the group shall be applied only to further the objectives of the group.
- (c) A current record of all income, funding and expenditure will be kept.

8 DISSOLUTION

- (a) The Group may be dissolved by a resolution passed by a simple two thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

Signed *[Signature]*Chair ...1/2/13... Date

Signed *[Signature]*Secretary ...1/2/13... Date

Signed *[Signature]*Treasurer ...1/2/13... Date

REF.

The Friends of Highway Spinney

Balance Sheet for year ending January 31st 2018

Income

Raffle	£22
Refreshments	£6.50
Card sales	£6.50
Grants and donations	£915.15
Talks	£25
Refund o/door equipment	£22.99
Total	£998.14

Expenditure

Speakers/Walks	£95
Room hire	£78
Grants & Donations	£30 (Scouts)
Office equip/Stationery	£71.74
Outdoor equipment	£506.16
Officers expenses	£61.18
Activities	£40.07
Plants	£149.85
Braunstone Life Patron	£20
Total	£1052

Income	£998.14
Expenditure	£1052
Balance brought forward	£1124.17
	<u>£1070.31</u>
Bank Statement	£1091.41
Debtor (officers expenses not claimed)	£21.10
Book balance	£1070.31

Agreed by A SWO

GRANT APPLICATION COVER SHEET**Community Groups**

GROUP	Punjabi Cultural Society	
PROJECT	To help towards Visakhi event.	
AMOUNT REQUESTED	£300	
MEMBERSHIP	Membership Numbers	100
	Braunstone Town residents?	90
PURPOSE OF GRANT	Purpose of grant matches criteria?	yes
PROJECT COSTS	Comments	Fully itemised
INCOME	Balances with project costs?	No , less proposed income than expenditure
	Comments on other grants	None
	Amount requested from Braunstone Town Council?	£300
PREVIOUS APPLICATIONS	YES / NO	Yes Feb 2019
	How much?	£300
REQUIRED DOCUMENTATION	All received as required?	yes
	Documents not included and reason for not including	
SIGNATURE	Signed and date?	yes



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APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP PUNJABI CULTURAL SOCIETY.
 WHERE DO YOUR ACTIVITIES TAKE PLACE? BRAUNSTONE TOWN + BLABY DISTRICT.
 MEMBERSHIP NUMBERS? 100 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 90.
 (An estimated or actual number of members must be specified)
 IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES.

WHAT ARE THE AIMS OF YOUR GROUP?

TO HELP WITH INTEGRATION OF PUNJABI COMMUNITY, CREATE LINKS WITH DEVELOPMENT AGENCIES TO ENCOURAGE PARTICIPATION OF ASIAN WOMEN WITHIN CHARITY + PUNJABI COMMUNITY. HELP DISAFFECTED YOUTH + PROMOTE AND HOLD CULTURAL EVENTS TO HELP INTEGRATE PUNJABI COMMUNITY.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

TOWARDS THE COSTS FOR CELEBRATION EVENT - VISAKHI FESTIVAL MAY 2020. FOR VENUE HIRE, ENTERTAINMENT + REFRESHMENTS.

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
PILFIELD HALL BOOKING RENT.	£ 176.48.
DISPOSABLE PLATES, SPOONS, NAPKINS ETC.	£ 80.00.
ADVERTISING - POSTERS, TICKETS ETC.	£ 60.00.
REFRESHMENTS - COLA, LEMONADE ETC.	£ 100.00.
FOOD - STARTER, MAIN ETC.	£ 800.00.
RAFFLE - TICKETS + PRIZES.	£ 60.00.
TOTAL COSTS	£ 1,276.48 → £ 1,730. (ROUGH ESTIMATE).
ENTERTAINMENT + DISCO + DANCERS.	£ 450.00.

INCOME FROM	AMOUNT
Your own organisation	£ 300.00 .
Other organisations/grant scheme	£
Fundraising	£
Other - TICKET SALES.	£ 500.00.
	£
Amount requested from Braunstone Town Council up to £300	£ 300.00.
TOTAL INCOME	£ 800.00 = 1000.

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES NO

FUNDING RECEIVED £ 300.00. DATE RECEIVED 9. MAY 2019.
26 APRIL 2019.

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. * Will your application have a positive or negative impact on Crime Reduction, if so, please give details POSITIVE, COMMUNITY EVENT BRINGING PEOPLE OF ALL AGES TOGETHER.

NAME OF CONTACT PERSON IN YOUR ORGANISATION SOHAN JOHAL / DARSHAN SINGH.

ADDRESS OF CONTACT PERSON 19 WOODCOTE ROAD, BRAUNSTONE TOWN,
LEICESTER POST CODE LE3 2WF

TELEPHONE 07969491572. EMAIL _____

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON SOHAN JOHAL.

SECRETARY DARSHAN SINGH.

TREASURER BALWINDER JOHAL (MRS).

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE - PAYABLE TO PUNJABI CULTURAL SOCIETY.

BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

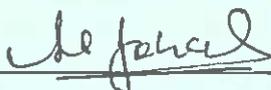
LATEST BANK STATEMENT

ANNUAL ACCOUNTS

GROUP CONSTITUTION

If you are unable to supply this information please set out the reasons below

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Signed  Print Name SOHAN JOHAL.

Date 22.01.2020.

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or paulinesnow@braunstonetowncouncil.org.uk Please note that insufficient or incomplete information may result in the application being refused

Constitution

A)NAME

The name of the organisation shall be PUNJABI CULTURAL SOCIETY

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 aims of the Group shall be to:

- Support Senior Citizens across Blaby District (specifically Braunstone Town locality) by providing help and advice
- Provide recreational activities to the Senior Citizens of Blaby District and all the other members of the Punjabi Cultural Society
- Positive impact within the community to all age groups
- Reduce levels of anti social behavior and increase community cohesion
- Work alongside other organisations and communities

D)POWERS

To further these aims the committee shall have power to:

- (i) Raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) 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) Do all such other lawful things as are necessary for the achievement of the objects.

E)MEMBERSHIP

- Membership of the Group shall be current residents of Blaby District (specifically Braunstone Town) over the age of 18 years.
- Membership of the Committee shall be those persons elected to it

at an annual meeting which all current residents of Braunstone Town shall be entitled to attend.

- 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

- The affairs of the Group shall be managed by a Committee of at least three people comprising a Chair, Treasurer and Secretary
- The 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.
- The Committee may in addition appoint not more than 2 co-opted members but so that 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.
- 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.
- Nobody shall be appointed as a member of the Committee who is aged under 18.
- 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.
- 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:

- 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
- 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 PROCEEDINGS OF THE COMMITTEE

- 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.
- There shall be a quorum when at least one third of members of the Committee, or three members, whichever ever is the greater, of the Committee are present at a meeting.
- The Committee shall keep notes of the proceedings of Committee meetings.
- Every matter 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

- The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- The funds belonging to the group shall be applied only to further the aims of the PUNJABI CULTURAL SOCIETY.
- A current record of all income, funding and expenditure will be kept.

J) GENERAL MEETINGS

- An annual general meeting of the Group shall be held in the month of **JULY** each year or as soon as thereafter

- Every annual general shall be called by the Committee. The secretary shall give at least 21 days notice to all members of the Group. All the members of the Group shall be entitled to attend and vote at the meeting.
- At least 20% of the membership or 10 members, whichever ever is the smaller, must be present to hold the meeting.
- The Committee shall present to each annual general meeting the report and accounts of the Group for the preceding year

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.

L) DISSOLUTION

- The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

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 by Chair..... [Signature] Date..... 13/6/2019

Signed by Secretary..... Daishan Singh Date..... 13/6/2019

Signed by Treasurer..... Daishan Singh Date..... 13/6/2019

Punjabi Cultural Society, Braunstone Town

Account for 31/03/2018 - 31/03/2019

Balance forward	Out	In	Balance	Notes
06/04/2018			£688.84	Starting balance
23/04/2018		£300.00	£988.84	Cheque deposit
11/05/2018	£71.40		£917.44	Cheque issue
25/05/2018		£1,150.00	£2,067.44	Cheque deposit
25/05/2018	£645.00		£1,422.44	Cheque issue
25/05/2018		£109.00	£1,531.44	Cheque deposit
30/05/2018	£209.04		£1,322.40	Cheque issue
31/05/2018		£100.00	£1,422.40	Cheque deposit
08/06/2018	£40.00		£1,382.40	Cheque issue
19/06/2018	£112.76		£1,269.64	Cheque issue
19/06/2018	£32.50		£1,237.14	Cheque issue
26/06/2018	£50.00		£1,187.14	Cheque issue
04/07/2018		£400.00	£1,587.14	Cheque deposit
12/07/2018	£665.00		£922.14	Cheque issue
19/07/2018	£40.00		£882.14	Cheque issue
23/07/2019		£100.00	£982.14	Cheque deposit
02/08/2018	£100.00		£882.14	Cheque issue
06/10/2018			£882.14	Starting balance
02/01/2019		£750.00	£1,632.14	Cheque deposit
20/02/2019	£100.00		£1,532.14	Cheque issue
31/03/2019			£1,532.14	Final balance



BRAUNSTONE TOWN COUNCIL
 Braunstone Civic Centre, Kingsway
 Braunstone Town, Leicester, LE3 2PP
 Tel: 0116 2890045 Fax: 0116 2824785
 www.braunstonetowncouncil.org.uk



APPLICATION FOR A COMMUNITY GROUP GRANT FOR VE DAY

NAME OF GROUP Braunstone Community Life

WHERE DO YOUR ACTIVITIES TAKE PLACE? Within various venues in Braunstone Town

MEMBERSHIP NUMBERS? 18 - 25 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? All but one.
 (An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? Yes

WHAT ARE THE AIMS OF YOUR GROUP?

To provide volunteers to other groups or organisations who want to put on events but do not have enough volunteers of their own.

To provide free events suitable for, and open, to all ages.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

The grant would be used to help fund **two events**, held on 8th May 2020, to commemorate and celebrate VEDay 75. The first event is an Afternoon Tea for up to 200 people with live music, displays and a fancy dress competition. The second event is an Evening Musical Extravaganza, again for up to 200 people, with live music, displays, another fancy dress competition and community singalong – we are still awaiting confirmation of a dance demonstration for the evening session.

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
Afternoon tea for 200 people @ £2.50pp	£500.00
Artists fees	£150.00
Refreshments for evening event	£200.00
Disposable tableware (plates/cups etc)	£168.22
Printing song sheets for evening	£182.45
Insurance	£125.00
Subtotal	£1325.67
Unless we are accepted on Mini Programme of events: room hire for Millfield Hall and kitchen	£230.60
TOTAL COSTS	£1556.27

INCOME FROM	AMOUNT
Your own organisation	£357.00
Other organisations/grant scheme	£600.00
Fundraising	£
Other (donations requested)	£400.00
Amount requested from Braunstone Town Council up to £200	£200.00
TOTAL INCOME	£1557.00

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT

YES/NO

FUNDING RECEIVED £200.00

DATE RECEIVED 2018 The ending of of World War One.

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. * Will your application have a positive or negative impact on Crime Reduction, if so, please give details,

We hope a positive impact... There is a poverty and social deprivation in our area: some working families are reliant on food banks, other families have little or no spare money to attend social events. Unfortunately this can mean that generations may not meet on social occasions... bad behaviour can result: mental wellbeing is affected and loneliness increases. We hope that by providing free events, for all ages, a better sense of community and understanding will arise.

I don't know how this can be quantified in Crime Reduction stats though.

NAME OF CONTACT PERSON IN YOUR ORGANISATION **Lin Burrows**

ADDRESS OF CONTACT PERSON **80 Braunstone Lane, Leicester POST CODE LE3 2RU**

TELEPHONE **0116 299 2192** EMAIL **editor@braunstonelife.co.uk**

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON **Lin Burrows, 80 Braunstone Lane, LE3 2RU**

SECRETARY **Debby Kenney, 53 Wolverton Road, LE3 2AH**

TREASURER **Jacky Stamp, 42 Larch Grove, LE3 3FG**

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE – PAYABLE TO _____

Yes BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

LATEST BANK STATEMENT **You already have this – brought in yesterday**

ANNUAL ACCOUNTS **y**

GROUP CONSTITUTION **y**

If you are unable to supply this information please set out the reasons below

DATA PROTECTION: by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed *Lin Burrows* Print Name **Lin Burrows**

Date **Original form signed and dated 27 January 2020**

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or pauline.snow@braunstonetowncouncil.org.uk
Please note that insufficient or incomplete information may result in the application being refused.

CONSTITUTION of the "COMMUNITY LIFE GROUP"

- 1 **TITLE:** The organisation shall be called "COMMUNITY LIFE" .
- 2 **OBJECTS:** To organise a community picnic which will commemorate the 100th anniversary of the outbreak of World War I: to sow a permanent wildflower meadow and to plant a Memorial Copse, all within the grounds of Winstanley Community College. All work to be done on a voluntary basis. Community Life shall be a **not for profit organisation.**
- 3 **MEMBERSHIP:** Membership is open to anyone who wishes to volunteer their time.
- 4 **THE COMMUNITY LIFE MANAGEMENT:**
- a: The Management of the COMMUNITY LIFE shall be in the hands of the Committee comprising three elected officers.
- b: The Officers of the COMMUNITY LIFE Committee will be elected at a legally constituted Annual General Meeting and will consist of:-
- CHAIRMAN
 TREASURER
 SECRETARY
- c: If an Officer shall resign or be removed from office, the members may appoint another person in place of that Officer.
- d: If Committee in meeting feel that an Officer or Committee Member has exceeded his/her duty, or have not acted in the interest of the COMMUNITY LIFE then that Officer or Member may, by two thirds majority vote, be removed before expiration of his/her period of office.
- e: The working of the COMMUNITY LIFE Committee can carry on even if there is a vacancy amongst its Officers.
- f: The Committee may co-opt additional members.
- 5 **POWERS:** To meet the aims of the COMMUNITY LIFE as set out in Clause Two, the Committee shall have the power to:
- a: Raise revenue from advertisements placed in the Braunstone Life and other local newspapers, and receive contributions from other lawful bodies.
- b: Co-operate with other local charities, voluntary bodies and statutory authorities operating in furtherance of the aims or of similar charitable purposes and to exchange information and advice with them.
- 6 **COMMUNITY LIFE COMMITTEE MEETING:**
- a: Members shall hold a Committee Meeting each month, with the date of the meeting being fixed at the preceding meeting.
- b: A quorum of the COMMUNITY LIFE Committee shall comprise of at least three of its Officers.

- c: The Chairman shall preside at every Committee meeting of the COMMUNITY LIFE but if he/she cannot be present or is unwilling to act, the members shall elect one member of the Committee to preside.
- d: At each Committee meeting there shall be on the Agenda an item Any Other Business, during which time a member may raise any matter connected with the organisational activities. If, however, time does not permit a full discussion, a member may give notice of motion and the matter shall be placed on the Agenda as part of ordinary business at the next meeting.

7 ANNUAL GENERAL MEETING:

The Secretary shall notify all members of an AGM at least **twenty one days** prior to the date of the meeting. The "COMMUNITY LIFE "shall hold its AGM during **March** each year.

8 CONDUCT OF MEETINGS:

The members shall cause minutes to be made by the Secretary for the purpose of all appointments of Officers made by the Committee, the names of the members present at each meeting and all resolutions and proceedings of all members at all meetings. The Chairman's ruling on any matter of conduct at that meeting shall be final.

9 VOTING:

- a: At any Committee meeting such members, except the Chairman of the meeting, will have one vote and any resolution put to the vote shall be decided on a poll demanded by (a) the Chairman or (b) by at least three full members present. All Officers have a vote.
- b: If a poll is demanded, it shall be deemed to be the resolution of the meeting and recorded in its minutes.
- c: In the case of an equality of votes, the Chairman of the meeting at which the poll is demanded, shall be entitled to a casting vote.
- d: A member who is in any way, directly or indirectly, interested in any proposals put to a COMMUNITY LIFE Committee meeting must declare the nature of that interest at that meeting. A member may vote in respect of any proposals or arrangement in which he/she is interested and, if the member shall do so, then his/her vote will be counted.
- e: Only full members of the COMMUNITY LIFE may vote at the Annual General Meeting and Extra Ordinary/Special Meetings.
- f: Only elected committee members and Officers may vote at Committee meetings.

10 ADMINISTRATION OF FUNDS:

- a: The Treasurer shall hold and administer the funds of the organisation as directed by a majority resolution of its Committee.
- b: Members shall cause proper books of accounts to be kept with respect to all sums of money received and expended by the COMMUNITY LIFE each year and all matters in respect of which receipt and expenditure takes place: all sales and purchases of goods/services and the assets and liabilities of the organisation.

- 11 **AUDIT:** The members shall cause an audit of the books and accounts of the COMMUNITY LIFE each year and a report of the Auditors shall be put before the AGM. The Auditor shall be a person nominated by the Committee. The financial year in respect of the Braunstone Life shall end of the last day of **December** each year.
- 12 **ALTERATION OF THE CONSTITUTION:**
- The constitution of the organisation shall not be altered except at an Extra-Ordinary General Meeting convened for the purpose and then only when two-thirds of the members present shall vote a ballot for such alteration. **Fourteen** days notice in writing for any proposed alteration must be given by the Secretary.
- 13 **WINDING UP:** In the event of the Committee of the COMMUNITY LIFE resolving to cease, then the assets and monies of its organisation shall be dealt with in the following manner:
- a: Three persons to be appointed as Trustees by the Committee to hold such assets and monies on the following terms:
- b: The Trustees shall first discharge all outstanding debts of the COMMUNITY LIFE .
- c: The Trustees shall then retain such assets and monies for a period of **two years**. Monies must be kept in a Bank deposit or Building Society account, withdrawable only on the signature of two Trustees.
- d: If, during such period, members of the community desire to revive a non-profit making group, having the same, or similar objects to the COMMUNITY LIFE , then the Trustees shall use the assets and a maximum of 25% of all monies, including any accrued interest, to assist in the establishment of group. When the Trustees are satisfied that such a group is being run in a responsible and proper manner, after a minimum of three months, the Trustees shall have the power to pay the whole of the remaining monies and assets to the Board or organisers of such a group.
- e: If after the two year period, the monies and assets remain unused the Trustees will then transfer the said monies and assets to one or more voluntary groups within the Braunstone Town area, one of which should be, if possible, Winstanley Sports and Community College, for the use of the community of Braunstone Town.

Constitution Approved and Adopted on 28th May 2014

Alterations to the Constitution of Community Life. Approved at EGM of 28th January 2015. As the changes are throughout the document, the new constitution is reproduced below.

CONSTITUTION of the "BRAUNSTONE COMMUNITY LIFE" GROUP

- 1 **TITLE:** The organisation shall be called "BRAUNSTONE COMMUNITY LIFE".
- 2 **OBJECTS:** To continue to organise "The List" and to help organise and assist in the organisation of any community event. All work to be done on a voluntary basis. The Braunstone Community Life shall be a **not for profit organisation**.
- 3 **MEMBERSHIP:** Membership is open to anyone who wishes to volunteer their time and who has taken part in our activities in the previous two years.

- 4 THE BRAUNSTONE COMMUNITY LIFE MANAGEMENT:
- a: The Management of the BRAUNSTONE COMMUNITY LIFE shall be in the hands of the Committee comprising three elected officers.
 - b: The Officers of the BRAUNSTONE COMMUNITY LIFE Committee will consist of
CHAIRMAN TREASURER SECRETARY
 - c: If an Officer shall resign or be removed from office, the members may appoint another person in place of that Officer.
 - d: If Committee in meeting feel that an Officer or Committee Member has exceeded his/her duty, or have not acted in the interest of the BRAUNSTONE COMMUNITY LIFE then that Officer or Member may, by two thirds majority vote, be removed before expiration of his/her period of office.
 - e: The working of the BRAUNSTONE COMMUNITY LIFE Committee can carry on even if there is a vacancy amongst its Officers.
- 5 POWERS:
- To meet the aims of the BRAUNSTONE COMMUNITY LIFE as set out in Clause Two, the Committee shall have the power to:
 - a: Raise revenue from advertisements placed in the Braunstone Life and other local newspapers, and receive contributions from other lawful bodies.
 - b: Co-operate with other local charities, voluntary bodies and statutory authorities operating in furtherance of the aims or of similar charitable purposes and to exchange information and advice with them.
- 6 BRAUNSTONE COMMUNITY LIFE COMMITTEE MEETING:
- a: Members shall hold a Committee Meeting when necessary, with the date of the meeting being relayed to members two weeks prior to the meeting.
 - b: A quorum of the BRAUNSTONE COMMUNITY LIFE Committee shall comprise of at least TWO of its Officers.
 - c: The Chairman shall preside at every Committee meeting of the BRAUNSTONE COMMUNITY LIFE but if he/she cannot be present or is unwilling to act, the members shall elect one member of the Committee to preside.
 - d: At each Committee meeting there shall be on the Agenda, an item "Any Other Business", during which time a member may raise any matter connected with the organisational activities.
- 7 ANNUAL GENERAL MEETING:
- The Secretary shall notify all members of an AGM at least **twenty one days** prior to the date of the meeting. The "BRAUNSTONE COMMUNITY LIFE "shall hold its AGM during **DECEMBER** each year.
- 8 CONDUCT OF MEETINGS:
- The members shall cause minutes to be made by the Secretary for the purpose of all appointments of Officers made by the Committee, the names of the members present at each meeting and all resolutions and proceedings of all members at all meetings.
- 9 VOTING:
- a: At any Committee meeting such members, except the Chairman of the meeting, will have one vote and any resolution put to the vote shall be decided on a poll demanded by (a) the Chairman or (b) by at least three full members present. All Officers have a vote.
 - b: If a poll is demanded, it shall be deemed to be the resolution of the meeting and recorded in its minutes.
 - c: In the case of an equality of votes, the Chairman of the meeting at which the poll is demanded, shall be entitled to a casting vote.

- d: A member who is in any way, directly or indirectly, interested in any proposals put to a BRAUNSTONE COMMUNITY LIFE Committee meeting must declare the nature of that interest at that meeting. A member may vote in respect of any proposals or arrangement in which he/she is interested and, if the member shall do so, then his/her vote will be counted.
- e: Only full members of the BRAUNSTONE COMMUNITY LIFE may vote at the Annual General Meeting and Extra Ordinary/Special Meetings.
- f: Only elected committee members and Officers may vote at Committee meetings.

10 ADMINISTRATION OF FUNDS:

- a: The Treasurer shall hold and administer the funds of the organisation as directed by a majority resolution of its Committee.
- b: Members shall cause proper books of accounts to be kept with respect to all sums of money received and expended by the BRAUNSTONE COMMUNITY LIFE each year and all matters in respect of which receipt and expenditure takes place: all sales and purchases of goods/services and the assets and liabilities of the organisation.

11 AUDIT:

The members shall cause an audit of the books and accounts of the BRAUNSTONE COMMUNITY LIFE each year and a report of the Auditors shall be put before the AGM. The Auditor shall be a person nominated by the Committee. The financial year in respect of the Braunstone Community Life shall end of the last day of **December** each year.

13 WINDING UP:

In the event of the Committee of the BRAUNSTONE COMMUNITY LIFE resolving to cease, then the assets and monies of its organisation shall be dealt with in the following manner:

- a: Three persons to be appointed as Trustees by the Committee to hold such assets and monies on the following terms:
- b: The Trustees shall first discharge all outstanding debts of the BRAUNSTONE COMMUNITY LIFE .
- c: The Trustees shall then retain such assets and monies for a period of **two years**. Monies must be kept in a Bank deposit or Building Society account, withdrawable only on the signature of two Trustees.
- d: If, during such period, members of the community desire to revive a non-profit making group, having the same, or similar objects to the BRAUNSTONE COMMUNITY LIFE, then the Trustees shall use the assets and a maximum of 25% of all monies, including any accrued interest, to assist in the establishment of group. When the Trustees are satisfied that such a group is being run in a responsible and proper manner, after a minimum of three months, the Trustees shall have the power to pay the whole of the remaining monies and assets to the Board or organisers of such a group.
- e: If after the two year period, the monies and assets remain unused the Trustees will then transfer the said monies and assets to one or more voluntary groups within the Braunstone Town area, for the use of the community of Braunstone Town.

Constitution Approved and Adopted on 28th January 2015

**Braunstone Community Life
Trading Account
12 months Period Ending 30/12/2019**

12 months Period Ending 30/12/2020

	y/e 31/12/19		
	Balance		Balance
	679.77		508.78
	Income	Outgoings	
28-Feb	196.5		876.27
30-Apr	682.50		1558.77
02-May		144	1414.77
15-May	100.00		1514.77
17-Jun		610.56	904.21
28-Aug	10.00		914.21
30-Sep		32.50	881.71
30-Oct		100.00	781.71
20-Dec		272.93	508.78
Total Income	989		
Total Expenses		1159.99	
Balance Taken Forward			508.78

Financial Budget Comparison

Comparison between 01/04/19 and 28/01/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
7. Community Development				
Income				
770	Programme of Events	£0.00	£3,742.84	£3,742.84
771	Summer Fete			
771/1	Current Year	£0.00	£586.15	£586.15
771/2	Next Year	£0.00	£0.00	£0.00
771	Total	£0.00	£586.15	£586.15
775	Civic Functions	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£1,710.89	£1,710.89
777	Town Mayor's Charity - after May	£0.00	£471.74	£471.74
790	Consumer Products (Sales)			
790/1	History Publications	£0.00	£25.00	£25.00
790/2	Crime Prevention	£300.00	£23.31	-£276.69
790/3	General			
790/3/1		£0.00	£0.00	£0.00
790/3	Total	£0.00	£0.00	£0.00
790	Total	£300.00	£48.31	-£251.69
799	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£300.00	£6,559.93	£6,259.93
Expenditure				
7040	Town Mayor's Allowance			
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£378.00	-£3.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£54.00	£321.00
7040	Total	£750.00	£432.00	£318.00
7340	Signs	£500.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£3,695.37	£304.63
7710	Summer Fete			
7710/1	Current Year	£2,000.00	£2,068.84	-£68.84
7710/2	Next Year	£300.00	£0.00	£300.00
7710	Total	£2,300.00	£2,068.84	£231.16
7750	Civic Functions	£1,850.00	£1,984.42	-£134.42
7760	Town Mayor's Charity - Pre May	£0.00	£898.45	-£898.45
7770	Town Mayor's Charity - after May	£0.00	£2,340.17	-£2,340.17
7850	Community Grants	£5,000.00	£2,815.00	£2,185.00
7870	Grants for 75th Anniversary of VE Day	£0.00	£0.00	£0.00
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£300.00	£0.00	£300.00
7900	Total	£300.00	£0.00	£300.00
7950	Community Safety	£0.00	£313.33	-£313.33
7990	Miscellaneous	£100.00	£185.04	-£85.04

Financial Budget Comparison

Comparison between 01/04/19 and 28/01/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
Total Expenditure	£14,800.00	£14,732.62	£67.38

Financial Budget Comparison

Comparison between 01/04/19 and 28/01/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
Total Income	£1,804,443.00	£735,817.80	
Total Expenditure	£1,822,443.00	£656,852.30	
Total Net Balance	-£18,000.00	£78,965.50	

Paid Expenditure Transactions

between 04/12/19 and 28/01/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		14585/6		£4.00	£0.00	£4.00	7. CD	Braunstone Town Council	MINCE PIES	7040/2
		14585/11		£8.00	£0.00	£8.00	7. CD	Braunstone Town Council	DIWALI SUPPLIES	7700
		14585/13		£2.40	£0.40	£2.00	7. CD	Braunstone Town Council	SUPPLIES POPPY CASCADE	7750
110757	23/01/20	14715		£60.00	£0.00	£60.00	7. CD	St Crispins Church	Carol service heating/lighting	7750
		14612/1		£0.00	£0.00	£0.00	7. CD	Brake Shop	Speed leaflets	7950
		14612/2		£0.00	£0.00	£0.00	7. CD	Brake Shop	Posters	7950
		14612/3		£16.00	£2.67	£13.33	7. CD	Brake Shop	shipping	7950
BCARD19121 1BRAKESHO P	11/12/19	14612	3129	£16.00	£2.67	£13.33		Brake Shop		7950
Total				£90.40	£3.07	£87.33				