



# BRAUNSTONE TOWN COUNCIL

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

Darren Tilley – Executive Officer & Town Clerk

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22nd January 2020

Dear Councillor,

You are summoned to attend a meeting of the **BRAUNSTONE TOWN COUNCIL** in the Council Chamber, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on **Thursday 30th January 2020** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

## A G E N D A

**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 Session**

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**

- a) To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 21st November 2019 to be signed by the Chairperson (**Enclosed**).
- b) To confirm the accuracy of the Minutes of the Extraordinary Meeting of Braunstone Town Council held on 9th December 2019 to be signed by the Chairperson (**Enclosed**).

- 5. Council Objectives**  
To consider the Council's Priorities and Objectives and determine whether they are relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).
- 6. Capital Plan 2020/2021**  
To consider priorities and projects for 2020/2021 Capital Plan (**Enclosed**).
- 7. Budget and Precept for 2020/2021 and future estimates**  
To consider the budget and precept for 2020/2021 and to set out proposed estimates for future years (**Enclosed**).
- 8. Committee Appointments**  
To consider confirming Councillor Phil Moitt as Vice-Chair of Planning & Environment Committee, which was made as an interim appointment by Planning & Environment Committee on 9th December 2019 (see item 11a – minute 89).
- 9. Announcements**  
To receive announcements/reports (if any):  
a) Town Mayor,  
b) Leader of the Council,  
c) Executive Officer and Town Clerk.
- 10. Questions from Councillors**  
To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).
- 11. Reports of Standing Committees**  
To receive reports and minutes of Standing Committees (**Enclosed**):  
a) Planning & Environment Committee 09/12/2019 p6888  
b) Community Development Committee 09/12/2019 p6899  
c) Planning & Environment Committee 09/01/2020 p6905  
d) Policy & Resources Committee 16/01/2020 p6910
- 12. Motions on Notice**  
To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).
- 13. Sealing of Documents**  
To authorise the sealing of documents (if any).
- 14. County and District Councillor Reports**  
To receive reports from the Town's elected representatives on:  
a) Leicestershire County Council  
b) Blaby District Council
- 15. Outside Body Reports**  
To receive reports from members of Outside and School Governing Bodies:  
a) Braunstone Town Community Minibus  
b) Braunstone West Social Centre  
c) School Governors

*Next Scheduled Meeting: 8pm, Thursday 19th March 2020.*

*Deadline for submission of Questions on Notice and Motions on Notice:  
12noon, Tuesday 10th March 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 THE COUNCIL MEETING  
HELD AT BRAUNSTONE CIVIC CENTRE**

**21ST NOVEMBER 2019 at 8.00PM**

**PRESENT:** Councillor Parminder Basra (Town Mayor), Councillor Darshan Singh (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown, David Di Palma, Amanda Hack, Sohan Johal, Sam Maxwell, Phil Moitt, Satindra Sangha, Tracey Shepherd, Christiane Startin-Lorent, Marion Waterton and Robert Waterton.

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

There was one member of the public present at the meeting.

**COUncILLOR PARMINDER BASRA, TOWn MAYOR, IN THE CHAIR**

**5798 Reflections on the life and public service of Councillor Bill Wright**

The Town Mayor, Councillor Parminder Basra opened the meeting reflecting on the sad news that Councillor Bill Wright had passed away on Sunday 17th November 2019 following a recent illness.

The Town Mayor addressed Council:

“Councillor Bill Wright was first elected to the Town Council in 1995 when he became involved from the outset in Neighbourhood Watch development, chairing Town Watchers and representing the Town at County level, working with the Police and other Councils to promote community safety and reduce crime and anti-social behaviour”.

“Bill also was an active member of the Planning & Environment Committee where he pursued the need for improvements to air quality and for sustainable urban drainage systems with tenacity”.

“Bill was the Town Mayor of Braunstone Town three times, most recently in 2017/2018. He was extremely enthusiastic about the role, and about his charity Rainbows, going so far as to abseil down Meridian Fire Station to raise over £1,000 on the day and a total of £3,374 during his year”.

“I’m sure you will join with me in reflecting on Bill’s contribution to our Town’s civic and public life and remembering Sharon and his family at what must be a very difficult time as they come to terms with their loss”.

The Town Mayor invited those present to join in a minute’s silence to remember the life and public service of Councillor Bill Wright.

The Leader of the Council, Councillor Nick Brown highlighted how having been persuaded to stand as a Town Councillor and having been elected, Bill Wright threw himself whole heartedly into the Town's political and civic life. Bill had always undertaken the role of Town Mayor with in a dignified and professional manner. During his service as a Town Councillor, Bill Wright led on the Town's commitment to launch and expand Neighbourhood Watch and for the need to address air quality. Councillor Brown added that Bill was raising environment and green issues long before these issue became as prominent as they are today.

Councillor Brown concluded that Bill Wright would be missed by the Council, the community and his fellow Councillors. Bill had a fantastic sense of humour and was a good example for anyone who volunteers for public office.

Councillor Sam Maxwell reflected on Bill Wright's work on scrutiny at Blaby District Council and in particular his work on the impact of air quality on health. The report which calls for action on monitoring results would be dedicated to Bill's memory.

Councillor Phil Moitt reflected on 8 years of service with Bill Wright on Planning Committee, where Bill both has a jolly and a serious side.

Councillor Robert Waterton stated that when he first arrived in Braunstone Town as a resident, Bill Wright was the first person to help with the complexities of local government. On the Town Council, Councillor Waterton as Chair had worked closely with Bill as Vice-chair on Planning & Environment Committee on significant matters affecting the Town.

The Deputy Leader of the Council, Councillor Amanda Hack stated that having first been elected to the County Council, Bill Wright was often the Councillor to go to assist with particular community issues, for which it was never any trouble and Bill relished the challenge. Councillor Hack concluded that Bill had a cheeky sense of humour and she would personally miss him.

Councillor Shabbir Aslam stated that Bill Wright was a personal friend as well as a Councillor colleague. Bill was always available and punctual and would be truly missed.

Councillor Anthea Ambrose reflected on Bill Wright's commitment to raising money for charity as Town Mayor and how Bill always supported other Town Mayor's events and charitable fund raising efforts.

## **5799 Apologies**

Apologies for absence were received from Councillors Ajmer Basra, Alex Dewinter, Sam Fox-Kennedy and Paul Kennedy.

## **5800 Disclosures of Interest**

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

## **5801 Public Session**

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 was one member of the public present at the meeting.

## **5802 Minutes**

The Minutes of the Meeting of Braunstone Town Council held on 26<sup>th</sup> September 2019 were circulated (item 4 on the agenda).

It was proposed by Councillor Parminder Basra and seconded by Councillor Nick Brown and was:

**RESOLVED** that the Minutes of the meeting of Braunstone Town Council held on 26<sup>th</sup> September 2019 be approved and signed by the Chairperson as a correct record.

## **5803 Request for Approved Absence – Councillor Bill Wright**

Following the sad news that Councillor Bill Wright had passed away, the Executive Officer & Town Clerk withdrew this item.

## **5804 Medium Term Priorities and Financial Planning**

Council received a report setting out the context for the Council's medium term priorities and financial planning (item 6 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

### **RESOLVED**

1. that the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought; and
3. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations.

### *Reasons for Decision*

1. *To provide a foundation for preparing budget estimates for 2019/2020 and beyond.*
2. *To ensure the Council focusses its activity and spending given the future financial uncertainties.*
3. *To ensure the highest possible standards within the resources*

*available in the future.*

## **5805 Committee Appointments**

Council considered Committee Appointments following changes in the membership of the Council (item 7 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack that

1. Councillor Tracey Shepherd be appointed to fill one of the vacancies on Policy & Resources Committee;
2. Councillor Sohan Johal be appointed to fill one of the vacancies on Planning & Environment Committee; and
3. that Planning & Environment Committee be invited to appoint an interim Vice-Chair from among the Committee's membership.

An amendment was proposed by Councillor David Di Palma and seconded by Councillor Christiane Startin-Lorent that Councillor David Di Palma be appointed as a member of the Citizens' Advisory Panel, increasing its Councillor membership to six members. Upon being put to the vote the amendment failed.

The substantive motion was then put to the vote and it was

### **RESOLVED**

1. that Councillor Tracey Shepherd be appointed to fill one of the vacancies on Policy & Resources Committee;
2. that Councillor Sohan Johal be appointed to fill one of the vacancies on Planning & Environment Committee; and
3. that Planning & Environment Committee be invited to appoint an interim Vice-Chair from among the Committee's membership.

### *Reason for Decision*

*To enable the efficient and effective transaction of the Council's business.*

## **5806 Announcements**

### a) Town Mayor

The Town Mayor, Councillor Parminder Basra, reported on her recent engagements as follows:

- (a) Remembrance Events – including Festival of Remembrance at De Montfort Hall on 26th October; Service of Remembrance at Saint Crispins Church on 10th November and a Remembrance Service at the Civic Centre Memorial Garden on 11th November; and
- (b) Charity Dinner and Dance at Bistro Live on 15th November which raised funds for the Town Mayor's Charity, Life Links.

The Town Mayor advised of forthcoming engagements as follows:

- (a) Christmas Craft Fair at Braunstone Civic Centre on 23rd November between 11.00am – 3.00pm;
- (b) Town Mayor's Carol Service at St Crispin's Church on 15th December at 6pm; and
- (c) Christmas Pantomime, Beauty and the Beast, at Braunstone Civic Centre on 30th December at 6.30pm.

b) Leader of the Council

The Leader of the Council, Councillor Nick Brown, thanked all those who attended and supported the Library launch celebration event on 2nd November 2019 for the transfer of the Library to the Town Council's management.

c) Executive Officer and Town Clerk

No announcements were made.

**5807 Questions from Councillors**

No questions had been submitted.

**5808 Reports of Standing Committees: Planning & Environment Committee – 10<sup>th</sup> October 2019**

Council received the Report of the Planning & Environment Committee meeting held on 10<sup>th</sup> October 2019 (p6833 – p6838).

It was moved by Councillor Phil Moitt and

**RESOLVED** that the Report be adopted.

**5809 Reports of Standing Committees: Community Development Committee – 10<sup>th</sup> October 2019**

Council received the Report of the Community Development Committee meeting held on 10<sup>th</sup> October 2019 (p6839– p6844).

Page 6839/6840, Minute 33 – Minutes of the Meeting held 11th July 2019

Councillor Robert Waterton advised that the results of the recent Community Speed Watch initiative, which included Murby Way, would be presented to the December meeting of Community Development Committee.

Page 6842, Minute 39 – Civic Commemorations

Councillor Nick Brown drew attention to the initiative to support community groups organise events to mark the 75th anniversary of VE Day. Councillor Brown advised that the Community Life Group already had ideas for a community event.

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**5810 Reports of Standing Committees: Policy & Resources Committee – 31<sup>st</sup> October 2019**

Council received the Report of the Policy & Resources Committee meeting held on 31<sup>st</sup> October 2019 (p6845 – p6855).

Page 6849, Minute 38 – Tennis Court Improvements

In response to a question by Councillor Christiane Startin-Lorent concerning accessibility and pricing structure, Councillor Nick Brown responded that it had been agreed to look at introducing bookings and installing a gate access system in principle, the aim of making the courts more accessible for those who wanted to play tennis rather than it being used for other purposes.

Councillor Robert Waterton advised that there was a problem with people allowing their dogs to enter the tennis courts. Despite notices being put up, they were often removed.

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**5811 Reports of Standing Committees: Planning & Environment Committee – 7<sup>th</sup> November 2019**

Council received the Report of the Planning & Environment Committee meeting held on 7<sup>th</sup> November 2019 (p6856 – p6870).

Page 6857, Minute 75 – Arriva Click

Councillors Amanda Hack and Robert Waterton confirmed that following the presentation, an offer had been made to host Arriva at the Community Centres so that that could talk to residents about the Click service.

Councillor Christiane Startin-Lorent added that it would be useful to know the pattern of speeding incidents since public safety was an important priority.

Page 6862/6863, Minute 83 – Motion on Notice from Council: Houses in Multiple Occupation

Councillor Robert Waterton stated that the legislation surrounding Houses in Multiple Occupation was very complex and therefore it was difficult to take an overview. New legislation was needed to ensure that the Licensing and Planning processes were linked.

Councillor Sam Maxwell advised of the meetings held with senior officers at Blaby District Council and advised that officers responsible for Houses in Multiple Occupation were happy to attend meetings at Parish Councils to give

an overview of the rules and monitoring. The District Council had additional resources in place with the aim of increasing monitoring and enforcement where necessary.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

#### **5812 Motions on Notice**

No Motions on Notice had been submitted.

#### **5813 Sealing of Documents**

There were no documents for sealing.

#### **5814 County and District Councillor Reports**

##### a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

- i. consideration of the Unitary status report had been postponed due to the General Election purdah;
- ii. Health Scrutiny considered performance against the national cancer care targets and Leicestershire's average was below target which was similar across England;
- iii. Health Scrutiny had also received the Annual Report from the Director of Public Health which analysed Health Outcomes; which included physical activity highlighting that teenage girls were less active on average than teenage boys; and
- iv. the impact of poor air quality was also considered and the number of deaths and respiratory illnesses associated with this.

##### b) Blaby District Council

Councillor Sam Maxwell, as District Councillor for Ravenhurst and Fosse Ward, reported on the following matters:

- i. Full Council was held on Tuesday which was overshadowed by the sad news of Councillor Bill Wright's passing; Councillor Wright had been a scrutiny commissioner since 2012; and
- ii. the quarterly review of capital spending identified £16.5k from the community safety budget, which would be match funded by the County Council for flood gates near Thurlaston, this was being challenged by some members on the ground there was insufficient linkage to Council Policy for the scheme.

Councillor Phil Moitt updated the Council on reviewing of the call-in procedure for planning applications, which had been raised as an issue for review by the scrutiny commissioners.

## **5815 Outside Body Reports**

a) Braunstone Town Community Minibus

No report was given since both Councillors Sam Fox-Kennedy and Paul Kennedy had sent their apologies and were not in attendance.

b) Braunstone West Social Centre

Councillor Phil Moitt advised that the winter works programme at the Centre was underway and volunteers were needed to assist with putting up the Christmas decorations.

c) School Governors

No reports were given.

The meeting closed at 9.30pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 30th January 2020.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING  
HELD AT BRAUNSTONE CIVIC CENTRE**

**9TH DECEMBER 2019 at 7.30PM**

**PRESENT:** Councillor Parminder Basra (Town Mayor), and Councillors Anthea Ambrose, Shabbir Aslam, Ajmer Basra, Nick Brown, Alex Dewinter, Sam Fox-Kennedy, Sohan Johal, Paul Kennedy, Sam Maxwell, Phil Moitt, Satindra Sangha, Christiane Startin-Lorent, Marion Waterton and Robert Waterton.

**Officers in Attendance:** Mr 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.

**COUNCILLOR PARMINDER BASRA, TOWN MAYOR, IN THE CHAIR**

**5816 Apologies**

Apologies for absence were received from Councillors David Di Palma, Amanda Hack, Tracey Shepherd, Darshan Singh and Imran Uddin.

**5817 Disclosures of Interest**

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

**5818 Public Session**

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 at the meeting.

**5819 Shakespeare Park – Improvement & Development**

Council considered a resolution required to seek approval from the Secretary of State for Housing, Communities and Local Government to borrow up to £936,936 towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park (item 4 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

## **RESOLVED**

1. that the decision of Council on the 26th September 2019 to seek borrowing approval from the Secretary of State for Housing, Communities and Local Government for a loan up to £936,936 (£500,000 in 2019/2020 and up to an additional £436,936 in 2020/2021), over the borrowing term of no more than 40 years, towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park (Minute 5786) be supported and endorsed;
2. that the impact of the interest rate rise for the Public Works Loans as detailed in the report, be noted;
3. that the following resolutions be approved and submitted as part of the application requirements for borrowing approval to the Ministry of Housing, Communities & Local Government:
  - (a) "It was RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £936,936 over the borrowing term of 40 years for the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park. The annual loan repayments will come to around £41,891".
  - (b) "It is also intended to increase the council tax precept for the purpose of the loan repayments by 7.18% which is the equivalent of an additional £8.60 a year. This will be subject to a precept increase consultation".
4. that it be noted that the precept for 2020/21 did not need to rise by 7.18% to fund the loan repayments, since in accordance with the Council' Medium Term Priorities and Financial Planning Process provision for £21,306 had already been made within the Council's revenue budget towards meeting the loan repayments (as detailed in the Borrowing report to Council on the 26th September 2019 and in Medium Term Priorities and Financial Planning Process Report to Council on 21st November 2019 (minute 5804)); and therefore, it was proposed that the remaining cost of funding the loan repayments could be met by increasing the Council Tax Precept by 3.4%, which was the equivalent of an additional £4.22 per year on a band D property and £3.28 per year on a typical band B property; which had previously been consulted upon;
5. that it be noted that following approval by Council on 21st November 2019 of the annual Medium Term Priorities and Financial Planning Report, that Standing Committees would be considering their budgets for 2020/21 and making recommendations to Council, scheduled for 30th January 2020, which would consider the budget and set the precept for 2020/2021; and
6. that delegated authority be given to the Executive Officer & Town Clerk to prepare and submit the borrowing application in accordance with the requirements and to apply to the Public Works Loan Board to draw down the funds at the appropriate time in order to meet the costs of the project.

## *Reasons for Decision*

1. *To enable the Council to fund the project, which had been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision had and would be made to finance the borrowing from the Council's Revenue Budget.*
2. *To recognise that the decision by HM Treasury results in an increase in £7,212.58 in annual loan repayments, the equivalent of an additional 1.2% on the council tax, £1.48 per annum on band D properties and £1.15 on a typical band B property.*
3. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Housing, Communities & Local Government.*
4. *The Council had made provisions to fund the loan through its medium term financial planning process, which included a combination of savings and precept rises. If outstanding grant applications were unsuccessful, the additional element of the borrowing would need to be funded through small rises in the council tax precept. A precept rise consultation had been undertaken between November 2018 and 1st April 2019.*
5. *To provide a foundation for preparing budget estimates for 2020/2021 and beyond.*
6. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.*

The meeting closed at 7.50pm.

**NOTE:**

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

EQUALITIES ACT 2010

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 30th January 2020.*

## **BRAUNSTONE TOWN COUNCIL**

**30th JANUARY 2020**

### **Item 5 – Council Objectives**

#### **Purpose**

To consider the Council's Priorities and Objectives and determine whether they are relevant to address current and emerging issues faced by the Council and the community.

#### **Background**

On 31st October 2019, Policy & Resources Committee considered the Council's medium term priorities and financial planning for recommendation to Council, which was adopted by Council on 21st November 2019. This sets the context for each Standing Committee to review and, where appropriate, update its objectives, alongside making recommendations for the 2020/2021 budget.

#### **Town Council Mission**

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

**Mission Statement** - *We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

#### **Town Council Priorities (2019/2020)**

In addition to the Mission Statement, the Town Council has nine Key Priorities for 2019/2020.

It is recommended that these continue to be the Key Priorities for 2020/2021, with the descriptive text updated as follows:

1. Shakespeare Park – updated to take account of the revised timescales for the delivery of the project;
3. Quality of Life Services – reworded to reference the importance of tackling climate change as well as poor air quality.
5. Meet the needs of Thorpe Astley residents by facilitating the delivery of services and events at Thorpe Astley Community Centre – updated to recognise changes to Library and Customer Services.
6. Braunstone Town Library – updated to reflect that the Town Council is now

- managing the service on behalf of the community;
- 7. Thorpe Astley Open Spaces – updated to reflect that transfers have been completed with two developers and the remainder have been submitted to the Land Registry;
- 8. Lubbesthorpe – to reflect that the bridge over the M1 is now open; and
- 9. Efficient Services – updated to take account of the identified revenue savings in 2019/20 and the projected savings set out in the Council's Medium Term Priorities and Financial Planning analysis.

#### ***1. Shakespeare Park***

The Town Council has ambitious plans to invest in the redevelopment and improvement of sporting, recreation and play facilities at Shakespeare Park. A Working Group has been established involving both the Bowls and football clubs and plans, designs and a schedule of works has been approved and been the subject of consultation with partners and the community. Planning approval has been given and a preferred contractor selected. Once funding is in place works will commence which is scheduled for completion in 2021.

#### ***2. Community Centres***

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

#### ***3. Quality of Life Services***

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

#### ***4. Enhancing a Socially Inclusive and Vibrant Community***

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

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

Consider whether there is a need to extend other Council services to Thorpe Astley Community Centre in order to reduce isolation and provide better access to services for Thorpe Astley residents. To provide a vibrant community centre,

a place for community groups offering a range of activities and events for the community.

#### ***6. Braunstone Town Library***

Responsibility for the management of Braunstone Town Library transferred to the Town Council in October 2019, ensuring the service is safe and will be retained. As a community leader, the Town Council seeks the views and aspirations of the community in order to shape the future of the Library Service, while ensuring the sustainability of all services provided from the Civic Centre site.

#### ***7. Thorpe Astley Open Spaces***

The Town Council has been responsible for the management and maintenance of Thorpe Astley open spaces since 2014, having received the developer commuted sums. The Town Council has completed the legal transfer of open spaces at Thorpe Astley from two developers and is in the process of registering the remaining open spaces. Once complete the Town Council will identify future investment and improvement to the facilities, including ensuring improvements are implemented to the Culvert at Thorpe Astley Park.

#### ***8. Lubbesthorpe***

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the opening of the new link road to Thorpe Astley. Following a consultation, the Town Council is actively working with the developer and Blaby District Council to ensure that the land adjacent to the M1 bridge is suitably landscaped to provide protection for residents from the new road and to provide a leisure and recreation space.

#### ***9. Efficient Services***

Having made £31,700 in ongoing savings since 2015/2016 without impacting on the delivery of services the Town Council continues to look to make efficiency savings while ensuring the existing services are safeguarded and where appropriate improved. Given the financial uncertainties identified in the Council's Medium Term Financial Planning analysis, the Town Council will seek to make £9,000 in ongoing savings over the next two financial years.

#### **Town Council Objectives**

In addition, the Council has key objectives relating to its Committees and Service Areas, which are reviewed on an annual basis and are attached as Appendix 1.

Open Spaces & Parks Objective on planting trees has been updated to include tackling climate change as well as fighting pollution.

## Committee Consideration

The Citizens' Advisory Panel considered and endorsed the objectives on 5th December 2019 (*Citizens' Advisory Panel Minute 6, 5th December 2019*).

On 9th December 2019, both Planning & Environment Committee (*Minute 96*) and Community Development Committee (*Minute 57*) considered their respective priorities and objectives and recommended no changes.

Policy & Resources Committee on 16th January 2020 (*Minute 56*) considered and approved for recommendation to Council, the Council's priorities and objectives for the 2020/2021 Council Year.

## Recommendations

1. That the nine Town Council Priorities for 2020/2021, based on the 2019/2020 Priorities and as updated, be approved as set out in the report; and
2. that the Council Objectives set out in Appendix 1, as amended, be approved.

## Reasons

1. 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, and the approach was supported by the Town's Citizens' Advisory Panel and the Council's Standing Committees.
2. To ensure that the Council's objectives were relevant and reflected changing issues within the community.

## **APPENDIX 1 – COUNCIL OBJECTIVES**

The Council approved the following objectives for each of its service areas on 31st January 2019. Proposed changes, detailed in the report, are highlighted.

### **Planning and Environment Objectives**

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact of traffic and from air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

### **Community Development Objectives**

Nurturing and enhancing community life, equal opportunities and social inclusion.

#### *Young people*

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

#### *Crime reduction services*

3. Reduce opportunities for crime, increase public safety and establish a community spirit

#### *Social inclusion, recreation & culture*

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
10. To promote social inclusion

### Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

### Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

### Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution and climate change by planting trees on our parks

## **BRAUNSTONE TOWN COUNCIL**

**30th JANUARY 2020**

### **Item 6 – Capital Plan 2020/2021**

#### **Purpose**

To consider priorities and projects for 2020/2021 Capital Plan.

#### **Background**

The Council's Capital Projects have been identified through emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding be available, as a result Policy & Resources Committee on 11<sup>th</sup> April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme. The current Capital Plan was approved by Council on 31st January 2019 (Council Minute Reference 5712).

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding availability and priorities. The Capital Plan forms the foundation of the investment and improvement works undertaken by the Town Council. The Capital Plan proposals for the year ahead and beyond are considered and approved at Full Council in January when the budget and precept is set.

#### **Capital Plan**

##### **a) Completed Projects**

The following projects have been completed during 2019/2020 and are recommended for removal from the 2020/2021 Capital Plan:

Completed Parks and Open Spaces Projects		
Park	Project	Completed
Mossdale Meadows & Merrileys	Mossdale: 2 x new litter bins and 2 x dog waste bins required	April 2019
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)	

## b) Projects Scheduled for Completion

The following project is due for completion prior to the end of the current plan period and is recommended for removal from the 2019/2020 Capital Plan:

Scheduled General Projects		
Location	Project	Scheduled
Civic Centre, Thorpe Astley Community Centre, Franklin Park and Thorpe Astley Park	Conversion of Footpath Lighting and Car Park Lighting to LED. <i>Included in Revenue Savings Projects and approved with Centre conversion. Delayed in order to undertake with County Council LED Lighting roll-out, however, County Council decided not to include Parishes at this time. The potential savings make it worth seeking an alternative company to undertake the work.</i>	January / February 2020. Outstanding is one light on Franklin Park where the column needs replacing.

## c) Current Projects

The following projects are currently included on the Capital Plan and are recommended for inclusion on the Capital Plan for 2020/2021, subject to the inclusion of the highlighted amendment:

Parks and Open Spaces Projects		
Park	Project	Notes
Franklin park	Improvement items identified by the Franklin Park Working Group: completion of gravel path in orchard (to enable access to lower part when the ground is water logged)	Currently scheduled for 2021/22
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Once open space registered with the Council
Mossdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Toddler swings (estimated five year life span – medium risk) MM	
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.	Once Shakespeare Park Improvements completed – scheduled 2018

Parks and Open Spaces Projects (continued)		
Park	Project	Notes
<i>Mossdale Meadows &amp; Merrileys Continued</i>	Installation of bio-fuel boiler at Mossdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The parks staff also have to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heat.	Once Shakespeare Park Improvements completed – scheduled 2020
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2021.  <b>Priority Project for 2020/21</b>
	Replacement to Perimeter fencing of Tennis Courts	
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement.	
	Provide additional basketball/netball nets/markings to existing tennis courts to provide an all-year use for the facility.	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2021.  <b>Priority Project for 2020/21</b>
	Additional balance in play area (2-5 or 5 – 12 age group)	
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	

Community Centres Projects		
Building	Project	Notes
Civic Centre	Refurbishment of both sets of Toilets <u>including exploring the provision of a Changing Places Toilet.</u> <i>The current toilets are approximately 20 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	<b>Priority Project for 2020/21</b>
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	<b>Priority Project for 2020/21</b>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>	
	Refurbishment/Replacement of Fire Doors in Council Chamber. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Currently scheduled for 2021/22
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	Currently scheduled for 2021/22
Both Centres	Repainting of Rooms in both Civic Centre and Thorpe Astley Community Centre where there is dirt or damage (to ensure rooms are attractive to hirers).	<b>Priority Project for 2020/21</b>

General Projects		
Location	Project	Notes
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	Currently scheduled for 2021/22

#### d) Proposed New Projects

The following projects have been identified as requiring future investment and are recommended for inclusion on the Capital Plan for 2020/2021:

Potential Projects	
Details of Project	Reason for Proposed Addition
Installation of Solar Panels at both Community Centres and Shakespeare Park Pavilion	The Town Council has completed energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.
Improvements to Cycling Facilities	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage.
Gateway signage to the Town on the new road from Lubbesthorpe and at the entrances to Thorpe Astley estate	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and at Thorpe Astley and could therefore explore incorporating speed reminders and/or safety messages.
Flood Prevention Measures at Mossdale Depot	The Parks Depot at Mossdale Meadows has recently been the subject of flooding incidents following heavy and prolonged rain. The depot is lower than the adjacent concrete pathway. Engineer to design drainage/flood prevention scheme.
Installation of Hearing Loops in Community Centre rooms	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>

## e) Projects proposed for Deletion

There are no projects recommended for deletion.

### Committee Consideration

On 9th December 2019, both Community Development Committee and Planning & Environment Committee considered whether they had any items for inclusion on the Capital Plan.

Planning & Environment Committee recommended “that gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate be included on the 2020/21 Capital Plan” (Planning & Environment Committee minute 98, resolution and reason 2). This item has been included in section d, “Proposed New Projects” (above).

Policy & Resources Committee on 16th January 2020 recommended “that exploring the provision of a Changing Places Toilet be included as part of the Current Civic Centre Project: *Refurbishment of both sets of Toilets*” (highlighted under section c, Current Projects, above). Having considered the proposed inclusion, Policy & Resources Committee approved for recommendation to Council, the recommended changes to the Capital Plan for 2020/2021 (Policy & Resources Committee minute 57).

### Recommendations

1. That the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the project due for completion (section b) be removed, assuming its completion prior to the end of the plan period, otherwise it be included on the 2020/2021 Capital Plan;
3. that the Current Projects (section c), incorporating the amendment to the Civic Centre Project: “Refurbishment of both sets of Toilets”, be rolled forward on to the 2020/2021 Capital Plan; and
4. that the Proposed New Projects (section d) be added to the 2020/2021 Capital Plan.

### Reasons

1. To confirm that the projects had been completed and there was no further work outstanding.
2. To ensure the plan was updated accordingly reflecting progress with its delivery.
3. To confirm that the projects were outstanding and were still required. To update existing projects where necessary to explore additional improvements.
4. To recognise the need to undertake investment and improvement as identified.

## **BRAUNSTONE TOWN COUNCIL**

**30th JANUARY 2020**

### **Item 7 - Budget and Precept for 2020/2021 and future estimates**

#### **Purpose**

To consider the budget and precept for 2020/2021 and to set out proposed estimates for future years.

#### **Precept Calculation**

Section 50 of the Local Government Finance Act 1992 specifies the calculation of the budget requirement for local precepting authorities and a summary of this section of the Act is set out below.

The following items of expenditure should be added together:

- Estimated expenditure incurred in carrying out duties which will be charged to a revenue account;
- Any contingency allowance for the year;
- Any amounts to be raised to increase reserves for estimated future expenditure in respect of:
  - Working balances to cover payments in advance of receipts on revenue account in the following year,
  - Expenditure which will be incurred and charged to revenue account in the following or subsequent financial years.
- Any amount required to meet accumulated deficits. A local precepting authority must calculate its estimated income by adding together:-
  - Estimated income which will be credited to a revenue account, but excluding any estimated precept receipts;
  - An estimate of the amount of reserves to be used during the financial year in respect of carrying out its duties and any contingency allowance.

The budget requirement for the year is the difference between expenditure and income calculated in accordance with Section 50.

Therefore for 2020/2021, expenditure, taking into account the above, will be £1,448,348. Income, taking into account projected interest on investments, and fees and charges, is projected to be £783,044. With no Council Tax Support Grant nor New Homes Bonus from April 2018; this leaves a net requirement of £665,304 for 2020/2021. In line with the recommendations of the Financial Strategy £9,000 is allocated to be used from the reserves. In order to cover additional staffing costs for the Library, £10,000 is allocated to be used from the £25,000 one-off transfer grant received from Leicestershire County Council. This leaves a net precept requirement of £646,304 (6.86% increase on 2019/2020 base budget) amounting to a 6.47% increase on the precept (Council Tax charge).

The proposed income and expenditure budgets for 2020/2021 are attached as

## Appendix 1.

Comparative figures showing last year's outturn (31st March 2019), the current year budget and spend to 31st December 2019 and the proposed budget for 2020/2021 for each of the Committee budgets and budget headings is attached as Appendix 2.

Revised and updated projections for the next 5 years are attached at Appendix 3 and will be subject to reassessment in October and November 2020 prior to the budget preparations for 2021/2022.

The precept must be agreed at a meeting of Braunstone Town Council (scheduled for 30th January 2020) and notified to Blaby District Council by 1st February.

### Budget and Precept Comparisons

<u>SERVICE</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
Corporate Management	£79,713.56	£92,824.66	£92,254.98	£88,531.70
Braunstone Civic Centre	£119,223.24	£112,077.77	£116,980.22	£123,853.77
Thorpe Astley Centre	£62,005.76	£56,456.36	£46,322.48	£59,450.33
Parks & Open Spaces	£183,896.16	£213,743.25	£196,390.37	£196,646.60
Library/Customer Serv	-	-	£82,812.68	£108,211.26
Community Development	£91,059.30	£101,028.40	£52,548.43	£53,032.99
Planning & Environment	£32,554.97	£34,976.56	£35,507.84	£35,577.35
<b>TOTAL</b>	<b>£568,453</b>	<b>£611,107</b>	<b>£622,817</b>	<b>£665,304</b>
Council Tax Support	£48,897	£0	£0	£0
Use of Reserves	-	£37,000	£18,000	£9,000
Library Transfer Grant	-	-	-	£10,000
<b>Precept Requirement</b>	<b>£519,556</b>	<b>£574,107</b>	<b>£604,817</b>	<b>£646,304</b>

### Proposed Council Tax for 2020/2021

With a precept base of 4,888.43 and a precept requirement of £646,304, the scaled charges for the precept (Council Tax) are as follows:

COUNCIL TAX BANDS	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)
NUMBER OF PROPERTIES IN EACH BAND (January 2020)	918	3717	1523	729	222	3
<b>SCALED CHARGES FOR 2020/2021</b>	<b>£88.14</b>	<b>£102.83</b>	<b>£117.52</b>	<b>£132.21</b>	<b>£161.59</b>	<b>£190.97</b>
Charges in 2019/2020	£82.78	£96.58	£110.37	£124.17	£151.76	£179.35
<i>Cash Increase</i>	£5.36	£6.25	£7.15	£8.04	£9.83	£11.62

## Waste Services

Braunstone Town Council had a contract with Blaby District Council to empty 48 dog bins and 1 litter bin twice a week located on land owned by the Town Council. The charge for this service was £7086.04 per annum. This relates to a rate of £1.395 per dog bin empty and £1.175 per litter bin empty.

In November 2018 Blaby District Council announced that, following a review of their Parish Bin Service, they were proposing to increase their rates from 1<sup>st</sup> April 2019 to £2.79 per bin empty. There would no longer be separate charges for dog or litter bin emptying. Further, from 1<sup>st</sup> April 2020 an extra charge would be made for each bin collection that was greater than 10m from the highway. Due to the location of many of the Town Council bins on our parks, this extra charge would be payable on many of our bins. From 1<sup>st</sup> April 2019, if we had utilised the service from Blaby District Council, the cost for the emptying of all our bins on a twice a week collection would have increased to £14217.84 per annum, relating to a £7131.80 increase to the annual cost.

If the service from Blaby District Council had continued from 1<sup>st</sup> April 2020 the Town Council would see a further increase of £1.00 per bin from £2.79 to £3.79 for those bins more than 10 metres from the highway.

In light of this increase in cost, alternative options were investigated in order to assess to continue with the dog waste bin emptying and disposal service within the existing budget.

Quotations were obtained from four contractors to provide a dog bin emptying service based on a twice weekly basis and the contract was awarded to Target Pest Control. It was agreed that an audit of the number of bins, locations and frequency of bin emptying be undertaken between 1<sup>st</sup> April 2019 to 31<sup>st</sup> August 2019.

An audit of the dog bins was undertaken up to 30<sup>th</sup> September 2019 and it was agreed with the contractor and Town Council staff that the only change to the contract was to decrease the emptying of the dog bins to once a week at a charge of £2.10 per bin per collection. This equates to £5,241.60 per year plus VAT by using the existing contractor. This reduction in the number of times the bins are emptied amounts to a saving of £5,241.60 per annum without an adverse effect on the service. Therefore, Waste Services has been reduced from £8,300 to £5,300.

## Street Furniture

Based on the decision of the Planning & Environment Committee to explore gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate (Minute 43), Street Furniture expenditure is proposed to increase by £3,000 to £5,000 to cover the consultancy, design costs and insurance costs. Since the signage will be a physical asset, it is recommended that the item be included on the Capital Plan and that once full costs are known, an amount is earmarked in the reserves to cover the cost.

### Grants for 75th Anniversary of VE Day

On 10th October 2019, the Community Development Committee considered ideas for future civic commemorations and acts of Remembrance (Community Development Committee minute 39). To provide a coordinating role for community to mark 75th Anniversary of VE Day, the Committee agreed that a programme of events for the 75th Anniversary of VE Day be coordinated by the Town Council to be operated from April to June 2020 and based on the same principles as the Annual Programme of Events.

To ensure appropriate financial support to enable events to be organised and ensure their success, the Community Development Committee also agreed to recommend to Policy & Resources Committee 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. This budget request has been included at Appendix 1.

### Community Safety

An entry has been included on the proposed Community Development budget at Appendix 1 for Community Safety. While there is a budget to purchase crime reduction items for resale and signs (e.g. Neighbourhood Watch signs), there is not a specific budget for supporting Community Safety initiatives and messages. The Community Development Committee recently purchased 30mph bin stickers. Therefore a modest amount has been included for such purposes, which forms a significant part of the role.

### Consumer Products

The Council has a range of crime reduction items which it makes available for sale; Locks, alarms etc. Sales of these items are very limited and there is currently a reasonable amount of stock. This stock is being reviewed, since some of the items are outdated and other items may need to be sold at lower prices. The budget for purchase and sales has been reduced to recognise the relative small cost of these items and the low number of sales.

### Staff and Pension Costs

In November 2019, the National Employers for local government services informed the unions that they would not be in a position to respond to their pay claim until the impact of the outcome of the General Election was known, which they did not expect until the New Year. Therefore, there is currently no agreed nor draft pay deal for implementation in April 2020. Staffing and pension budgets have been assessed by incorporating any scale point increases due to individual members of staff and then applying a 2% increase to all staff salaries, as set out in the Financial Strategy. Additional funds have been allocated for Library staff due to the increase in hours which were the subject of TUPE, as reported to Policy & Resources Committee on 14th February and 13th June 2019 and for which the County Council agreed the

payment of a one-off grant of £25,000 to assist the Town Council. In order to balance costs in 2020/21, £10,000 will need to be drawn down from this money. Overall, staffing, pension and associated on-costs, are budgeted to increase by 3.07%, a total of £14,883.

#### Assessment of income and expenditure against budgets

On 13th June 2019, Policy & Resources Committee received the End of Year Accounts for the financial year ended 31st March 2019 for consideration and to recommend to Council adoption of the Accounting Statements 2018/2019.

As part of the process of scrutinising the outturn, the Committee identified that:

1. The combined net payments for Utility Bills at both Community Centres were one-third over the budget. The Council needed to understand why in order to ensure it adequately budgeted for its costs.
2. Income from Room Hires had been below the budgeted amount for more than one financial year and it was important to understand trends in order to set budgets and determine whether any policy changes would be required.

Therefore, the Committee resolved:

1. that the Executive Officer & Town Clerk conduct an investigation into the cost of utility bills, ahead of the 2020/2021 budget setting process; and
2. that a report be submitted to a future meeting of Policy & Resources Committee providing 5 years of comparative income figures for Room Hires.

Policy & Resources Committee received this report at its meeting on 31st October 2019 (Policy & Resources Committee Minute 34) and decided that the figures be used as part of the analysis for recommending budgets for 2020/21 in order to ensure that budget setting was realistic and expenditure and income against budgets would be achievable. This process resulted in reducing the budgeted income figures for Room Hires by £21,532 and increasing the budgeted amount for utilities and rates by £2,000.

#### Contract Changes

A new Insurance and Internal Audit Contract have resulted in slight decreases in expenditure (£3,500) and the new Licensed Bar and Café contract has resulted in a slight decrease in income (£2,000).

#### Fees and Charges

In addition to the precept, the Council levies charges for using its community and sporting facilities and some miscellaneous administrative charges. Since 2018/2019 fees and charges have been frozen, since previous increases had resulted in cancellation of some longer term hires, who reported that year on year, slightly above inflation increases had meant that their activity was no longer viable.

Following the review of the budgeted income from Room Hires, see above, and consideration by Community Development Committee and Citizens' Advisory Panel

of support for community groups, Policy & Resources Committee on 16th January 2020 established a Member Working Group to review in detail the community centres offer and associated hire scheme and charges.

Therefore, no increase in charges is currently recommended.

### The Council Tax Base and Town / Parish Precepts

The Council Tax Base is calculated by Blaby District Council each year. It is calculated for the District as a whole and also for each individual parish. The Council Tax Base represents the number of Band D equivalent dwellings within the District or Parish adjusted for the following items:-

- Exemptions;
- Discounts;
- New Properties;
- The Collection Rate Percentage.

Once agreed the parish Tax Base is used to calculate the Town/Parish element of each Council Tax Bill.

The Localism Act and Council Tax Regulations which came into effect in 2013 have resulted in changes in the way the Council Tax is collected. The government's Welfare Reforms have resulted in a reduction in the Tax Base Figure. There is however no mechanism for the government to provide funding directly to Town and Parish Councils to make up any shortfall due to the reduced Council Tax Base. The government says however that there is a clear expectation that the District Council will work with Parishes in its area to pass down funding so that the precept can be reduced to reflect the reduction in the Council Tax Base.

From 2013/2014 to 2017/2018, Blaby District Council passed on the parish share of the Council Tax Support Grant, which amounted to £56,819.90 in 2013/2014 and £48,897 in 2017/2018. However, Blaby District Council determined in February 2017 to discontinue the redistribution of this grant to parishes, along with ending the redistribution of the New Homes Bonus, from April 2018.

This decision presented the most significant financial risk to the Town Council's finances and services, since the grant offset the income from the tax base which was lost as a result of the reforms to the welfare system. Therefore, without the grant, residents on low income or in receipt of benefits can apply to reduce their Council Tax and the Town Council will no longer receive this payment. The risk of setting significantly higher precepts is that among residents on lower incomes or where income is being squeezed; higher precept increases could increase the number of applications for Council Tax reductions/exemptions.

Therefore, the decision of Blaby District Council to end the payment of the parish share of the Council Tax Support Grant will continue to impact upon the Council's finances and ability to deliver capital investment for the next 2 to 4 years.

## Council Tax Property Bands

All domestic properties in England and Wales became liable to a local tax called Council Tax from 1st April 1993. The council tax has a property element and a personal element.

The property element depends on the valuation band to which the property is allocated. The bands are:-

Band A	up to	£40,000
Band B		£40,000 to £52,000
Band C		£52,000 to £68,000
Band D		£68,000 to £88,000
Band E		£88,000 to £120,000
Band F		£120,000 to £160,000
Band G		£160,000 to £320,000
Band H		£320,000 and over

The personal element is related to the number of adults resident in the property. The basic bill assumes that there are two adults resident in the property and in this case the personal element and the property element will each comprise 50% of the bill. If there are more than two resident adults, the bill is not increased. However, if there are fewer than two residents, the bill is discounted accordingly. The bill for a one-adult household will be 75% of the basic bill. Of this, 50% represents the property element and 25% the personal element.

## Loans (Public Works Loan Board)

Public Works Loan Board loans have fixed interest rates and repayments are made twice yearly, i.e. each May and November. The total balance on loans outstanding at the beginning of 2019 was £289,474.07. Loans outstanding at the end of 2019:-

<u>Loan No.</u>	<u>Balance outstanding</u>	<u>Service</u>	<u>Estimated Annual Repayment</u>	<u>Rate</u>	<u>Maturity Date</u>
477930	£35,440.50	2 CC	£15,977.78	8.25%	07.05.2022
480508	£16,096.13	2 CC	£4,586.04	6.00%	07.11.2023
482623	£45,574.12	2 CC	£9,647.56	5.25%	07.05.2025
485188	£18,083.32	5 OS	£3,525.80	5.00%	07.05.2025
485557	£31,502.05	2 CC	£5,783.06	5.25%	07.05.2026
487506	£40,159.48	5 OS	£6,033.30	4.50%	07.11.2027
490422	£29,400.00	6 CS	£4,186.00	4.50%	07.05.2030
501336	£26,742.39	5 OS	£10,994.00	1.84%	07.05.2022
<b>TOTAL</b>	<b>£242,997.99</b>		<b>£60,733.54</b>		

Any amount to be borrowed must not be less than the maximum amount the Council is entitled to spend under Section 137 i.e. £8.32 (2020/21) x the number on the electoral role on 1st April. On 1st April 2019 the number on the electoral role in Braunstone Town was 12,555, meaning the amount to be borrowed must not be less

than £104,458.

#### Estimated Reserves for 2019/2020

	2016/2017 (Actual)	2017/2018 (Actual)	2018/2019 (Actual)	2019/2020 (Estimated)
Balance b/f	£350,420.68	£312,803.46	£268,198.63	£236,782.01
Annual Precept	£495,653.00	£519,556.00	£574,107.00	£604,817.00
Other Income	£233,535.76	£275,112.89	£188,870.62	£224,626.00
Staff Costs	£442,383.95	£462,128.74	£463,923.55	£485,415.00
Loan Repayments	£63,912.42	£63,786.42	£60,891.04	£60,765.04
Other Expenditure	£260,509.61	£313,358.56	£269,579.65	£254,956.96
Balance c/f	£312,803.46	£268,198.63	£236,782.01	£265,088.01

#### Local Government Finance Act 1972 (Section 106)

Members are reminded that when a local council is considering budgetary items any councillor who is in arrears for more than two months with his/her Council Tax payments, he/she must declare that Section 106 applies and neither speak nor vote on the matter before the council. It is a criminal offence for a 'Councillor to vote on Council Tax level or Council Budget in these circumstances'.

#### Committee Consideration

Planning & Environment Committee on 9th December 2019 considered the draft budget estimates for its services and recommended:

1. that the draft Estimates for the Planning and Environment Committee (included at Appendix 1) be included in the Budget Estimates for 2020/2021;
2. that gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate be included on the 2020/21 Capital Plan; and
3. that once full costs are known, an amount is earmarked in the reserves to cover the cost of the signs, referred to in 2 above.

(Planning & Environment Committee Minute 98).

Community Development Committee on 9th December 2019 considered the draft budget estimates for its services and recommended:

1. that the draft Estimates for the Community Development Committee (included at Appendix 1) 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.

(Community Development Committee minute 59).

Policy & Resources Committee on 16th January 2020 considered and approved for recommendation to Council, the budget estimates for the whole Council, and identified the precept demand in order that Council can set a balanced budget (Policy & Resources Committee minute 58).

## Recommendations

1. That once full costs were known, an amount be earmarked in the reserves to cover the cost of gateway signage to the Town at the Parish Boundary with Lubbesthorpe and at the entrances to Thorpe Astley estate;
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;
3. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
4. that £9,000 be earmarked in the reserves in 2020/21 to be used to balance the general fund budget;
5. that £10,000 of the £25,000 one-off Library Transfer Grant received from Leicestershire County Council be earmarked in the reserves in 2020/21 to be used to offset the additional Library staffing costs transferred under TUPE;
6. that the Estimates for 2020/2021, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2020/2021; and
7. that a Net Precept Requirement for £646,304 for the financial year 2020/2021 be submitted to Blaby District Council.

## Reasons

1. The signs would be a capital asset, the cost was likely to exceed the amounts in the annual Planning & Environment Expenditure Revenue Budget; however, the life span of the signs would be approximately 30-40 years.
2. To ensure appropriate financial support to enable VE Day anniversary events to be organised and to ensure their success.
3. Following a review of budgeted income from Room Hires and consideration by Community Development Committee and Citizens' Advisory Panel of support arrangements for community groups, Policy & Resources Committee was due to consider establishing a Panel to review in detail the community centres offer and associated hire scheme and charges.
4. Following the withdrawal of Council Tax Support Grant, to use reserves to protect services, while phasing the equivalent in precept increases over a period of 3-4 years to avoid any adverse impact a single large precept increase would have on residents.
5. To enable the Town Council to employ staff at Braunstone Town Library, as set out in its proposed service model.
6. To meet the Town Council's operating budgets for 2019/2020 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.
7. The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.

# APPENDIX 1 - BRAUNSTONE TOWN COUNCIL

## DRAFT ESTIMATES 2020/2021

Represents an increase in Council Tax paid of 6.47%

<b>COUNCIL TAX CALCULATION</b>		£				
<b>COMMITTEE REQUIREMENT</b>						
Corporate Management	£88,531.70					
Braunstone Civic Centre	£123,853.77					
Thorpe Astley Centre	£59,450.33					
Parks & Open Spaces	£196,646.60					
Library/Customer Services	£108,211.26					
Community Development	£53,032.99					
Planning & Environment	£35,577.35					
<b>TOTAL REQUIREMENT</b>	<b>£665,304.00</b>	<b>£665,304.00</b>				
<b>DEDUCT FROM RESERVES</b>		<b>£9,000.00</b>				
USE OF £25,000 LIBRARY TRANSFER GRANT		<b>£10,000.00</b>				
<b>NET REQUIREMENT</b>		<b>£646,304.00</b>				
SCALED COUNCIL TAX BASE		4,888.43				
NET REQUIREMENT ÷ SCALED COUNCIL TAX BASE = BAND 'D' COUNCIL TAX		£132.21				
<b>6.47% Increase</b>						
<b>COUNCIL TAX BANDS - Braunstone only</b>	<b>A (6/9)</b>	<b>B (7/9)</b>	<b>C (8/9)</b>	<b>D (9/9)</b>	<b>E (11/9)</b>	<b>F (13/9)</b>
NUMBER OF PROPERTIES IN EACH BAND	918	3717	1523	729	222	3
	£88.14	£102.83	£117.52	£132.21	£161.59	£190.97

### KEY TO ACTS (followed by Section Number in Brackets)

1. Local Government Act 1972
2. Parish Councils Act 1957
3. Local Government and Ratings Act 1997
4. Local Government (Miscellaneous Provisions) Act 1976
5. Local Government Finance Act 1992
6. Representation of the People Act 1983 and 85 (as amended by the Local Government Finance (Repeals and Consequential Amendments) Order 1991)
7. Open Spaces Act 1906
8. Litter Act 1983
9. Local Government Pension Scheme Regulations 1995
10. Local Authorities (Members' Allowances) (England) Regulations 2003 (As amended by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004)
11. Local Government & Housing Act 1989
12. The Climate Change and Sustainable Energy Act 2006
13. Localism Act 2011 (s1 - 8 to be used as the power of last resort)

**BRAUNSTONE TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**  
**RESOURCES & FACILITIES: CORPORATE MANAGEMENT**  
**DRAFT ESTIMATES 2020/2021**

KEY	EXPENDITURE	
	ADMINISTRATION AND CAPITAL PROJECTS	
1.(s112)	<b>Staff Salaries</b>	<b>405,236.00</b>
9.	<b>Pensions</b>	<b>95,060.00</b>
1.(s111)	Supplies, Stationery & Postage	2,900.00
1.(s174)	Staff Expenses	300.00
1.(s111)	Telephones	2,530.00
1.(ss111&114)	<b>Insurance</b>	<b>13,000.00</b>
1.(s111)	Photocopier	2,000.00
1.(s111)	Computer Supplies, Training, Service Contract	8,000.00
1.(s111)	<b>Audit</b>	<b>2,500.00</b>
	<b>TOTAL</b>	<b>531,526.00</b>
	Management & Administration <b>Apportioned to services as follows:-</b>	
	Community Centres	31.24% 166,069.10
	Open Spaces / Parks Management	23.99% 127,531.60
	Library / Customer Service Shop	19.69% 104,683.26
	Planning & Environment	4.75% 25,267.35
	Community Development	6.97% 37,032.99
	<b>Corporate Management</b>	<b>13.35% 70,941.70</b>
10.(s25)	Councillors Allowances	6,000.00
10.(s26)	Councillors Expenses	300.00
5.(s50)	Contingency	0.00
1.(s222)	Legal Fees	250.00
6.(s36)	<b>Elections</b>	<b>1,000.00</b>
1.(s111)	Staff Training	2,500.00
1.(s111)	Councillor Training	1,000.00
1.(s175 & s143)	Subscriptions	3,000.00
1.(s142)	Advertisements	4,400.00
	Fees on Cambridge Saver	
13	Miscellaneous	700.00
	<b>TOTAL EXPENDITURE</b>	<b>90,091.70</b>
KEY	INCOME	
	ADMINISTRATION AND CAPITAL PROJECTS	
	Sale Of Assets	
	Photocopying	150.00
	Interest on No 1 Interest on No 1 Account	400.00
	Interest on No 2 Account	10.00
	Interest on Cambridge Saver	1,000.00
	<b>TOTAL INCOME</b>	<b>1,560.00</b>
	<b>NET REQUIREMENT</b>	<b>88,531.70</b>

**Staffing Costs increased in line with Medium Term Financial Strategy.**

**Insurance - reduction with new 3 year plan.**

**Items adjusted based on the current year projected outturn figures.**

**Elections: reduced - no ordinary election and to cover potential by-elections.**

**BRAUNSTONE TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**  
**RESOURCES & FACILITIES: COMMUNITY CENTRES**  
**DRAFT ESTIMATES 2020/2021**

KEY	EXPENDITURE	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL EXPENDITURE
1.(s112)	<b>Management &amp; Administration</b> <b>Apportioned to services as follows:-</b>	59%	41%	
	31.24%	<b>97,980.77</b>	<b>68,088.33</b>	<b>166,069.10</b>
4.(s19)	Capital Projects	8,000.00	1,000.00	9,000.00
7.(ss9&10)	<b>LOAN INTEREST &amp; REPAYMENTS</b> (Nos. 477930, 480508, 482623, 485557)	35,994.00		35,994.00
1.(s144)&4.(s19)	<b>GENERAL EXPENDITURE</b> (Community Rooms/Office) (VAT Treatment - Partial Exempt - 68% Exempt: 32% Non Business)			
1.(s222)	Legal Fees			0.00
1.(s144)&4.(s19)	Clothing	500.00		500.00
1.(s144)&4.(s19)	Cleaning Materials	1,600.00	1,000.00	2,600.00
1.(s144)&4.(s19)	<b>Utility Bills</b>	<b>19,500.00</b>	<b>9,500.00</b>	<b>29,000.00</b>
1.(s144)&4.(s19)	Waste Services	8,000.00	2,500.00	10,500.00
1.(s144)&4.(s19)	Laundry Services	500.00	250.00	750.00
1.(s144)&4.(s19)	<b>Rates</b>	<b>21,000.00</b>	<b>7,500.00</b>	<b>28,500.00</b>
1.(s111)	Catering for Hirers (VAT)			0.00
1.(s111)	Miscellaneous Services for Hirers (VAT)			0
1.(s111)	Credit Card and Transit fees	1,700.00	800.00	2,500.00
1.(s144)&4.(s19)	Building Repairs & Maintenance	15,000.00	3,000.00	18,000.00
1.(s144)&4.(s19)	Equipment Repairs & Maintenance	3,000.00	4,500.00	7,500.00
1.(s144)&4.(s19)	Miscellaneous	150.00	150.00	300.00
	<b>SUB TOTAL</b>	<b>70,950.00</b>	<b>29,200.00</b>	<b>100,150.00</b>
	<b>GENERAL EXPENDITURE</b> (Community Rooms only) (Exempt VAT Supplies)			
1.(s142)	Printing & Copying	600.00	300.00	900.00
1.(s144)&4.(s19)	Telephones	1,000.00	1,000.00	2,000.00
1.(s144)&4.(s19)	Licences	1,300.00	400.00	1,700.00
1.(s144)&4.(s19)	Refundable Deposits	0.00	0.00	0.00
	<b>SUB TOTAL</b>	<b>2,900.00</b>	<b>1,700.00</b>	<b>4,600.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>215,824.77</b>	<b>99,988.33</b>	<b>315,813.10</b>
KEY	INCOME	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL INCOME
	Capital Grants			0.00
	<b>Room Hire</b>	<b>74,871.00</b>	<b>40,498.00</b>	<b>115,369.00</b>
	<b>Catering for Hirers (VAT)</b>	<b>100.00</b>	<b>40.00</b>	<b>140.00</b>
	<b>Licensed Bar</b>	<b>17,000.00</b>		<b>17,000.00</b>
	Miscellaneous			0.00
	<b>TOTAL INCOME</b>	<b>91,971.00</b>	<b>40,538.00</b>	<b>132,509.00</b>
	<b>NET REQUIREMENT</b>	<b>123,853.77</b>	<b>59,450.33</b>	<b>183,304.10</b>

**Room Hire Income reduced following 5 year assessment of income.**

**Utility Bills slight increase overall to cover projected increases in costs.**

**Licensed Bar reduced for new contract period.**

**BRAUNSTONE TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**  
**COMMUNITY SERVICES: PARKS & OPEN SPACES**  
**DRAFT ESTIMATES 2020/2021**

KEY	EXPENDITURE	
	OPEN SPACES & PARKS MANAGEMENT	
	<b>Management &amp; Administration</b>	
	<b>Apportioned to services as follows:-</b>	
		23.99% <b>127,531.60</b>
4.(s19)	<b>Capital Projects</b>	<b>618,924.00</b>
7.(ss9&10)	<b>LOAN</b> (Nos. 481235, 485188, 487506, 501336 + Part of New Loan)	<b>44,044.00</b>
	<b>MAINTENANCE/REPAIRS OF SPORTS FACILITIES</b>	
1.(s222)	Legal Fees	1,000.00
4.(s19)	Clothing	500.00
4.(s19)	Cleaning Materials	500.00
4.(s19)	Telephones	410.00
4.(s19)	Utility Bills	2,000.00
4.(s19)	Waste Services	2,000.00
4.(s19)	<b>Laundry Services</b>	<b>500.00</b>
4.(s19)	Sports Pitches & Facilities	1,000.00
4.(s19)	<b>Building Repairs &amp; Maintenance</b>	<b>4,800.00</b>
4.(s19)	Equipment Repairs & Maintenance	14,000.00
4.(s19)	Equipment Purchase	2,000.00
4.(s19)	Vehicle Costs	10,000.00
4.(s19)	Machinery Hire	500.00
4.(s19)	Petrol for equipment	3,800.00
4.(s19)	Miscellaneous	100.00
	<b>SUB TOTAL</b>	<b>43,110.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>833,609.60</b>
KEY	INCOME	
	<b>Capital Grants</b>	<b>117,213.00</b>
	<b>Thorpe Astley Commuted Sums</b>	<b>17,000.00</b>
	<b>Loans</b>	<b>500,000.00</b>
	Agency Fees	150.00
	<b>Sports Pitches &amp; Facilities</b>	<b>2,500.00</b>
	Miscellaneous	100.00
	<b>TOTAL INCOME</b>	<b>636,963.00</b>
	<b>NET REQUIREMENT</b>	<b>196,646.60</b>

**Income and Expenditure items adjusted based on the current year projected outturn for Building Repairs & Maintenance reduced since Shakespeare not included this year.**  
**Thorpe Astley Commuted Sums: held by Blaby DC for Thorpe Astley Park.**

**BRAUNSTONE TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**  
**COMMUNITY SERVICES: LIBRARY & CUSTOMER SERVICES**  
**DRAFT ESTIMATES 2020/2021**

KEY	EXPENDITURE	
	<b>SOCIAL INCLUSION</b>	
	Management & Administration Apportioned to services as follows:-	
		19.69% <b>104,683.26</b>
1.(s111)	Utility Bills	2,900.00
1.(s111)	Telephones	200.00
1.(s111)	Photocopier	800.00
1.(s142)	Printing & Copying	150.00
1.(s142)	Advertisements	200.00
1.(s145)	<b>Programme of Events</b>	<b>700.00</b>
7.(ss9&10)	Loan Interest & Repayments (No.490422)	4,430.00
13	Citizens Advice Bureau SLA	3,000.00
13	<b>Miscellaneous</b>	<b>800.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>117,863.26</b>
KEY	INCOME	
	<b>Service Charges</b>	<b>1,052.00</b>
	<b>Grant - Leicestershire County Council</b>	<b>7,050.00</b>
	<b>SLA--Blaby District Council</b>	<b>0.00</b>
	Fines	1,500.00
	Miscellaneous	50.00
	<b>TOTAL INCOME</b>	<b>9,652.00</b>
	<b>NET REQUIREMENT</b>	<b>108,211.26</b>

**Service Charge increased under 3 year review in accordance with CPI**

**LCC Grant increased in line with CPI**

**Income and Expenditure items adjusted based on the current year projected outturn for actual costs.**

**SLA for Customer Services - Blaby District Council have indicated they will discontinue the agreement after 31st March 2020**

**BRAUNSTONE TOWN COUNCIL**  
**COMMUNITY DEVELOPMENT COMMITTEE**  
**DRAFT ESTIMATES 2020/2021**

KEY	EXPENDITURE	
	<b>SOCIAL INCLUSION</b>	
	<b>Management &amp; Administration Apportioned to services as follows:-</b>	
		6.97%
		<b>37,032.99</b>
1.(s15(5))	Town Mayor's Travel & Subsistence Allowance	375.00
1.(s15(5))	Town Mayor's Entertainment Allowance	375.00
3.(s31)	Signs	500.00
1.(s145)	Programme of Events	4,000.00
11.(s28)	Summer Fete	2,300.00
13	Civic Functions	1,850.00
13	Community Grants	5,000.00
1.(s112)	<b>Grants for 75th Anniversary of VE Day (2020)</b>	<b>1,000.00</b>
1.(s31)	<b>Community Safety</b>	<b>500.00</b>
3.(s31)	<b>Consumer Products (Purchase for resale) Crime Prevention</b>	<b>100.00</b>
13	Miscellaneous	100.00
	<b>TOTAL EXPENDITURE</b>	<b>53,132.99</b>
KEY	INCOME	
	Civic Functions	0.00
	<b>Consumer Products (Sales) General</b>	<b>50.00</b>
	<b>Consumer Products (Sales) Crime Prevention</b>	<b>50.00</b>
	Miscellaneous	0.00
	<b>TOTAL INCOME</b>	<b>100.00</b>
	<b>NET REQUIREMENT</b>	<b>53,032.99</b>

**One-off Grants for 75th Anniversary of VE Day, approved 10th October (Minute 39).**

**A specific budget for Community Safety initiatives (as opposed to items for sale)**

**Income and Expenditure items adjusted based on the current year projected outturn for actual costs.**

**BRAUNSTONE TOWN COUNCIL**  
**PLANNING & ENVIRONMENT COMMITTEE**  
**DRAFT ESTIMATES 2020/2021**

KEY	EXPENDITURE	
	<b>Management &amp; Administration Apportioned to services as follows:-</b>	
		4.75% <b>25,267.35</b>
1.(s222)	Professional Fees	250.00
8.(ss5&6)	<b>Waste Services</b>	<b>5,300.00</b>
2.(ss2&3)	<b>Street Furniture</b>	<b>5,000.00</b>
8.(ss5&6)	Consumer Products (Purchase for resale) Poop Scoops	1,600.00
3.(s31)	Consumer Products (Purchase for resale) Waste & Garden Bags	420.00
	<b>TOTAL EXPENDITURE</b>	<b>37,837.35</b>
KEY	INCOME	
	Consumer Products (Sales) Poop Scoops	1,700.00
	Consumer Products (Sales) Waste & Garden Bags	560.00
	<b>TOTAL INCOME</b>	<b>2,260.00</b>
	<b>NET REQUIREMENT</b>	<b>35,577.35</b>

**Street Furniture increased based on previous decisions of Committee.**

**Waste: New Dog Bin Contract Savings - reduced rate and frequencies.**

**BRAUNSTONE TOWN COUNCIL**  
**APPORTIONMENT OF SALARIES 2020/2021**

	POLICY & RESOURCES				COMMUNITY DEVELOPMENT	PLANNING & ENVIRONMENT	TOTAL
	CORPORATE MANAGEMENT	COMMUNITY CENTRES	PARKS & OPEN SPACES	LIBRARY & CUSTOMER SERV			
EXECUTIVE OFFICER & TOWN CLERK	21,373.59 35%	6,106.74 10%	6,106.74 10%	9,160.11 15%	6,106.74 10%	12,213 20%	<b>61,067.40</b>
PERSONAL ASSISTANT & ADMINISTRATIVE OFFICER	10,263.21 50%	1,026.32 5%	1,026.32 5%	1,026.32 5%	1,026.32 5%	6,158 30%	<b>20,526.42</b>
DEPUTY EXECUTIVE OFFICER & COMMUNITY SERVICES MANAGER	6,464.06 15%	0.00 0%	12,928.12 30%	12,928.12 30%	9,480.62 22%	1,293 3%	<b>43,093.73</b>
PARKS & OPEN SPACES STAFF	1,829.11 2%	4,572.78 5%	82,309.98 90%	0.00 0%	1,829.11 2%	915 1%	<b>91,455.53</b>
CUSTOMER & INFORMATION SERVICES ADVISORS	1,651.56 3%	16,515.59 30%	5,505.20 10%	27,525.98 50%	2,752.60 5%	1,101 2%	<b>55,051.96</b>
COMMUNITY SERVICES & ENGAGEMENT OFFICER	2,231.76 10%	0.00	0.00	6,695.28 30%	12,274.68 55%	1,116 5%	<b>22,317.60</b>
RESOURCES & FACILITIES MANAGER	19,999.02 50%	17,999.11 45%	799.96 2%	799.96 2%	399.98 1%	0 0%	<b>39,998.03</b>
CLEANER & PREMISES OPERATIVE	0.00	31,125.31 60%	10,375.10 20%	10,375.10 20%	0.00	0 0%	<b>51,875.51</b>
LIBRARY STAFF	0%	0%	0%	16,202.70 100%	0%	0%	<b>16,202.70</b>
DUTY OFFICER - COMMUNITY CENTRES	2,961.22 3%	78,965.88 80%	987.07 1%	13,819.03 14%	987.07 1%	987 1%	<b>98,707.35</b>
<b>TOTALS</b>	<b>66,773.52</b> <b>13.35%</b>	<b>156,311.73</b> <b>31.24%</b>	<b>120,038.49</b> <b>23.99%</b>	<b>98,532.60</b> <b>19.69%</b>	<b>34,857.12</b> <b>6.97%</b>	<b>23,782.77</b> <b>4.75%</b>	<b>500,296.23</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>1. P&amp;R - Corporate Management</b>						
<b>Income</b>						
101	Precept	£574,107.00	£604,817.00	£604,817.00	£0.00	£646,304.00
102	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00
107	New Homes Bonus	£0.00	£0.00	£0.00	£0.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£104.00	£150.00	£144.10	-£5.90	£150.00
181	Interest on No 1 Account	£0.00	£400.00	£0.00	-£400.00	£400.00
182	Interest on No 2 Account	£0.00	£10.00	£0.00	-£10.00	£10.00
183	Interest on Cambridge Saver	£1,184.73	£1,000.00	£0.00	-£1,000.00	£1,000.00
199	Miscellaneous	£2,352.25	£0.00	£510.17	£510.17	£0.00
<b>Total Income</b>		<b>£577,747.98</b>	<b>£606,377.00</b>	<b>£605,471.27</b>	<b>-£905.73</b>	<b>£647,864.00</b>
<b>Expenditure</b>						
1010	Staff Salaries	£372,547.81	£393,185.00	£280,390.16	£112,794.84	£405,236.00
1015	Staff Expenses	£82.59	£300.00	£113.25	£186.75	£300.00
1020	Pensions	£91,293.15	£92,230.00	£72,643.22	£19,586.78	£95,060.00
1030	Councillors Allowances	£5,377.00	£6,000.00	£5,442.48	£557.52	£6,000.00
1035	Councillors Expenses	£0.00	£300.00	£0.00	£300.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00	£0.00
1070	New Homes Bonus	£0.00	£0.00	£0.00	£0.00	£0.00
1150	Insurance	£15,186.87	£16,000.00	£14,199.88	£1,800.12	£13,000.00
1160	Audit	£2,040.00	£3,000.00	£2,040.00	£960.00	£2,500.00
1170	Legal Fees	£1,200.00	£250.00	£385.00	-£135.00	£250.00
1180	Elections	£0.00	£5,000.00	£1,802.06	£3,197.94	£1,000.00
1210	Staff Training	£1,640.32	£2,500.00	£15.00	£2,485.00	£2,500.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		<b>Previous Year's Net</b>	<b>2019/2020</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2020/2021</b>
1230	Councillor Training	£120.00	£1,000.00	£40.00	£960.00	£1,000.00
1300	Supplies, Stationery & Postage	£3,027.86	£2,900.00	£2,497.24	£402.76	£2,900.00
1350	Subscriptions	£2,752.92	£3,000.00	£6,494.58	-£3,494.58	£3,000.00
1360	Advertisements	£4,104.00	£4,400.00	£4,607.12	-£207.12	£4,400.00
1400	Telephones	£4,688.57	£2,530.00	£3,786.94	-£1,256.94	£2,530.00
1410	Photocopier	£1,431.44	£2,000.00	£1,349.14	£650.86	£2,000.00
1420	Computer Supplies, Training, Service Contract	£8,125.48	£8,000.00	£5,338.26	£2,661.74	£8,000.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£528.82	£700.00	£258.00	£442.00	£700.00
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£514,146.83</b>	<b>£543,295.00</b>	<b>£401,402.33</b>	<b>£141,892.67</b>	<b>£550,676.00</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>2. P&amp;R - Civic Centre</b>						
<b>Income</b>						
205	Capital Grants	£0.00	£0.00	£0.00	£0.00	£0.00
250	Room Hire	£74,357.42	£81,025.00	£59,656.14	-£21,368.86	£74,871.00
251	Catering for Hirers (VAT)	£350.37	£0.00	£418.35	£418.35	£100.00
257	Licensed Bar	£19,000.08	£19,000.00	£14,833.37	-£4,166.63	£17,000.00
298	Old - Do Not Use					
298/1	Accrued Room Hires (Do Not Use)	£0.00	£0.00	£4,102.78	£4,102.78	£0.00
298	Total	£0.00	£0.00	£4,102.78	£4,102.78	£0.00
299	Miscellaneous	£692.26	£0.00	£564.00	£564.00	£0.00
<b>Total Income</b>		£94,400.13	£100,025.00	£79,574.64	-£20,450.36	£91,971.00
<b>Expenditure</b>						
2050	Capital Projects					
2050/1	Toilets/Bar Refurbishment	£0.00	£6,500.00	£0.00	£6,500.00	£6,500.00
2050/2	General Refurbishment	£0.00	£1,500.00	£0.00	£1,500.00	£1,500.00
2050	Total	£0.00	£8,000.00	£0.00	£8,000.00	£8,000.00
2080	Loan Interest & Repayments					
2080/1	PWLB 477930	£15,977.78	£15,978.00	£15,977.78	£0.22	£15,978.00
2080/2	PWLB 480508	£4,586.04	£4,586.00	£4,586.04	-£0.04	£4,586.00
2080/3	PWLB 482623	£9,647.56	£9,647.00	£9,647.56	-£0.56	£9,647.00
2080/4	PWLB 485557	£5,783.06	£5,783.00	£5,783.06	-£0.06	£5,783.00
2080	Total	£35,994.44	£35,994.00	£35,994.44	-£0.44	£35,994.00
2081	DO NOT USE	£0.00	£0.00	£0.00	£0.00	£0.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
2250	Service Charges	£0.00	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£139.75	£500.00	£152.96	£347.04	£500.00
2320	Printing & Copying	£0.00	£600.00	£0.00	£600.00	£600.00
2330	Cleaning Materials	£2,493.45	£1,600.00	£2,365.03	-£765.03	£1,600.00
2400	Telephones	£303.23	£1,000.00	£300.00	£700.00	£1,000.00
2430	Utility Bills	£19,510.78	£18,000.00	£12,586.35	£5,413.65	£19,500.00
2440	Waste Services	£8,598.48	£8,000.00	£2,623.53	£5,376.47	£8,000.00
2450	Laundry Services	£9.69	£500.00	£0.00	£500.00	£500.00
2460	Rates	£18,840.00	£20,500.00	£17,344.75	£3,155.25	£21,000.00
2500	Refundable Deposits	£0.00	£0.00	£100.00	-£100.00	£0.00
2510	Catering for Hirers (VAT)	£154.21	£0.00	£292.16	-£292.16	£0.00
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
2570	Licences	£863.44	£1,300.00	£491.50	£808.50	£1,300.00
2580	Card Card and Transit fees	£1,908.18	£1,700.00	£1,661.21	£38.79	£1,700.00
2600	Building Repairs & Maintenance	£13,510.75	£15,000.00	£7,971.56	£7,028.44	£15,000.00
2610	Equipment Repairs & Maintenance					
2610/1	General	£6,229.14	£1,600.00	£4,055.49	-£2,455.49	£1,600.00
2610/2	Fire Extinguisher Service	£178.51	£400.00	£66.86	£333.14	£400.00
2610/3	Alarm Maintenance	£2,822.30	£1,000.00	£1,843.28	-£843.28	£1,000.00
2610	Total	£9,229.95	£3,000.00	£5,965.63	-£2,965.63	£3,000.00
2990	Miscellaneous	£981.02	£150.00	£5.00	£145.00	£150.00
<b>Total Expenditure</b>		<b>£112,537.37</b>	<b>£115,844.00</b>	<b>£87,854.12</b>	<b>£27,989.88</b>	<b>£117,844.00</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>3. P&amp;R - Thorpe Astley Community Centre</b>						
<b>Income</b>						
325	Service Charges	£0.00	£0.00	£0.00	£0.00	£0.00
350	Room Hire					
350/1	Room Hires	£19,140.10	£23,361.00	£12,318.90	-£11,042.10	£13,682.35
350/2	Pre-School Contract	£22,778.95	£32,515.00	£21,134.48	-£11,380.52	£26,815.65
350	Total	£41,919.05	£55,876.00	£33,453.38	-£22,422.62	£40,498.00
351	Catering for Hirers (VAT)	£3.33	£0.00	£12.11	£12.11	£40.00
399	Miscellaneous	£6,190.71	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£48,113.09</b>	<b>£55,876.00</b>	<b>£33,465.49</b>	<b>-£22,410.51</b>	<b>£40,538.00</b>
<b>Expenditure</b>						
3050	Capital Projects					
3050/1	General Improvements	£4,438.00	£1,000.00	£0.00	£1,000.00	£1,000.00
3050/2	NHS Facility	£876.58	£0.00	£0.00	£0.00	£0.00
3050	Total	£5,314.58	£1,000.00	£0.00	£1,000.00	£1,000.00
3290	Clothing	£53.50	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£110.00	£300.00	£0.00	£300.00	£300.00
3330	Cleaning Materials	£1,312.13	£1,000.00	£954.76	£45.24	£1,000.00
3400	Telephones	£511.08	£1,000.00	£0.00	£1,000.00	£1,000.00
3430	Utility Bills	£10,133.59	£10,000.00	£6,311.34	£3,688.66	£9,500.00
3440	Waste Services	£1,693.64	£2,500.00	£1,270.23	£1,229.77	£2,500.00
3450	Laundry Services	£0.00	£250.00	£0.00	£250.00	£250.00
3460	Rates	£6,840.00	£7,000.00	£6,296.75	£703.25	£7,500.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
3520	Miscellaneous Services for Hirers (VAT)	£74.78	£0.00	£0.00	£0.00	£0.00
3570	Licences	£477.50	£400.00	£200.50	£199.50	£400.00
3580	Credit Card and Transit Fees	£0.00	£800.00	£0.00	£800.00	£800.00
3600	Building Repairs & Maintenance	£3,293.67	£3,000.00	£3,811.35	-£811.35	£3,000.00
3610	Equipment Repairs & Maintenance					
3610/1	General	£2,975.21	£1,150.00	£1,009.94	£140.06	£1,150.00
3610/2	Fire Extinguisher Service	£70.98	£350.00	£21.71	£328.29	£350.00
3610/3	Alarm Maintenance	£3,014.43	£3,000.00	£2,574.61	£425.39	£3,000.00
3610	Total	£6,060.62	£4,500.00	£3,606.26	£893.74	£4,500.00
3990	Miscellaneous	£36.51	£150.00	£18.26	£131.74	£150.00
<b>Total Expenditure</b>		<b>£35,911.60</b>	<b>£31,900.00</b>	<b>£22,469.45</b>	<b>£9,430.55</b>	<b>£31,900.00</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>5. P&amp;R - Parks &amp; Open Spaces</b>						
<b>Income</b>						
505	Capital Grants	£3,896.00	£500,000.00	£0.00	-£500,000.00	£117,213.00
508	Loans	£0.00	£500,000.00	£0.00	-£500,000.00	£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£15,000.00	£16,000.00	£0.00	-£16,000.00	£17,000.00
527	Agency Fees	£0.00	£150.00	£0.00	-£150.00	£150.00
555	Sports Pitches & Facilities					
555/1	Pitch Season Fees	£4,365.00	£4,000.00	£2,345.00	-£1,655.00	£2,500.00
555/2	Individual Match Fees (VAT)	£102.00	£0.00	£105.00	£105.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
555	Total	£4,467.00	£4,000.00	£2,450.00	-£1,550.00	£2,500.00
599	Miscellaneous	£580.39	£100.00	£129.17	£29.17	£100.00
<b>Total Income</b>		<b>£23,943.39</b>	<b>£1,020,250.00</b>	<b>£2,579.17</b>	#####	<b>£636,963.00</b>
<b>Expenditure</b>						
5050	Capital Projects					
5050/1	General	£5,173.51	£1,700.00	£0.00	£1,700.00	£1,700.00
5050/2	Shakespeare Park Improvement Project	£4,669.95	£1,000,000.00	£930.15	£999,069.85	£617,224.00
5050	Total	£9,843.46	£1,001,700.00	£930.15	£1,000,769.85	£618,924.00
5080	Loan Interest & Repayments					
5080/1	PWLB 485188	£3,525.80	£3,526.00	£3,525.80	£0.20	£3,526.00
5080/2	PWLB 487506	£6,033.30	£6,033.00	£6,033.30	-£0.30	£6,033.00
5080/3	PWLB 501336	£10,994.00	£10,994.00	£10,994.00	£0.00	£10,994.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
5080/4	PWLB - Shakespeare Park (New)	£0.00	£21,306.00	£0.00	£21,306.00	£23,491.00
5080/5	DO NOT USE	£0.00	£2,185.00	£0.00	£2,185.00	£0.00
5080	Total	£20,553.10	£44,044.00	£20,553.10	£23,490.90	£44,044.00
5170	Legal Fees	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00
5290	Clothing	£635.64	£500.00	£440.38	£59.62	£500.00
5330	Cleaning Materials	£315.80	£500.00	£37.22	£462.78	£500.00
5400	Telephones	£452.16	£410.00	£0.00	£410.00	£410.00
5430	Utility Bills	£2,307.46	£2,000.00	£1,551.86	£448.14	£2,000.00
5440	Waste Services	£382.62	£2,000.00	£4,975.12	-£2,975.12	£2,000.00
5450	Laundry Services	£0.00	£1,000.00	£0.00	£1,000.00	£500.00
5550	Sports Pitches & Facilities	£1,012.15	£1,000.00	£276.95	£723.05	£1,000.00
5600	Building Repairs & Maintenance					
5600/1	Mossdale Meadows	£3,559.66	£4,800.00	£388.13	£4,411.87	£4,800.00
5600/2	Shakespeare Park	£400.88	£1,000.00	£54.00	£946.00	£0.00
5600	Total	£3,960.54	£5,800.00	£442.13	£5,357.87	£4,800.00
5610	Equipment Repairs & Maintenance					
5610/1	General Maintenance	£23,267.16	£8,000.00	£12,255.10	-£4,255.10	£8,000.00
5610/2	Playgrounds	£5,072.51	£6,000.00	£622.83	£5,377.17	£6,000.00
5610	Total	£28,339.67	£14,000.00	£12,877.93	£1,122.07	£14,000.00
5630	Equipment Purchase	£2,607.67	£2,000.00	£19,313.89	-£17,313.89	£2,000.00
5650	Vehicle Costs	£20,999.89	£10,000.00	£12,051.89	-£2,051.89	£10,000.00
5660	Machinery Hire	£438.88	£500.00	£0.00	£500.00	£500.00
5670	Petrol	£4,273.26	£3,800.00	£4,135.48	-£335.48	£3,800.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
5990	Miscellaneous		£1,455.18	£100.00	£2,054.39	-£1,954.39
<b>Total Expenditure</b>			<b>£97,577.48</b>	<b>£1,090,354.00</b>	<b>£79,640.49</b>	<b>£1,010,713.51</b>
						<b>£706,078.00</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>6. P&amp;R - Library &amp; Customer Services</b>						
<b>Income</b>						
625	Service Charges	£0.00	£950.00	£0.00	-£950.00	£1,052.00
626	Service Level Agreements					
626/1	Grant - Leicestershire County Council	£0.00	£6,855.00	£0.00	-£6,855.00	£7,050.00
626/2	Blaby District Council	£15,000.00	£10,000.00	£7,500.00	-£2,500.00	£0.00
626	Total	£15,000.00	£16,855.00	£7,500.00	-£9,355.00	£7,050.00
690	Consumer Products (Sales)					
690/1	Stamps	£0.00	£0.00	£2.10	£2.10	£0.00
690	Total	£0.00	£0.00	£2.10	£2.10	£0.00
698	Fines	£0.00	£1,500.00	£59.92	-£1,440.08	£1,500.00
699	Miscellaneous	£0.00	£50.00	£263.12	£213.12	£50.00
<b>Total Income</b>		£15,000.00	£19,355.00	£7,825.14	-£11,529.86	£9,652.00
<b>Expenditure</b>						
6080	Loan Interest & Repayments (PWLB 490422)	£4,343.50	£4,430.00	£4,217.50	£212.50	£4,430.00
6260	Service Level Agreements					
6260/1	Library & Service Shop	£0.00	£0.00	£34.75	-£34.75	£0.00
6260/2	Citizens Advice Bureau	£3,000.00	£3,000.00	£0.00	£3,000.00	£3,000.00
6260	Total	£3,000.00	£3,000.00	£34.75	£2,965.25	£3,000.00
6320	Printing & Copying	£0.00	£150.00	£0.00	£150.00	£150.00
6360	Advertisements	£0.00	£200.00	£0.00	£200.00	£200.00
6400	Telephones	£0.00	£200.00	£0.00	£200.00	£200.00
6410	Photocopier	£0.00	£800.00	£0.00	£800.00	£800.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		<b>Previous Year's Net</b>	<b>2019/2020</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2020/2021</b>
6430	Utility Bills	£0.00	£2,900.00	£0.00	£2,900.00	£2,900.00
6700	Programme of Events	£0.00	£1,000.00	£85.95	£914.05	£700.00
6900	Consumer Products (Purchase for resale)					
6900/1	Stamps	£0.00	£0.00	£106.32	-£106.32	£0.00
6900	Total	£0.00	£0.00	£106.32	-£106.32	£0.00
6990	Miscellaneous	£0.00	£1,000.00	£410.98	£589.02	£800.00
<b>Total Expenditure</b>		<b>£7,343.50</b>	<b>£13,680.00</b>	<b>£4,855.50</b>	<b>£8,824.50</b>	<b>£13,180.00</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>7. Community Development</b>						
<b>Income</b>						
770	Programme of Events	£3,312.37	£0.00	£3,586.17	£3,586.17	£0.00
771	Summer Fete					
771/1	Current Year	£279.21	£0.00	£586.15	£586.15	£0.00
771/2	Next Year	£0.00	£0.00	£0.00	£0.00	£0.00
771	Total	£279.21	£0.00	£586.15	£586.15	£0.00
775	Civic Functions	£275.00	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£135.97	£0.00	£1,710.89	£1,710.89	£0.00
777	Town Mayor's Charity - after May	£2,748.74	£0.00	£471.74	£471.74	£0.00
790	Consumer Products (Sales)					
790/1	History Publications	£102.50	£0.00	£25.00	£25.00	£0.00
790/2	Crime Prevention	£6.66	£300.00	£20.81	-£279.19	£50.00
790/3	General					
790/3/1		£0.00	£0.00	£0.00	£0.00	£0.00
790/3	Total	£0.00	£0.00	£0.00	£0.00	£50.00
790	Total	£109.16	£300.00	£45.81	-£254.19	£100.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£6,860.45	£300.00	£6,400.76	£6,100.76	£100.00
<b>Expenditure</b>						
7040	Town Mayor's Allowance					
7040/1	Town Mayor's Travel & Subsistence Allowance	£0.00	£375.00	£378.00	-£3.00	£375.00
7040/2	Town Mayor's Entertainment Allowance	£0.00	£375.00	£54.00	£321.00	£375.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
7040	Total	£750.00	£750.00	£432.00	£318.00	£750.00
7340	Signs	£57.30	£500.00	£0.00	£500.00	£500.00
7700	Programme of Events	£4,336.40	£4,000.00	£3,695.37	£304.63	£4,000.00
7710	Summer Fete					
7710/1	Current Year	£1,398.61	£2,000.00	£2,068.84	-£68.84	£2,000.00
7710/2	Next Year	£730.00	£300.00	£0.00	£300.00	£300.00
7710	Total	£2,128.61	£2,300.00	£2,068.84	£231.16	£2,300.00
7750	Civic Functions	£1,027.67	£1,850.00	£1,924.42	-£74.42	£1,850.00
7760	Town Mayor's Charity - Pre May	£796.50	£0.00	£898.45	-£898.45	£0.00
7770	Town Mayor's Charity - after May	£3,484.78	£0.00	£2,340.17	-£2,340.17	£0.00
7850	Community Grants	£3,490.00	£5,000.00	£2,815.00	£2,185.00	£5,000.00
7870	Grants for 75th Anniversary of VE Day	£400.00	£0.00	£0.00	£0.00	£1,000.00
7900	Consumer Products (Purchase for resale)					
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£0.00	£300.00	£0.00	£300.00	£100.00
7900	Total	£0.00	£300.00	£0.00	£300.00	£100.00
7950	Community Safety	£99.99	£0.00	£313.33	-£313.33	£500.00
7990	Miscellaneous	£142.67	£100.00	£185.04	-£85.04	£100.00
<b>Total Expenditure</b>		<b>£16,713.92</b>	<b>£14,800.00</b>	<b>£14,672.62</b>	<b>£127.38</b>	<b>£16,100.00</b>

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

		Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
<b>8. Planning &amp; Environment</b>						
<b>Income</b>						
890	Consumer Products (Sales)					
890/1	General	£52.50	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,383.35	£1,700.00	£1,257.34	-£442.66	£1,700.00
890/3	Waste & Garden Bags	£306.15	£560.00	£353.39	-£206.61	£560.00
890	Total	£1,742.00	£2,260.00	£1,610.73	-£649.27	£2,260.00
<b>Total Income</b>		£1,742.00	£2,260.00	£1,610.73	-£649.27	£2,260.00
<b>Expenditure</b>						
8190	Professional Fees	£0.00	£250.00	£0.00	£250.00	£250.00
8440	Waste Services (Dog Bins)	£7,168.04	£8,300.00	£5,241.60	£3,058.40	£5,300.00
8460	Furniture	£0.00	£2,000.00	£0.00	£2,000.00	£5,000.00
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,529.08	£1,600.00	£1,290.00	£310.00	£1,600.00
8900/2	Waste & Garden Bags	£290.00	£420.00	£50.36	£369.64	£420.00
8900	Total	£1,819.08	£2,020.00	£1,340.36	£679.64	£2,020.00
<b>Total Expenditure</b>		£8,987.12	£12,570.00	£6,581.96	£5,988.04	£12,570.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/12/19 inclusive.

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

	Previous Year's Net	2019/2020	Actual Net	Balance	2020/2021
Total Income	£767,807.04	£1,804,443.00	£736,927.20		£1,429,348.00
Total Expenditure	£793,217.82	£1,822,443.00	£617,476.47		£1,448,348.00
<b>Total Net Balance</b>	<b>-£25,410.78</b>	<b>-£18,000.00</b>	<b>£119,450.73</b>		<b>-£19,000.00</b>

**APPENDIX 3 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS**

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Total Requirement</b>	<b>£559,410</b>	<b>£567,098</b>	<b>£594,704</b>	<b>£595,651</b>	<b>£588,122</b>	<b>£580,517</b>
<b>Plus Increase in costs</b>	<b>£11,188</b>	<b>£5,671</b>	<b>£5,947</b>	<b>£5,957</b>	<b>£5,881</b>	<b>£5,805</b>
<b>Reduced Income / Revised Budgets</b>	<b>N/A</b>	<b>£25,935</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Less Savings / Income Generation</b>	<b>£3,500</b>	<b>£4,000</b>	<b>£5,000</b>	<b>£13,486</b>	<b>£13,486</b>	<b>£4,586</b>
<b>Total including Savings</b>	<b>£567,098</b>	<b>£594,704</b>	<b>£595,651</b>	<b>£588,122</b>	<b>£580,517</b>	<b>£581,736</b>
<b>Additional Pension Provision (+2%)</b>	<b>£41,013</b>	<b>£43,843</b>	<b>£44,720</b>	<b>£45,614</b>	<b>£46,526</b>	<b>£47,456</b>
<b>Additional Staffing Costs</b>	<b>£28,400</b>	<b>£40,451</b>	<b>£46,351</b>	<b>£52,251</b>	<b>£58,151</b>	<b>£58,661</b>
<b>Additional Borrowing Repayments</b>	<b>£21,306</b>	<b>£21,306</b>	<b>£42,090</b>	<b>£42,090</b>	<b>£42,090</b>	<b>£42,090</b>
<b>Non-Earmarked Reserves</b>	<b>-£18,000</b>	<b>-£19,000</b>	<b>-£19,000</b>	<b>£0</b>	<b>£18,000</b>	<b>£32,000</b>
<b>(Balance of Reserves)</b>	<b>£186,075</b>	<b>£167,075</b>	<b>£148,075</b>	<b>£148,075</b>	<b>£166,075</b>	<b>£198,075</b>
<b>Contingency</b>	<b>-£20,000</b>	<b>-£20,000</b>	<b>-£15,000</b>	<b>-£10,000</b>	<b>-£5,000</b>	<b>£0</b>
<b>(Balance for Financial Year)</b>	<b>£0</b>	<b>£0</b>	<b>£5,000</b>	<b>£10,000</b>	<b>£15,000</b>	<b>£20,000</b>
<b>Capital Projects</b>	<b>-£15,000</b>	<b>-£15,000</b>	<b>-£15,000</b>	<b>-£10,000</b>	<b>£0</b>	<b>£0</b>
<b>(Balance for Financial Year)</b>	<b>£10,700</b>	<b>£10,700</b>	<b>£10,700</b>	<b>£15,700</b>	<b>£25,700</b>	<b>£25,700</b>
<b>TOTAL REQUIREMENT</b>	<b>£604,817</b>	<b>£646,304</b>	<b>£679,812</b>	<b>£708,077</b>	<b>£740,284</b>	<b>£761,943</b>
<b>Less Council Tax Support Grant</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Net Precept</b>	<b>£604,817</b>	<b>£646,304</b>	<b>£679,812</b>	<b>£708,077</b>	<b>£740,284</b>	<b>£761,943</b>
<b>Band D (scaled Tax Base)</b>	<b>4,888.43</b>	<b>£124.17</b>	<b>£132.21</b>	<b>£139.07</b>	<b>£144.85</b>	<b>£151.44</b>
<b>% Increase</b>		<b>4.98%</b>	<b>6.47%</b>	<b>5.19%</b>	<b>4.16%</b>	<b>4.55%</b>
<b>Average % Increase</b>		<b>N/A</b>			<b>4.66%</b>	
<b>£5 Increase on Band D (% increase)</b>		<b>N/A</b>	<b>N/A</b>	<b>£137.21</b>	<b>£142.21</b>	<b>£147.21</b>
<b>Receipt</b>				<b>3.78%</b>	<b>3.64%</b>	<b>3.52%</b>
				<b>£670,746</b>	<b>£695,188</b>	<b>£719,631</b>
						<b>£744,073</b>

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**MONDAY 9TH DECEMBER 2019**

**PRESENT:** Councillor Robert Waterton (Chair) and Councillors Anthea Ambrose, Sohan Johal, Sam Maxwell (substituting for Councillor Imran Uddin), Phil Moitt, Satindra Sangha, Christiane Startin-Lorent, Marion Waterton and Mr John Dodd (Ex-Officio).

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

There were eight members of the public present at the meeting.

**87. Apologies**

An apology for absence was received from Councillors Imran Uddin and Darshan Singh.

**88. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillors Christiane Startin-Lorent, Marion Waterton and Robert Waterton in agenda item 6, Planning and Licensing Applications dealt with under Delegated Authority, planning application 19/1452/HH, Erection of a single storey rear extension and box dormer to roof at 15 Little Masons Close, since the applicant was a colleague on the Thorpe Astley Community Safety/Speed Watch Group.

**89. Appointment of Interim Vice-Chair**

Following a resolution of Council on 21st November 2019 (Council Minute 5805, resolution 30, the Committee considered appointing an interim Vice-Chair, subject to consideration by a future meeting of Council, since the position was vacant.

It was proposed by Councillor Robert Waterton and seconded by Councillor Satindra Sangha and

**RESOLVED** that Councillor Phil Moitt be appointed as interim Vice-Chair, subject to consideration by a future meeting of Council.

**90. 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 eight members of the public present.

Members of the public raised the following issues in relation to item 7 on the agenda, Planning and Licensing Applications, application 19/1508/OUT, Erection of a detached dwelling (Outline with all matters reserved) at 268 Braunstone Lane:

- (a) that the only access to the property was by either reversing onto or off the driveway onto a busy main road that was already an area for traffic accidents due to bends in the road;
- (b) that parking in the area was already a problem with a large number of cars parked on the road and in the adjacent layby and this application would potentially increase the number of parked vehicles; and
- (c) that the development was adjacent to an existing conservation area for the old Braunstone village.

**91. Minutes of the Meeting held 7th November 2019**

The Minutes of the Meeting held on 7th November 2019 were circulated (item 5 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 7th November 2019 be approved and signed by the Chairperson as a correct record.

**92. Planning and Licensing Applications dealt with under Delegated Authority**

The Committee received and noted responses to planning applications taken under Delegated Authority (item 6 on the agenda). No licensing applications were received.

**RESOLVED** that the action taken by the Executive Officer & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

**1. Application No:** 19/1430/VAR

**Description:** Variation of Condition 4 of planning permission 19/1152/FUL (Change of use from dwelling (class C3) to residential institution (class C2) including conversion of garage and external alterations) to extend the age range to 8 to 16 years

**Location:** 59 Jewsbury Way Thorpe Astley Braunstone Town Leicestershire LE3 3RR (Thorpe Astley Ward)

**Response:** *Braunstone Town Council has no objections to the application to vary Condition 4 of planning permission 19/1152/FUL to extend the age range*

to 8 to 16 years.

**Reason:** *Braunstone Town Council's response to planning application 19/1152/FUL concerned the number of children at the property, not the age range. While it was understood that the core age would be children aged 10 – 12, it would seem unreasonable to restrict a child's referral to the home who was 9 or eject a child because they had reached their 13th birthday, especially given Ofsted licence for the 8-16 age range.*

**2. Application No:** 19/1452/HH

**Description:** Erection of a single storey rear extension and box dormer to roof

**Location:** 15 Little Masons Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:**

1. *Braunstone Town Council does not object to the single storey rear extension, nor the loft conversion; subject to:*
  - (a) *provision of on-site parking in accordance with Development Management Policy 8, and*
  - (b) *the side window in the loft conversion being of opaque glass, non-opening and remaining so; and*
2. *Braunstone Town Council objects to the dormer window in the loft conversion.*

**Reasons:**

1. *The single storey rear extension could be accommodated within the curtilage of the property:*
  - (a) *the loft conversion would result in an additional bedroom at the property, Little Masons Close and the access to the property were narrow and any additional parking on the highway could cause obstruction and present safety issues to highway users;*
  - (b) *the side window in the loft conversion could provide a vantage point adversely impacting upon the amenity enjoyed by residents at neighbouring properties in terms of privacy.*
2. *The dormer window in the loft conversion gave a viewpoint over neighbouring properties, which could result in an adverse*

*impact on the amenity enjoyed by residents at these properties in terms of privacy.*

### **93. Planning Applications and Licensing Applications**

The Committee received details of planning applications to be considered by Blaby District Council (item 7 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that the following response be forwarded to Blaby District Council:

#### Planning Applications

**1. Application No:** 19/1476/HH

**Description:** Single storey front and rear extensions and demolition of existing garage and construction of replacement single garage with covered linking walkway

**Location:** 19 Millfield Crescent Braunstone Town Leicestershire LE3 2XJ (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application.*

**Reason:** *The proposals were single storey on a large plot and at the rear there was an existing garage; therefore there would be limited impact on the amenity enjoyed by neighbouring properties. At the front there was ample parking space and the front building line along the street varied; therefore there was unlikely to be an adverse impact on the visual amenity or character of the street scene.*

**2. Application No:** 19/1478/HH

**Description:** Single storey rear/side extension

**Location:** 24 Monica Road Braunstone Town Leicestershire LE3 2PR (Ravenhurst & Fosse Ward)

**Response:** *Braunstone Town Council does not object to the application.*

**Reason:** *The proposals were for a single storey building at the rear and rear of the side on an existing footprint on a large plot; therefore there would be limited impact on the amenity enjoyed by neighbouring properties.*

- 3. Application No:** 19/1508/OUT
- Description:** Erection of a detached dwelling (Outline with all matters reserved)
- Location:** 268 Braunstone Lane Braunstone Town Leicester Leicestershire (Winstanley Ward)
- Response:** *Braunstone Town Council objects to the outline application; since:*  
a) *the access to the existing and new dwellings would have an adverse impact on highway safety; and*  
b) *the development would not be sympathetic with the wider design and character of the area.*
- Reasons:** *While the location was sustainable in terms of access to services and public transport; however:*  
a) *Braunstone Lane was a busy highway, which included significant pedestrian footfall, and the location for the was close to bends where there had been a significant number of accidents, there was also retail units and a bus stop in the area; with a narrow access to the new dwelling and an additional access for the existing property, there would be significant adverse impact on highway safety, which could not be mitigated; and*  
b) *the development was located among historic buildings and close to the neighbouring conservation area and would be out of keeping in terms of scale and appearance.*
- 4. Application No:** 19/1499/DOC
- Description:** Application to discharge condition 3 (materials) relating to permission 19/0866/FUL
- Location:** 440 Braunstone Lane Braunstone Town Leicestershire LE3 3DG (Winstanley Ward)
- Response:** *Braunstone Town Council does not object to the discharge of condition 3 (materials) relating to permission 19/0866/FUL.*
- Reason:** *Beech Drive contained a mixture of developments and styles; therefore, the proposal would be in keeping with the character of the area.*
- 5. Application No:** 19/1520/HH

<b>Description:</b>	Loft Conversion with new dormers to front and rear elevations
<b>Location:</b>	2 Southside Road Braunstone Town Leicestershire LE3 2YZ (Millfield Ward)
<b>Response:</b>	<p><i>Braunstone Town Council does not object to the application; subject to:</i></p> <ul style="list-style-type: none"> <li>a) <i>the openings on the dormer windows being restricted to top (storm) windows (i.e. not side opening or sash windows);</i></li> <li>b) <i>no additional windows in the roof space without the explicit consent of the local planning authority; and</i></li> <li>c) <i>the off-street parking, as shown on the plans, including the garage space, being permanently available for use.</i></li> </ul>
<b>Reasons:</b>	<p><i>The area contained a mix of properties and designs, which included dormers; however:</i></p> <ul style="list-style-type: none"> <li>a) <i>While the front dormers did not overlook private amenity space and the rear dormers overlooked the side of the property at the rear, side or sash openings would provide a vantage point overlooking neighbouring properties which could be detrimental to the amenity enjoyed by these properties in terms of privacy;</i></li> <li>b) <i>Any additional windows in the roof space could adversely affect privacy of the neighbouring properties and be out of keeping with the design and character of the area; and</i></li> <li>c) <i>the property was a corner plot close to a junction and any additional on-street parking could adversely affect the safety of highway users, including footway users.</i></li> </ul>

#### **94. Additional Planning and Licensing Applications**

The Committee noted that there were no additional planning or licensing applications received since the publication of the agenda.

#### **95. Lubbesthorpe**

The Committee had no further issues for consideration at the next meeting of local Parishes concerning Lubbesthorpe.

#### **96. Planning & Environment Objectives**

The Committee considered the Planning & Environment Priorities and Objectives and determine whether they were relevant to address current and

emerging issues faced by the Council and the community (item 10 on the agenda).

**RESOLVED** THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that the Planning & Environment Priorities and Objectives be approved, 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 within the community.*

**97. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2019 to 30th November 2019 (item 11 on the agenda).

**RESOLVED** that the report be noted

*Reason for Decision*

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

**98. 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 12 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 Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2020/2021;
2. that gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate be included on the 2020/21 Capital Plan; and
3. that once full costs are known, an amount is earmarked in the reserves to cover the cost of the signs, referred to in 2 above.

*Reasons for Decision*

1. *To ensure appropriate resources for Planning and Environment Services.*
2. *The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could therefore explore incorporating speed reminders and/or safety messages.*

3. *The signs would be a capital asset, the cost was likely to exceed the amounts in the annual Planning & Environment Expenditure Revenue Budget; however, the life span of the signs would be approximately 30-40 years.*

The meeting closed at 7.45pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**MONDAY 9<sup>th</sup> 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 10<sup>th</sup> October 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 10<sup>th</sup> 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:

**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.

*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**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**THURSDAY 9TH JANUARY 2020**

**PRESENT:** Councillor Robert Waterton (Chair), Phil Moitt (Vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Darshan Singh, Christiane Startin-Lorent and Marion Waterton.

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

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

**99. Apologies**

An apology for absence was received from Councillor Imran Uddin.

**100. Disclosures of Interest**

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

**101. 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.

**102. Minutes of the Meeting held 9th December 2019**

The Minutes of the Meeting held on 9th December 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 9th December 2019 be approved and signed by the Chairperson as a correct record.

**103. Planning and Licensing Applications dealt with under Delegated Authority**

The Committee received and noted responses to planning applications taken under Delegated Authority (item 5 on the agenda). No licensing applications were received.

**RESOLVED** that the action taken by the Executive Officer & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

1. **Application No:** 19/1585/FUL

**Description:** Demolition of existing garage and erection of 2 x 1 bedroom flats

**Location:** 438A Braunstone Lane Braunstone Town Leicester Leicestershire

**Response:** *Braunstone Town Council does not object to the application; subject to:*

- i. *the internal layout, including the size of the rooms, meeting the relevant standards for the type of accommodation;*
- ii. *the on-site parking shown in the plans being made available for use prior to occupation and remaining available in perpetuity; and*
- iii. *confirmation that sufficient alternative on-site parking with suitable access was being provided for 438A Braunstone Lane.*

**Reasons:** *Beech Drive contained similar infill developments and a mixture of detached and semi-detached properties; therefore, the proposal would be in keeping with the character of the area, while giving regard to:*

- i. *ensuring that the accommodation was suitable for occupation;*
- ii. *to prevent over parking on Beech Drive, which had a similar development opposite and could impact adversely on highway safety; and*
- iii. *to avoid additional parking on the highway following the loss of garage space for 438A Braunstone Lane.*

#### **104. Planning Applications and Licensing Applications**

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that the following response be forwarded to Blaby District Council:

##### Planning Applications

1. **Application No:** 19/1616/HH

<b>Description:</b>	Two storey side and single storey front and rear extensions
<b>Location:</b>	65 Kingsway North Braunstone Town Leicestershire LE3 3BD (Winstanley Ward)
<b>Response:</b>	<ol style="list-style-type: none"> <li>1. <i>Braunstone Town Council does not object to the application; subject to:</i> <ol style="list-style-type: none"> <li>i. <i>no windows in the first floor side elevation without the explicit consent of the local planning authority; and</i></li> <li>ii. <i>on-site parking being made available for 3 vehicles prior to the garage being converted and being permanently available for use.</i></li> </ol> </li> <li>2. <i>Braunstone Town Council requests that advice be given to the applicant concerning work and delivery vehicles avoiding parking on the highway (including the footway) and arriving and leaving during school start and end times.</i></li> </ol>
<b>Reasons:</b>	<ol style="list-style-type: none"> <li>1. <i>The property was located on a reasonable sized large plot, which was landscaped and therefore was unlikely to have an adverse impact on the neighbouring properties; however:</i> <ol style="list-style-type: none"> <li>i. <i>any windows in the first floor side elevation could adversely affect the privacy of the neighbouring property; and</i></li> <li>ii. <i>the property was opposite two schools and close to a junction and any additional on-street parking could adversely affect the safety of highway users, including footway users.</i></li> </ol> </li> <li>2. <i>To protect the safety of school children.</i></li> </ol>

## 105. Additional Planning and Licensing Applications

The Committee noted that there were no additional planning or licensing applications received since the publication of the agenda.

## 106. Planning Decisions

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

**RESOLVED** that the decisions be noted.

*Reason for Decision*

*To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.*

**107. Feedback on Planning Application Decisions**

The Committee noted there was no outstanding feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision.

**108. Lubbesthorpe**

The Committee noted that no further meetings had been scheduled with local Parishes concerning Lubbesthorpe. Scheduling a further meeting was due to be considered by Leicester Forest East Parish Council on 22nd January 2020.

**109. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2019 to 30th December 2019 (item 11 on the agenda).

**RESOLVED** that the report be noted

*Reason for Decision*

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

**110. Approval of Accounts**

The Committee considered payments from 30th October 2019 until 30th December 2019 (item 12 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 4th September 2019 until 29th October 2019 be approved.

*Reason for Decision*

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

**111. Houses in Multiple Occupation**

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

The Committee received details of known and potential Houses in Multiple Occupation in Braunstone Town and setting out feedback and issues which have been identified (item 13 on the agenda).

## **RESOLVED**

1. That the report be noted and the information concerning suspected Houses in Multiple Occupation, which were not registered, be passed to the relevant enforcement team at Blaby District Council;
2. that Blaby District Council officers responsible for dealing with the regulatory framework in relation to Houses in Multiple Occupation be invited to a future meeting of the Committee; and
3. that a report be submitted to the meeting of the Committee, scheduled for January 2021, providing an update on known and potential Houses in Multiple Occupation in Braunstone Town and setting out feedback and issues which had been identified.

### *Reasons for Decision*

1. *To safeguard residents of potentially unregulated Houses in Multiple Occupation and protect the amenity of the surrounding area.*
2. *To understand more about the regulatory framework in place and how the Councils could work together to ensure Houses in Multiple Occupation were provided in the most appropriate location and to an appropriate standard.*
3. *To monitor the expansion of Houses in Multiple Occupation, to ensure that such properties were properly regulated and to ensure that communities were not adversely affected.*

The meeting closed at 8.15pm.

#### NOTE:

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

#### EQUALITIES ACT 2010

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

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

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 16th JANUARY 2020 AT 7.30PM**

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

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

There were four members of the public present at the meeting.

**51. Apologies**

Apologies for absence were received from Councillors Anthea Ambrose and Tracey Shepherd.

**52. Disclosures of Interest**

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

**53. 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 four members of the public at the meeting.

In respect of Item 9 on the agenda, Review of Community Centres Room Hire Arrangements, Councillor Christiane Startin-Lorent stated that the focus of Thorpe Astley Community Centre needed to be on fostering a sense of community.

Three members of the public addressed the Committee in respect of item 10 on the agenda, Six month review of the new Bar/Café Operator Contract, raising the following issues:

- (a) the Pool Table, which had been in the Civic Community Lounge, and what would be the associated playing area, took up one-third of the room, which was disproportionate;
- (b) the Pool Table would change the atmosphere of a small community bar in a Community Centre; and
- (c) concerns that the bar was being turned into a restaurant and therefore was too busy, patrons were unable to get a seat until after 9pm and it was disruptive to other users of the Centre; it was suggested that other areas of the Centre could be utilised as a restaurant.

**54. Minutes of the Meeting held 31st October 2019**

The Minutes of the Meeting held on 31<sup>st</sup> October 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 31<sup>st</sup> October 2019 be approved and signed by the Chairperson as a correct record.

**55. Shakespeare Park - Improvement & Development**

The Committee received a progress report on the commencement of the contract for delivering the pavilion and site improvement works, along with an update on interest and repayment rates for Public Works Loans (item 5 on the agenda).

The Executive Officer & Town Clerk confirmed that following the one percentage point interest rate increase, borrowing of £936,936, with a repayment period of no more than 40 years, is now 3.24%. Therefore the annual repayment is £41,957.04, an increase of £7,278.74 per annum.

**RESOLVED**

1. that the approach to drawing down an approved loan and the position concerning the impact of the interest rate rise for the Public Works Loans, as detailed in the report and at Appendix 1 and Appendix 2, be endorsed; and
2. that the revised timescales for the project, attached at Appendix 3, including the signing of the contract to commence site and pavilion works, be approved.

*Reasons for Decision*

1. *To provide a plan for drawing down the loan and ensuring appropriate funds were available to fund the repayments in order to ensure the long term financial stability and sustainability of the project.*
2. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, moved to the delivery stage.*

**56. Council Objectives**

The Committee considered the Council's Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 6 on the agenda).

**RESOLVED**

1. that the Leicestershire County Council Director of Public Health be invited to a future meeting of the Committee concerning current public health issues and initiatives to address these; and that the report of Blaby District Council Scrutiny concerning Air Quality be included as part of the agenda item;

**THAT IT BE RECOMMENDED TO COUNCIL:**

2. that the nine Town Council Priorities for 2020/2021, based on the 2019/2020 Priorities and as updated, be approved as set out in the report; and
3. that the Council Objectives set out in Appendix 1, as amended, be approved.

*Reasons for Decision*

1. *To acknowledge the importance of public health, particularly the impact of air quality on health, in the context of the Council's "Quality of Life Services" Priority and to understand the role the Town Council could play through its powers, responsibilities and services to improve the level of Public Health/Quality of Life in Braunstone Town.*
2. *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, and the approach was supported by the Town's Citizens' Advisory Panel and the Council's Standing Committees.*
3. *To ensure that the Council's objectives were relevant and reflected changing issues within the community.*

**57. Capital Plan 2020/2021**

The Committee considered priorities and projects for 2020/2021 Capital Plan (item 7 on the agenda).

**RESOLVED**

1. that exploring the provision of a Changing Places Toilet be included as part of the Current Civic Centre Project "Refurbishment of both sets of Toilets";

**THAT IT BE RECOMMENDED TO COUNCIL:**

2. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
3. that the project due for completion (section b) be removed, assuming its completion prior to the end of the plan period, otherwise it be included on the 2020/2021 Capital Plan;
4. that the Current Projects (section c) be rolled forward on to the 2020/2021 Capital Plan; and
5. that the Proposed New Projects (section d) be added to the 2020/2021 Capital Plan.

*Reasons for Decision*

1. *The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities were fully accessible.*
2. *To confirm that the projects had been completed and there was no further work outstanding.*
3. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
4. *To confirm that the projects were outstanding and were still required.*
5. *To recognise the need to undertake investment and improvement as identified.*

**58. Estimates for Budget and Precept 2020/2021 and beyond**

The Committee considered the budget and precept for 2020/2021 and received proposed estimates for future years (item 8 on the agenda).

**RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:**

1. that once full costs were known, an amount be earmarked in the reserves to cover the cost of gateway signage to the Town at the Parish Boundary with Lubbesthorpe and at the entrances to Thorpe Astley estate;
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;
3. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
4. that £9,000 be earmarked in the reserves in 2020/21 to be used to balance the general fund budget;
5. that £10,000 of the £25,000 one-off Library Transfer Grant received from Leicestershire County Council be earmarked in the reserves in 2020/21 to be used to offset the additional Library staffing costs transferred under TUPE;
6. that the Estimates for 2020/2021, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2020/2021; and
7. that a Net Precept Requirement for £646,304 for the financial year 2020/2021 be submitted to Blaby District Council.

*Reasons for Decision*

1. *The signs would be a capital asset, the cost was likely to exceed the amounts in the annual Planning & Environment Expenditure Revenue Budget; however, the life span of the signs would be approximately 30-40 years.*
2. *To ensure appropriate financial support to enable VE Day anniversary events to be organised and to ensure their success.*
3. *Following a review of budgeted income from Room Hires and consideration by Community Development Committee and Citizens' Advisory Panel of support arrangements for community groups, Policy & Resources Committee was due to consider establishing a Panel to review in detail the community centres offer and associated hire scheme and charges.*

4. Following the withdrawal of Council Tax Support Grant, to use reserves to protect services, while phasing the equivalent in precept increases over a period of 3-4 years to avoid any adverse impact a single large precept increase would have on residents.
5. To enable the Town Council to employ staff at Braunstone Town Library, as set out in its proposed service model.
6. To meet the Town Council's operating budgets for 2019/2020 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.
7. The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.

**59. Review of Community Centres Room Hire Arrangements**

The Committee considered setting up a Panel to consider changes to the Community Centres room hire arrangements in order to support community groups and to ensure the Centres continued to be thriving cost effective community venues (item 9 on the agenda).

**RESOLVED**

1. that a Member Working Group be established to review the Council's Community Centres Service in the context of the Council's Mission, Priorities and Objectives, to analyse information concerning usage of the Town Council's Community Centres, review charges, including discounts and promoting use of facilities;
2. that the Member Working Group report its initial consideration to the meeting of the Policy & Resources Committee scheduled for 23rd April 2020; and
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to make appointments to the Member Working Group and determine whether substitutions would be permitted.

*Reasons for Decision*

1. To ensure the Centres remained competitive and cost effective, continued to be used by the community, fulfilled the Council's Mission, Priorities and Objectives, and that income generation was maximised.
2. To ensure that the direction the Working Group were considering was endorsed by the Committee in order that detailed work on initiatives could be undertaken.
3. To enable appointments to be made and to ensure the Working Group could undertake its business.

**60. Six Month Review of the New Bar/Café Operator Contract**

The Committee received a report of the Bar & Café Panel who reviewed progress with the contract to date and proposals for future improvements (item 10 on the agenda).

## **RESOLVED**

1. that the six month review of the new Bar/Café Operator Contract, undertaken by a Panel of members on 19th December 2019 be noted;
2. that the installation of a Pool Table in the Civic Community Lounge not be permitted; and
3. that a further review of the delivery of the contract take place, the timing of the review being delegated to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council.

### *Reasons for Decision*

1. *Overall, the Panel were happy with the progress made and initiatives introduced by the new contractor. The Civic Community Lounge had more activities and numbers using the space were increasing, which was positive for both the Community Centre and the sustainability of the Bar/Café Service.*
2. *The Panel recommend a 3 month trial of the Pool Table following strict conditions in light of its purchase and the consultation results. The subsequent sale of the Pool Table negated the Panel's on balance recommendation, since there was no longer a detrimental impact on the operator.*
3. *Enhancements were envisaged for the Bar/Café Facility, which included a Capital Plan item for enhancing the facilities to enable Café Services, as well as further initiatives by the Operator.*

## **61. Blaby District Parish Councils Group**

Councillor Robert Waterton had submitted his apologies to the meeting of the Blaby District Parish Councils Group on 4th December 2019 and had submitted a summary report, which was circulated to the Committee (filed with the agenda and minutes).

Once Councillor Waterton had received the minutes of the Group meeting, these would be circulated at the following meeting of the Committee.

## **62. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2019 to 31st December 2019 (item 12 on the agenda).

**RESOLVED** that the report be noted.

### *Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2019/2020.*

## **63. Approval of Accounts**

The Committee considered payments from 23rd October 2019 until 31st December 2019 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 23rd October 2019 until 31st December 2019 be approved.

*Reason for Decision*

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

**64. Provision of Customer & Information Services**

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

The Committee received an update concerning future funding for the Joint Customer Service Shop, considered interim Library staffing arrangements, and determined how the Town Council's customer services would be delivered going forward (item 14 on the agenda).

**RESOLVED**

1. that a report be submitted to a future meeting of Policy & Resources Committee setting out the future shape of the Town Council's Customer, Enquiries and Reception services; and
2. that delegated authority be given to the Executive Officer & Town Clerk to make interim changes to the contracted working hours for Customer & Information Service Advisors and Library Assistants in order to ensure cover for the Library on Saturdays and cover for sickness absence, leave and vacancies.

*Reasons for Decision*

1. *To ensure that the Town Council continued to provide access to its services for residents while being flexible with resources to ensure all its services and associated costs were sustainable.*
2. *To ensure that staff resources could be effectively utilised to deliver the Council's services, in the context of Blaby services being withdrawn from the Customer Service Shop and the need to ensure adequate cover to staff the Library, particularly on Saturday mornings.*

The meeting closed at 9.05pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 13<sup>th</sup> February 2019.*

DRAFT