



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

5th February 2020

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 13th February 2020** commencing at **7.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Public Participation**
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes of the Meeting held 16th January 2020**
To confirm the accuracy of the Minutes of the meeting held 16th January 2020 to be signed by the Chairperson (**Enclosed**).

5. **Shakespeare Park - Improvement & Development**
To receive a progress report on the commencement of the contract for delivering the pavilion and site improvement works. To receive an update on interest and repayment rates for Public Works Loans. To consider an outline plan for the playground and tennis courts improvements (**Enclosed**).
6. **Thorpe Astley Tennis Court Improvements**
To consider proposals to install access gate and online booking technology at Thorpe Astley tennis courts (**Enclosed**).
7. **Pitch Allocations 2020/2021**
To consider pitch capacity and set the fees and process for allocations for the 2020/2021 season (**Enclosed**).
8. **Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park**
To receive an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (**Enclosed**).
9. **Open Spaces & Parks Winter Works Programme - Progress Report**
To receive a progress report on the Winter Works Programme 2019/2020 (**Enclosed**).
10. **Blaby District Parish Councils Group**
To provide feedback from the Blaby District Parish Councils Group and to identify issues to be raised at future meetings.
11. **Bank Account Signatories**
To consider bank account signatory replacements for Bill Wright (**Enclosed**).
12. **End of Quarter Financial Position - Cashbook and Reserves**
To receive a summary of the Council's Cash and Reserves for the period 1st April 2019 to 31st December 2019 (**Enclosed**).
13. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2019 to 31st January 2020 (**Enclosed**).
14. **Approval of Accounts**
To consider payments from 1st January 2020 until 4th February 2020 (**Enclosed**).

15. Civic Centre Bar/Café Kitchen Facilities

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

To receive plans for a kitchen for the Civic Centre Bar/Café, to allocate funding and to approve the timescales for the project (**Enclosed**).

Next Scheduled Meeting: 7.30pm, Thursday 23rd April 2020.



NOTE:

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

EQUALITIES ACT 2010

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF 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 31st October 2019 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 31st 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:

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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 13th February 2019.

DRAFT

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 5 – Shakespeare Park – Improvement & Development

Purpose

To receive a progress report on the commencement of the contract for delivering the pavilion and site improvement works. To receive an update on interest and repayment rates for Public Works Loans. To consider an outline plan for the playground and tennis courts improvements.

Funding

Borrowing – Public Works Loan

The Town Council's borrowing application and supporting evidence was received by the Ministry of Housing, Communities and Local Government on 16th October 2019 and clarifications were sought, responses given and additional information submitted, which included clarifying the Council resolution, which was determined on 9th December 2019.

Approval was given by the Secretary of State for Housing, Communities and Local Government, following an Approval Meeting on 17th January 2020, to borrow up to £936,936 at a fixed interest rate 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. A copy of the approval letter, which includes the conditions and exemptions of the approval, dated 20th January 2020, is attached at Appendix 1.

On 16th January 2020, the Committee endorsed that part of the loan (£436,936) could be drawn down prior to 31st March 2020 on a repayment term of 40 years. The proposed budget for 2020/21 provided for the first repayments to be made in May and November 2020. The second part of the loan (£500,000) will then be drawn down around the end of November 2020/beginning of December 2020 and the repayments for the full loan will then begin in May 2021 and will need to be provided for in the 2021/22 budget.

The current interest on Public Works Loans for a borrowing period of no more than 40 years is 3.05%. Therefore, the repayments in 2020 would be £18,982.64, the rates are enclosed at Appendix 2. From May 2021, annual repayments would be £40,705.10. The current rates for the full loan are enclosed at Appendix 3. This compares to the interest rate reported in January 2020 of 3.24%, which would have resulted in an annual repayment of £41,957.04

Section 106 Funding

An application for Section 106 funding for the Pavilion and Site Works was submitted on 16th November 2018. Section 106 funding of £17,213.35 (the total amount available) was approved on 13th December 2018 and is ring fenced for site works, such as Parking Bays, Paving, Kerbs & Edgings, Fencing & Gates, Landscaping and Street Furniture, which must serve the users of Shakespeare Park and be accessible to the general public at all times with no restrictions on access.

Sport England – Community Asset Fund

On 11th March 2019, notification was received that Sport England's Community Asset Fund Review Panel had considered the Town Council's application for grant funding and had awarded the project £100,000. Formal confirmation, dated 27th March, has been received and includes the agreement, conditions and additional information required.

Approved Funding

The following table sets out the funding position for the project:

Project	Funding Source	Funding Amount
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout	Public Works Loan (over 2 years)	£936,936
	Sport England – Community Asset Fund	£100,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	Reserves	£53,707
	Sub Total	£1,127,856
	Requirement	£1,127,856
	Funding Deficit	£0

Outstanding Grant Applications

The County FA are in the process of completing a local football facility plan, which will inform priorities for the Football Foundation Football facilities grant scheme.

Initial discussions have identified that the Council may be able to access funding up to £100,000 from the scheme; however, timescales for the full application process, once the local football facility plan has been approved could potentially be between 6 and 12 months, with no guarantee of funding.

The Town Council submitted an application to the Vichai Srivaddhanaprabha Foundation on 28th February for £99,862. The Council received a letter in June 2019 stating that applications are currently being considered and the outcome would be known in July 2019. However, to date, no further response has been received.

Commencement of the contract

A meeting on site is being scheduled with the contractor to make arrangements for site preparations works. While the site preparation works are being undertaken, an application to discharge the planning conditions will be made.

Timescales for the works is attached at Appendix 4.

Drainage specification and layout

The original tender documentation issued by the Council did not contain a complete drainage scheme as this was not available at the time and potential contractors were asked to include a sum. Earlier last year when the drainage scheme design was completed, it was measured by the Surveyor and found that there is an increase in cost in the sum of £51,363. The Executive Officer & Town Clerk has worked with the architect and Mechanical & Engineering consultant to ascertain whether the full scheme is required or whether it can be modified in order to reduce costs. Following investigations, further designs have been produced and are being assessed by the Council's surveyor and preferred contractor. If this produces a saving, then approval can be given by the Executive Officer & Town Clerk under delegated authority given by the Committee on 31st October 2019 (minute 31, resolution 5(a)).

Public Works Loan Interest Rates

On Wednesday 9th October, the Treasury increased the interest rate for the Public Works Loan Board by one percentage point, meaning that the interest rate for borrowing of £936,936, with a repayment period of no more than 40 years, at that point became £42,089.92, an increase of £7,278.74 per annum.

On 31st October 2019, the Committee resolved "*that a letter be sent to the Secretary of State for Housing, Communities and Local Government, the local MP, NALC, LRALC and any other relevant organisation or office holder seeking a review of the decision to increase the interest rates on Public Works Loans and requesting that the interest on borrowing for community/sports facility projects and/or for Town/Parish Councils be reduced to previous levels (as applied up to 8th October 2019*" (minute 31, resolution 2).

Following the General Election on 12th December 2019, letters were sent to:

1. the Treasury,
2. the Ministry of Housing, Communities and Local Government,
3. the local MP,
4. National Association of Local Councils, and
5. Leicestershire & Rutland Association of Local Councils.

The letters set out that an exemption for the increased interest rate was being considered for Local Authority Borrowing for building Social Housing. Community and Sports facility projects, especially those provided by Parish/Town Councils, should also be exempt in order not to impede delivery of new and improved community and sporting facilities. It was understood that borrowing to invest in

commercial activity was different.

A letter, dated 22nd January 2020, responding on behalf of the Treasury and the Ministry of Housing, Communities and Local Government, is attached at Appendix 5.

Playground and Tennis Courts improvements

The Tennis Courts are due to be closed at the commencement of the site and pavilion works. Once complete, the Tennis Courts will need to be refurbished.

Both the Playground and Tennis Courts are popular with the local community; however, there has been no significant investment in the facilities on this site in the last 20 years with no new play equipment having been installed at the site during that time.

Surveys and assessments undertaken by the Town's Citizens' Advisory Panel identified the need for improvements to the facilities. Modern technologies produces long lasting, vandal proof, yet attractive play equipment and safety surfaces. Currently tree bark safety surfaces hide needles and broken glass, presenting dangers to young children. The wet pour safety surfaces are shrinking presenting trip hazards. The tarmac tennis court surface is wearing thin, with cracks and holes appearing in the surface. Installing new safety surfaces at the Playground and Tennis Courts will not only improve safety, it will also reduce maintenance costs while improving the visual appearance.

In addition, Braunstone Town only has traditional play equipment at its parks, and there is a variety of sensory play equipment. Such equipment was recently installed at Oakfield Park, Blaby and was well received by parents since it allows for play for all ages and abilities and in particular those physically unable to use traditional play equipment such as swings and slides. Installing such equipment at an existing playground allows for the family and friends to enjoy play and recreation together.

Prior to the installation of sensory play equipment in Blaby, the nearest park providing such equipment was in Market Harborough.

Renovation of the playground equipment will seek the installation of modern low maintenance mulch safety surfaces and new play equipment including the provision of new sensory play equipment, which enables children with special needs to enjoy the playground and park with their friends and siblings. A proposed set of improvements and layout is attached at Appendix 6 and an example of sensory play equipment (Oakfield Park, Blaby) is attached at Appendix 7.

Once tenders are received from play equipment providers, a consultation will be undertaken with local residents and playground users to ascertain their views on the type of equipment required.

Improvements to the tennis courts will include the surface, markings and perimeter netting in order for the courts to be attractive for a club and for tennis training. The Tennis Courts will also be considered for the Lawn Tennis Association's access gate and booking software. An illustration of proposals is attached at Appendix 8.

Proposals to improve both the Playground and Tennis Courts have been estimated as set out in the table below and it is anticipated that these costs will be part funded by the Town Council with the balance being sought from grants and local donors:

Item	Estimated Cost
Refurbishment of Playground, installation of Sensory Play Equipment and changes to the entrance area	£50,000
Refurbishment of Tennis Courts, replacement surface and perimeter fencing	£30,000
Reserve (5% of cost)	£4,000
TOTAL	£84,000

The timetable (attached at Appendix 4) anticipates Policy & Resources Committee considering the contract specifications and timetables for tenders, consultation and works in April and approval in June. Works on the Playground are then due to commence in the autumn and on the tennis courts at the end of the site works, early in 2021.

Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 4.

Recommendations

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

Reasons

1. Appropriate funds were committed and the Committee would review the project payments and the drawing down of funds to ensure the long term financial stability and sustainability of the project.
2. To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, moved to the delivery stage.
3. To allow detailed arrangements for the work to be negotiated, enabling flexibility and minimising disruption to service users, and for contracts to be signed.
4. To provide modern, accessible, fit for purpose, safe and sustainable play equipment and tennis court facilities, since there had been no significant investment in these facilities in the last 20 years.



**Ministry of Housing,
Communities &
Local Government**

Darren Tilley
Braunstone Town Council
Braunstone Civic Centre
209 Kingsway
Braunstone Town
Leicester
LE3 2PP

Our Ref:
SRP 5/23/05 Application 2019-20 (069)

20 January 2020

Dear Darren Tilley,

BORROWING APPROVAL

1. I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, the demolition of the existing sports pavilion and associated stores, the erection of a new pavilion and the extension of the existing parking, is approved by him as a purpose for which Braunstone Town Council, "the Council", may borrow an amount not exceeding £936,936.
2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.
3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided not to extend council tax referendum principles to town and parish councils in 2019-20. However, it remains an option for Ministers to make town and parish Councils subject to the principles in future years.
4. Any precept increase which was attributable to this borrowing approval would not be excluded from consideration under any future council tax referendum principles which were applied to town and parish councils.
5. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:

- (a) the Council may borrow only for the purpose specified in paragraph 1 above;
- (b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;

Ministry of Housing, Communities and Local Government Tel 0303 444 1340
Local Authority Capital Finance and Reserves Email: parish.borrowing@communities.gov.uk
2 Marsham Street
Fry Building, 2nd Floor, SE Quarter
London, SW1P 4DF

- (c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;
- (d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the borrowed funds before the end of the period of the approval;
- (e) where the Council borrows any money in reliance on this approval, it will notify the Ministry of Housing, Communities and Local Government (MHCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;
- (f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify MHCLG as soon as is reasonably practicable.

6. In exercise of his powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 40 years, starting on the date on which the money is borrowed.

7. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWLB) should visit the Board's website in the first instance www.pwlb.gov.uk. PWLB may be contacted on 0207 862 6610 or e-mailed at pwlb@dmo.gov.uk.

8. The contact at this office for any enquiries is Mrs Nathalia Pulice on 0303 444 1340 or e-mail to parish.borrowing@communities.gov.uk.

9. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,



Matthew Hemsley
Strategy, Revenue and Capital Division



**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

APPENDIX 2

Amount of Advance: 436,936.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	2.56	112,751.72	451,006.88	2.56	114,826.78	1,398.20	450,917.95
Over 2 not over 2½	2.54	90,744.66	453,723.30	2.54	92,936.29	1,109.82	453,583.26
Over 2½ not over 3	2.52	76,067.65	456,405.90	2.52	78,328.06	917.57	456,204.88
Over 3 not over 3½	2.50	65,579.17	459,054.19	2.50	67,881.13	780.24	458,782.80
Over 3½ not over 4	2.48	57,708.44	461,667.52	2.48	60,035.01	677.25	461,317.03
Over 4 not over 4½	2.47	51,595.36	464,358.24	2.47	53,944.60	599.57	463,916.80
Over 4½ not over 5	2.45	46,691.21	466,912.10	2.45	49,046.07	535.25	466,374.56
Over 5 not over 5½	2.44	42,687.81	469,565.91	2.44	45,052.07	484.60	468,919.72
Over 5½ not over 6	2.43	39,350.56	472,206.72	2.43	41,720.11	442.40	471,443.02
Over 6 not over 6½	2.42	36,525.72	474,834.36	2.42	38,897.39	406.69	473,944.48
Over 6½ not over 7	2.41	34,103.46	477,448.44	2.41	36,474.79	376.08	476,424.09
Over 7 not over 7½	2.41	32,015.55	480,233.25	2.41	34,394.15	351.01	479,056.63
Over 7½ not over 8	2.40	30,176.98	482,831.68	2.40	32,551.73	327.70	481,503.47
Over 8 not over 8½	2.40	28,566.18	485,625.06	2.40	30,945.35	308.43	484,125.09
Over 8½ not over 9	2.39	27,122.63	488,207.34	2.39	29,495.61	290.08	486,539.16
Over 9 not over 9½	2.39	25,842.58	491,009.02	2.39	28,218.02	274.81	489,149.85
Over 9½ not over 10	2.39	24,691.05	493,821.00	2.39	27,068.19	261.07	491,760.54
Over 10 not over 10½	2.39	23,649.67	496,643.07	2.39	26,027.86	248.64	494,371.24
Over 10½ not over 11	2.39	22,703.44	499,475.68	2.39	25,082.11	237.34	496,981.93
Over 11 not over 11½	2.39	21,839.93	502,318.39	2.39	24,218.60	227.02	499,592.62
Over 11½ not over 12	2.40	21,061.22	505,469.28	2.40	23,448.90	218.47	502,476.40
Over 12 not over 12½	2.40	20,333.82	508,345.50	2.40	22,720.67	209.73	505,098.02
Over 12½ not over 13	2.41	19,675.24	511,556.24	2.41	22,070.31	202.50	508,014.56
Over 13 not over 13½	2.41	19,054.31	514,466.37	2.41	21,447.89	195.00	510,647.10
Over 13½ not over 14	2.42	18,490.63	517,737.64	2.42	20,891.78	188.82	513,596.42
Over 14 not over 14½	2.43	17,967.11	521,046.19	2.43	20,375.53	183.06	516,567.59
Over 14½ not over 15	2.44	17,479.75	524,392.50	2.43	19,873.31	176.96	519,221.97
Over 15 not over 15½	2.45	17,025.05	527,776.55	2.44	19,425.33	171.96	522,225.91
Over 15½ not over 16	2.46	16,599.97	531,199.04	2.45	19,006.72	167.26	525,251.69
Over 16 not over 16½	2.47	16,201.81	534,659.73	2.46	18,614.80	162.86	528,299.32
Over 16½ not over 17	2.48	15,828.21	538,159.14	2.47	18,247.22	158.71	531,368.79
Over 17 not over 17½	2.49	15,477.07	541,697.45	2.49	17,923.74	155.42	534,853.36
Over 17½ not over 18	2.51	15,159.37	545,737.32	2.50	17,598.81	151.71	537,977.45
Over 18 not over 18½	2.52	14,847.81	549,368.97	2.51	17,292.63	148.20	541,123.39
Over 18½ not over 19	2.53	14,553.70	553,040.60	2.52	17,003.71	144.88	544,291.18

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	2.55	14,288.68	557,258.52	2.54	16,752.57	142.28	547,917.74
Over 19½ not over 20	2.56	14,025.65	561,026.00	2.55	16,494.33	139.27	551,140.15
Over 20 not over 20½	2.58	13,789.51	565,369.91	2.57	16,271.60	136.94	554,843.18
Over 20½ not over 21	2.59	13,553.20	569,234.40	2.58	16,039.71	134.20	558,120.20
Over 21 not over 21½	2.61	13,342.02	573,706.86	2.60	15,841.47	132.10	561,899.70
Over 21½ not over 22	2.63	13,142.10	578,252.40	2.61	15,632.38	129.59	565,231.33
Over 22 not over 22½	2.64	12,939.40	582,273.00	2.63	15,455.40	127.68	569,087.29
Over 22½ not over 23	2.66	12,759.79	586,950.34	2.64	15,266.16	125.38	572,473.55
Over 23 not over 23½	2.67	12,576.01	591,072.47	2.66	15,107.76	123.64	576,405.97
Over 23½ not over 24	2.69	12,414.24	595,883.52	2.67	14,935.93	121.52	579,846.84
Over 24 not over 24½	2.71	12,260.62	600,770.38	2.69	14,793.85	119.93	583,855.73
Over 24½ not over 25	2.72	12,101.12	605,056.00	2.70	14,637.36	117.97	587,351.22
Over 25 not over 25½	2.74	11,962.36	610,080.36	2.72	14,509.70	116.52	591,436.57
Over 25½ not over 26	2.76	11,830.44	615,182.88	2.73	14,366.79	114.70	594,986.67
Over 26 not over 26½	2.77	11,691.24	619,635.72	2.75	14,251.95	113.36	599,148.49
Over 26½ not over 27	2.79	11,571.83	624,878.82	2.76	14,121.12	111.66	602,753.21
Over 27 not over 27½	2.80	11,444.37	629,440.35	2.77	13,995.85	110.03	606,379.78
Over 27½ not over 28	2.82	11,336.19	634,826.64	2.79	13,897.69	108.84	610,650.83
Over 28 not over 28½	2.83	11,219.27	639,498.39	2.80	13,782.65	107.32	614,332.02
Over 28½ not over 29	2.84	11,107.19	644,217.02	2.81	13,672.33	105.84	618,035.05
Over 29 not over 29½	2.86	11,013.78	649,813.02	2.83	13,588.34	104.79	622,415.33
Over 29½ not over 30	2.87	10,910.74	654,644.40	2.84	13,486.76	103.41	626,172.98
Over 30 not over 30½	2.88	10,811.86	659,523.46	2.85	13,389.22	102.07	629,952.48
Over 30½ not over 31	2.90	10,731.20	665,334.40	2.86	13,295.54	100.78	633,753.82
Over 31 not over 31½	2.91	10,640.14	670,328.82	2.88	13,227.37	99.87	638,276.11
Over 31½ not over 32	2.92	10,552.69	675,372.16	2.89	13,140.85	98.65	642,132.07
Over 32 not over 32½	2.93	10,468.68	680,464.20	2.90	13,057.66	97.47	646,009.88
Over 32½ not over 33	2.94	10,387.98	685,606.68	2.91	12,977.66	96.32	649,909.53
Over 33 not over 33½	2.95	10,310.43	690,798.81	2.92	12,900.70	95.21	653,831.03
Over 33½ not over 34	2.96	10,235.90	696,041.20	2.93	12,826.64	94.13	657,774.38
Over 34 not over 34½	2.97	10,164.27	701,334.63	2.94	12,755.36	93.09	661,739.57
Over 34½ not over 35	2.98	10,095.40	706,678.00	2.95	12,686.75	92.07	665,726.61
Over 35 not over 35½	2.99	10,029.20	712,073.20	2.96	12,620.68	91.08	669,735.50
Over 35½ not over 36	3.00	9,965.55	717,519.60	2.96	12,535.21	89.81	672,968.83
Over 36 not over 36½	3.00	9,889.47	721,931.31	2.97	12,473.92	88.88	677,010.49
Over 36½ not over 37	3.01	9,830.57	727,462.18	2.98	12,414.89	87.98	681,073.99
Over 37 not over 37½	3.02	9,773.93	733,044.75	2.99	12,358.01	87.10	685,159.34
Over 37½ not over 38	3.03	9,719.47	738,679.72	3.00	12,303.20	86.24	689,266.54
Over 38 not over 38½	3.03	9,652.01	743,204.77	3.00	12,228.53	85.12	692,543.56
Over 38½ not over 39	3.04	9,601.61	748,925.58	3.01	12,177.63	84.31	696,683.53
Over 39 not over 39½	3.04	9,537.96	753,498.84	3.01	12,106.72	83.24	699,971.47
Over 39½ not over 40	3.05	9,491.32	759,305.60	3.02	12,059.43	82.47	704,144.21
Over 40 not over 40½	3.05	9,431.20	763,927.20	3.03	12,013.85	81.72	708,338.80
Over 40½ not over 41	3.05	9,372.71	768,562.22	3.03	11,948.07	80.73	711,648.59
Over 41 not over 41½	3.06	9,331.21	774,490.43	3.04	11,905.72	80.02	715,875.94

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	3.06	9,275.88	779,173.92	3.04	11,843.05	79.06	719,196.66
Over 42 not over 42½	3.06	9,222.02	783,871.70	3.04	11,781.85	78.13	722,517.37
Over 42½ not over 43	3.07	9,185.12	789,920.32	3.05	11,743.93	77.48	726,788.42
Over 43 not over 43½	3.07	9,134.10	794,666.70	3.05	11,685.53	76.59	730,120.06
Over 43½ not over 44	3.07	9,084.40	799,427.20	3.06	11,650.30	75.97	734,423.88
Over 44 not over 44½	3.07	9,035.98	804,202.22	3.06	11,594.51	75.11	737,766.44
Over 44½ not over 45	3.07	8,988.79	808,991.10	3.06	11,539.97	74.28	741,109.00
Over 45 not over 45½	3.07	8,942.79	813,793.89	3.06	11,486.62	73.46	744,451.56
Over 45½ not over 46	3.07	8,897.95	818,611.40	3.07	11,456.27	72.90	748,809.99
Over 46 not over 46½	3.07	8,854.22	823,442.46	3.07	11,405.20	72.12	752,163.48
Over 46½ not over 47	3.07	8,811.57	828,287.58	3.07	11,355.22	71.35	755,516.96
Over 47 not over 47½	3.07	8,769.97	833,147.15	3.07	11,306.29	70.60	758,870.44
Over 47½ not over 48	3.07	8,729.38	838,020.48	3.07	11,258.38	69.86	762,223.93
Over 48 not over 48½	3.07	8,689.76	842,906.72	3.07	11,211.46	69.14	765,577.41
Over 48½ not over 49	3.07	8,651.10	847,807.80	3.07	11,165.50	68.44	768,930.90
Over 49 not over 49½	3.07	8,613.35	852,721.65	3.07	11,120.46	67.75	772,284.38
Over 49½ not over 50	3.07	8,576.50	857,650.00	3.07	11,076.33	67.07	775,637.86

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

APPENDIX 3

Amount of Advance: 936,936.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	2.56	241,777.15	967,108.60	2.56	246,226.78	2,998.20	966,917.95
Over 2 not over 2½	2.54	194,586.71	972,933.55	2.54	199,286.29	2,379.82	972,633.26
Over 2½ not over 3	2.52	163,114.33	978,685.98	2.52	167,961.39	1,967.57	978,254.88
Over 3 not over 3½	2.50	140,623.53	984,364.71	2.50	145,559.70	1,673.10	983,782.80
Over 3½ not over 4	2.48	123,746.07	989,968.56	2.48	128,735.01	1,452.25	989,217.03
Over 4 not over 4½	2.47	110,637.61	995,738.49	2.47	115,675.16	1,285.68	994,791.80
Over 4½ not over 5	2.45	100,121.47	1,001,214.70	2.45	105,171.07	1,147.75	1,000,062.06
Over 5 not over 5½	2.44	91,536.85	1,006,905.35	2.44	96,606.62	1,039.15	1,005,519.72
Over 5½ not over 6	2.43	84,380.69	1,012,568.28	2.43	89,461.77	948.65	1,010,930.52
Over 6 not over 6½	2.42	78,323.28	1,018,202.64	2.42	83,408.93	872.07	1,016,294.48
Over 6½ not over 7	2.41	73,129.15	1,023,808.10	2.41	78,214.08	806.43	1,021,611.59
Over 7 not over 7½	2.41	68,651.97	1,029,779.55	2.41	73,752.48	752.67	1,027,256.63
Over 7½ not over 8	2.40	64,709.48	1,035,351.68	2.40	69,801.73	702.70	1,032,503.47
Over 8 not over 8½	2.40	61,255.39	1,041,341.63	2.40	66,357.11	661.37	1,038,125.09
Over 8½ not over 9	2.39	58,159.94	1,046,878.92	2.39	63,248.39	622.02	1,043,301.66
Over 9 not over 9½	2.39	55,415.08	1,052,886.52	2.39	60,508.81	589.28	1,048,899.85
Over 9½ not over 10	2.39	52,945.81	1,058,916.20	2.39	58,043.19	559.82	1,054,498.04
Over 10 not over 10½	2.39	50,712.76	1,064,967.96	2.39	55,812.39	533.16	1,060,096.24
Over 10½ not over 11	2.39	48,683.72	1,071,041.84	2.39	53,784.39	508.93	1,065,694.43
Over 11 not over 11½	2.39	46,832.07	1,077,137.61	2.39	51,932.73	486.80	1,071,292.62
Over 11½ not over 12	2.40	45,162.25	1,083,894.00	2.40	50,282.23	468.47	1,077,476.40
Over 12 not over 12½	2.40	43,602.47	1,090,061.75	2.40	48,720.67	449.73	1,083,098.02
Over 12½ not over 13	2.41	42,190.25	1,096,946.50	2.41	47,326.08	434.23	1,089,352.06
Over 13 not over 13½	2.41	40,858.77	1,103,186.79	2.41	45,991.41	418.15	1,094,997.10
Over 13½ not over 14	2.42	39,650.06	1,110,201.68	2.42	44,798.93	404.89	1,101,321.42
Over 14 not over 14½	2.43	38,527.47	1,117,296.63	2.43	43,691.91	392.54	1,107,692.59
Over 14½ not over 15	2.44	37,482.40	1,124,472.00	2.43	42,614.97	379.46	1,113,384.47
Over 15 not over 15½	2.45	36,507.37	1,131,728.47	2.44	41,654.36	368.73	1,119,825.91
Over 15½ not over 16	2.46	35,595.84	1,139,066.88	2.45	40,756.72	358.67	1,126,314.19
Over 16 not over 16½	2.47	34,742.06	1,146,487.98	2.46	39,916.31	349.22	1,132,849.32
Over 16½ not over 17	2.48	33,940.93	1,153,991.62	2.47	39,128.10	340.33	1,139,431.29
Over 17 not over 17½	2.49	33,187.98	1,161,579.30	2.49	38,434.45	333.28	1,146,903.36
Over 17½ not over 18	2.51	32,506.73	1,170,242.28	2.50	37,737.70	325.33	1,153,602.45
Over 18 not over 18½	2.52	31,838.64	1,178,029.68	2.51	37,081.14	317.80	1,160,348.39
Over 18½ not over 19	2.53	31,207.97	1,185,902.86	2.52	36,461.60	310.67	1,167,141.18

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	2.55	30,639.69	1,194,947.91	2.54	35,923.09	305.10	1,174,917.74
Over 19½ not over 20	2.56	30,075.65	1,203,026.00	2.55	35,369.33	298.65	1,181,827.65
Over 20 not over 20½	2.58	29,569.30	1,212,341.30	2.57	34,891.73	293.65	1,189,768.18
Over 20½ not over 21	2.59	29,062.57	1,220,627.94	2.58	34,394.47	287.77	1,196,795.20
Over 21 not over 21½	2.61	28,609.73	1,230,218.39	2.60	33,969.38	283.26	1,204,899.70
Over 21½ not over 22	2.63	28,181.02	1,239,964.88	2.61	33,521.01	277.89	1,212,043.83
Over 22 not over 22½	2.64	27,746.38	1,248,587.10	2.63	33,141.51	273.79	1,220,312.29
Over 22½ not over 23	2.66	27,361.23	1,258,616.58	2.64	32,735.73	268.86	1,227,573.55
Over 23 not over 23½	2.67	26,967.15	1,267,456.05	2.66	32,396.06	265.13	1,236,005.97
Over 23½ not over 24	2.69	26,620.26	1,277,772.48	2.67	32,027.60	260.59	1,243,384.34
Over 24 not over 24½	2.71	26,290.85	1,288,251.65	2.69	31,722.93	257.18	1,251,980.73
Over 24½ not over 25	2.72	25,948.83	1,297,441.50	2.70	31,387.36	252.97	1,259,476.22
Over 25 not over 25½	2.74	25,651.28	1,308,215.28	2.72	31,113.62	249.85	1,268,236.57
Over 25½ not over 26	2.76	25,368.39	1,319,156.28	2.73	30,807.18	245.95	1,275,849.17
Over 26 not over 26½	2.77	25,069.90	1,328,704.70	2.75	30,560.91	243.07	1,284,773.49
Over 26½ not over 27	2.79	24,813.85	1,339,947.90	2.76	30,280.38	239.44	1,292,503.21
Over 27 not over 27½	2.80	24,540.53	1,349,729.15	2.77	30,011.76	235.94	1,300,279.78
Over 27½ not over 28	2.82	24,308.56	1,361,279.36	2.79	29,801.26	233.40	1,309,438.33
Over 28 not over 28½	2.83	24,057.84	1,371,296.88	2.80	29,554.58	230.12	1,317,332.02
Over 28½ not over 29	2.84	23,817.50	1,381,415.00	2.81	29,318.02	226.96	1,325,272.55
Over 29 not over 29½	2.86	23,617.21	1,393,415.39	2.83	29,137.92	224.71	1,334,665.33
Over 29½ not over 30	2.87	23,396.25	1,403,775.00	2.84	28,920.09	221.74	1,342,722.98
Over 30 not over 30½	2.88	23,184.22	1,414,237.42	2.85	28,710.94	218.87	1,350,827.48
Over 30½ not over 31	2.90	23,011.27	1,426,698.74	2.86	28,510.06	216.10	1,358,978.82
Over 31 not over 31½	2.91	22,815.99	1,437,407.37	2.88	28,363.88	214.16	1,368,676.11
Over 31½ not over 32	2.92	22,628.46	1,448,221.44	2.89	28,178.35	211.54	1,376,944.57
Over 32 not over 32½	2.93	22,448.34	1,459,142.10	2.90	27,999.97	209.01	1,385,259.88
Over 32½ not over 33	2.94	22,275.28	1,470,168.48	2.91	27,828.42	206.55	1,393,622.03
Over 33 not over 33½	2.95	22,108.99	1,481,302.33	2.92	27,663.39	204.17	1,402,031.03
Over 33½ not over 34	2.96	21,949.18	1,492,544.24	2.93	27,504.58	201.85	1,410,486.88
Over 34 not over 34½	2.97	21,795.57	1,503,894.33	2.94	27,351.74	199.61	1,418,989.57
Over 34½ not over 35	2.98	21,647.90	1,515,353.00	2.95	27,204.61	197.43	1,427,539.11
Over 35 not over 35½	2.99	21,505.93	1,526,921.03	2.96	27,062.93	195.30	1,436,135.50
Over 35½ not over 36	3.00	21,369.44	1,538,599.68	2.96	26,879.65	192.59	1,443,068.83
Over 36 not over 36½	3.00	21,206.31	1,548,060.63	2.97	26,748.24	190.60	1,451,735.49
Over 36½ not over 37	3.01	21,080.00	1,559,920.00	2.98	26,621.64	188.65	1,460,448.99
Over 37 not over 37½	3.02	20,958.55	1,571,891.25	2.99	26,499.67	186.76	1,469,209.34
Over 37½ not over 38	3.03	20,841.77	1,583,974.52	3.00	26,382.15	184.92	1,478,016.54
Over 38 not over 38½	3.03	20,697.12	1,593,678.24	3.00	26,222.04	182.52	1,485,043.56
Over 38½ not over 39	3.04	20,589.04	1,605,945.12	3.01	26,112.89	180.78	1,493,921.03
Over 39 not over 39½	3.04	20,452.55	1,615,751.45	3.01	25,960.84	178.49	1,500,971.47
Over 39½ not over 40	3.05	20,352.55	1,628,204.00	3.02	25,859.43	176.85	1,509,919.21
Over 40 not over 40½	3.05	20,223.62	1,638,113.22	3.03	25,761.69	175.24	1,518,913.80
Over 40½ not over 41	3.05	20,098.21	1,648,053.22	3.03	25,620.63	173.10	1,526,011.09
Over 41 not over 41½	3.06	20,009.21	1,660,764.43	3.04	25,529.81	171.58	1,535,075.94

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	3.06	19,890.56	1,670,807.04	3.04	25,395.43	169.54	1,542,196.66
Over 42 not over 42½	3.06	19,775.08	1,680,881.80	3.04	25,264.20	167.55	1,549,317.37
Over 42½ not over 43	3.07	19,695.96	1,693,852.56	3.05	25,182.88	166.14	1,558,475.92
Over 43 not over 43½	3.07	19,586.55	1,704,029.85	3.05	25,057.65	164.23	1,565,620.06
Over 43½ not over 44	3.07	19,479.97	1,714,237.36	3.06	24,982.12	162.90	1,574,848.88
Over 44 not over 44½	3.07	19,376.14	1,724,476.46	3.06	24,862.49	161.07	1,582,016.44
Over 44½ not over 45	3.07	19,274.95	1,734,745.50	3.06	24,745.52	159.28	1,589,184.00
Over 45 not over 45½	3.07	19,176.32	1,745,045.12	3.06	24,631.12	157.53	1,596,351.56
Over 45½ not over 46	3.07	19,080.16	1,755,374.72	3.07	24,566.05	156.33	1,605,697.49
Over 46 not over 46½	3.07	18,986.39	1,765,734.27	3.07	24,456.55	154.64	1,612,888.48
Over 46½ not over 47	3.07	18,894.94	1,776,124.36	3.07	24,349.37	153.00	1,620,079.46
Over 47 not over 47½	3.07	18,805.73	1,786,544.35	3.07	24,244.45	151.39	1,627,270.44
Over 47½ not over 48	3.07	18,718.68	1,796,993.28	3.07	24,141.72	149.81	1,634,461.43
Over 48 not over 48½	3.07	18,633.74	1,807,472.78	3.07	24,041.10	148.27	1,641,652.41
Over 48½ not over 49	3.07	18,550.83	1,817,981.34	3.07	23,942.54	146.75	1,648,843.40
Over 49 not over 49½	3.07	18,469.89	1,828,519.11	3.07	23,845.97	145.27	1,656,034.38
Over 49½ not over 50	3.07	18,390.86	1,839,086.00	3.07	23,751.33	143.82	1,663,225.36

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

APPENDIX 4 – TIMESCALES

The following is the proposed updated timescales for delivery of the project, taking into account the statements set out in the report:

February 2020	<ul style="list-style-type: none"> • Application for Discharge of Planning Conditions • Signing of Contract to commence site and pavilion works • Closure of Tennis Courts (for 13-14 months)
March 2020	<ul style="list-style-type: none"> • Discharge of Planning Conditions • Lead in Period
April 2020	<ul style="list-style-type: none"> • Commencement of site and pavilion building works • Policy & Resources Committee considers Invitation to Quote for Playground and Tennis Courts Works • Exploring funding for Playground and Tennis Courts
May 2020	<ul style="list-style-type: none"> • Consultation on Playground and Tennis Courts options • Funding applications for Playground and Tennis Courts Works
June 2020	<ul style="list-style-type: none"> • Policy & Resources Committee determines quotes for playground and tennis courts works
September 2020	<ul style="list-style-type: none"> • Commencement of works on Playground
October 2020	<ul style="list-style-type: none"> • Completion of works on Playground
December 2020	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension
February 2021	<ul style="list-style-type: none"> • Commencement of works on Tennis Courts
March 2021	<ul style="list-style-type: none"> • Completion of works on Tennis Courts
April 2021	<ul style="list-style-type: none"> • Site becomes fully operational



HM Treasury

Correspondence & Enquiry Unit
1 Horse Guards Road
London
SW1A 2HQ
public.enquiries@hmtreasury.gov.uk
www.gov.uk/hm-treasury

Mr Darren Tilley
Braunstone Civic Centre
209 Kingsway
Leicester
LE3 2PP

27 JAN 2020

22 January 2020

Our reference: TO2020/00128

Dear Mr Tilley,

Thank you for your letters dated 16 December to the Rt Hon Rishi Sunak MP and the Rt Hon Robert Jenrick MP regarding the increase to the interest rate on new Public Works Loan Board (PWLB) loans. As it is not practical for Ministers to respond personally to all the correspondence they receive, we are replying on their behalf.

This change was made to ensure PWLB lending remains available to local authorities that need to borrow for valuable capital investment.

There is a statutory limit on the amount of outstanding debt the PWLB can have at any one time. Over summer 2019, we saw a substantial increase in lending from the PWLB as gilts fell to record lows - £3.2bn was lent over August and September 2019. If the lending limit were to be hit, this would cause the PWLB to be unable to lend more than was repaid on any given day. This would cause significant disruption to the local authority capital finance system across the UK. HM Treasury is committed to avoiding that possibility.

To ensure the continued availability of lending for local government investment in capital projects, the Government increased the level of available PWLB funding by £10 billion from £85 billion to £95 billion and restored rates to levels available in 2018.

The Government is grateful to you for drawing their attention to the issues set out in your letter. While it would not be appropriate to respond in detail to the points you make at this stage, please be assured that the contents of your letter have been noted.

Yours sincerely,

Public Services
HM Treasury

APPENDIX 7
Shakespeare Park - Improvement & Development
Playground Improvements – Sensory Play Equipment

A key element of the improvements to the Playground at Shakespeare Park is the installation of Sensory Play Equipment in the centre of the play area. Braunstone Town does not currently have any sensory play equipment at any of its parks.



Blaby Parish Council has installed sensory play equipment at Oakfield Park, Blaby.

See to the left and below.

The equipment may vary depending upon the selection of a preferred supplier.



Sensory Play equipment is suitable for all abilities and ages, creating an engaging, stimulating, and inclusive learning environment, encouraging communication, connection and interaction to unlock the individual's potential as they explore, discover and enjoy.

Where children are unable to use swings and slides, they can enjoy the sensory play equipment with their friends and family, enabling the whole family to enjoy a visit to the playground.

APPENDIX 8
Shakespeare Park - Improvement & Development
Improvements to the Tennis Courts

In order to undertake improvement works to the site with minimum disruption to residents, a secure compound will be needed for the site construction vehicles and materials. The proposal is to close the Tennis Courts for approximately 12 months for this purpose.

Once the works on the New Pavilion (Clubhouse) are complete, the old Clubhouse demolished and the car park improved and extended, the secure compound will be closed and the Tennis Courts will be improved.

It is proposed to improve the surface, perimeter fencing and nets, similar to the Tennis Courts shown in the picture below.



The exact look will depend upon the chosen supplier.

Once operational the Tennis Courts will be available for Community use. The entrance will be from the car park similar to the current arrangement with a gate at the rear to the new Pavilion, which as a multi-use sports clubhouse will be able to accommodate any future Tennis Club who may be able to offer formal coaching sessions.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 6 – Thorpe Astley Tennis Court Improvements

Purpose

To consider proposals to install access gate and online booking technology at Thorpe Astley tennis courts.

Background

Following discussions with the Lawn Tennis Association concerning their tennis courts venue management system and gate access technology, details of which are attached at Appendix 1, on 31st October 2019, the Committee resolved:

- 1. that the potential to install the Lawn Tennis Association's tennis courts venue management system and gate access technology at the Town Council's managed Tennis Courts be supported in principle; and*
- 2. that delegated authority be given to the Executive Officer & Town Clerk to obtain quotes, seek funding and enter into technical discussions to devise a scheme, particularly for Thorpe Astley Tennis Courts, for consultation and further consideration.*

(Minute 38).

Following the completion of the Shakespeare Park Pavilion Project the Town Council will need to refurbish the tennis courts following their use as a storage compound for the pavilion work. Part of the proposed refurbishment is the installation of an access gate to the courts and an online booking system that allows residents to pre-book and pay for court hire. They then receive an online passcode that is entered into the access gate lock at the courts that allows them entry. Following a full refurbishment of the courts it was felt that residents would be more likely to want to pay a nominal hire fee in order for the courts to be maintained to high level. The Lawn Tennis Association had met with officers and advised that they may be in a position to help with the cost of the installation of the gate.

The Lawn Tennis Association was also advised that the Town Council had tennis courts at Thorpe Astley Community Centre which were open to public access with no restriction. They indicated that it may be possible for them to also fund the installation of the access gate and set up a booking system for tennis courts at Thorpe Astley Community Centre. Again, this would generate a moderate income to help with the maintenance and improvement of the courts at this venue.

The tennis courts element of the Shakespeare Park Pavilion Project is still in the planning stage therefore quotations for the installation of an access gate and software system has been obtained for the Thorpe Astley Community Centre tennis courts.

Estimated Costs

Quotations for the Thorpe Astley scheme have been obtained and estimated costs are as follows:

Estimated Installation Costs

Tennis Court Gate	£ 6,900.00
Electrical Works	£ 3,971.92
TOTAL	£ 10,871.92

In addition to the installation costs of the gate and the ongoing maintenance costs of the system, work will need to be undertaken to provide an electricity supply to operate the gates and floodlighting at the tennis courts.

Estimated Ongoing Fees & Maintenance

Maintenance	£320.00 per annum
Cloud Costs	£66.00 per annum
Data Contract	£215.40 per annum
TOTAL	£601.40

Initial Contract Term	36 Months (Non-Refundable)
Rolling Contract Term	3 Months' Notice Required

Next Stages

With cost estimates obtained, an application needs to be made to the Lawn tennis Association for grant funding. Initial discussions have identified that a grant could be awarded to cover the gate installation costs.

Once confirmed then there will be a need to undertake a consultation to ascertain the community's views. The results of which will be reported to Policy & Resources Committee in April for consideration and a decision.

Procurement

Under Standing Order 6.6c(i) and Financial Regulation 11.1(i), where it is intended to enter into a contract exceeding £3,000 and less than £25,000 for the supply of goods or materials or for the execution of works or services, the Executive Officer & Town Clerk shall invite at least three tenders/quotes.

The provision and installation of access gates and locking system is a bespoke system only provided by CIA Fire & Security for the Lawn Tennis Association and unavailable from any other contractors. With an installation cost of £6,900 and with annual maintenance of approximately £600, which will reach the £3,000 limit after 5 years, the regulations would be exceeded.

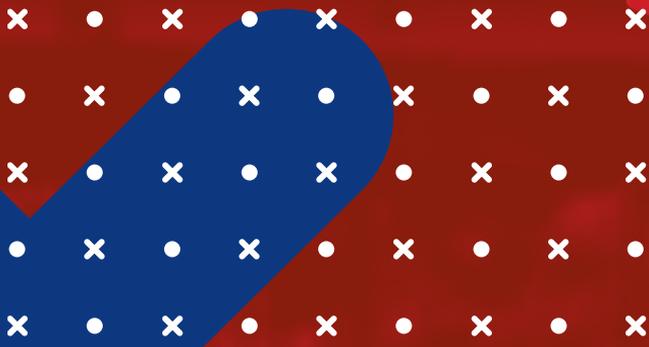
Therefore, to proceed, the Committee will need Council approval in accordance with Standing Order 6.6b and Financial Regulation 11.1e.

Recommendations

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

Reasons

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



DISCOVER TAP4TENNIS

The complete management
system for tennis courts

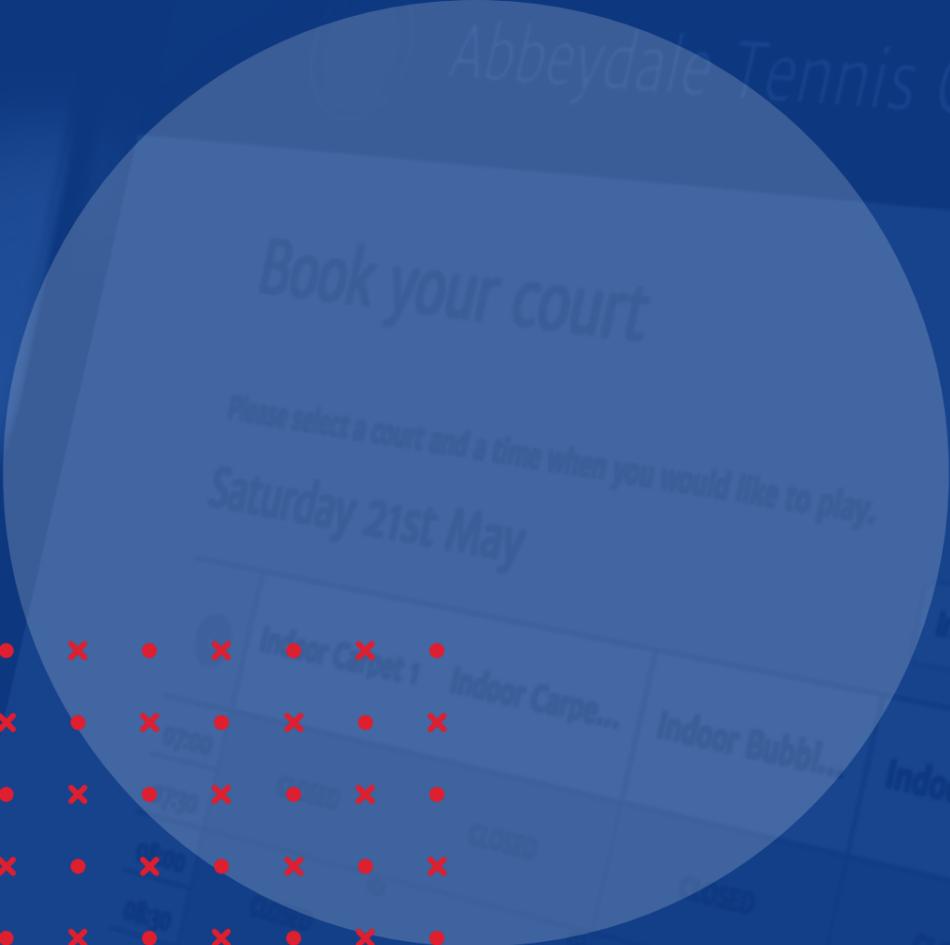
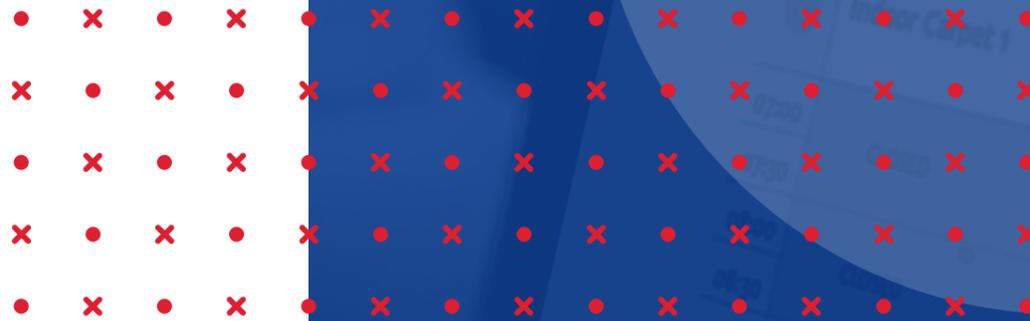
Entry Control
Lighting Control

Multi-site Management
Online Bookings
Membership



WATCH YOUR VENUE RUN SMOOTHLY...

Tap4Tennis gives you the power to manage bookings, court entry, pay and play and automatic lighting control across multiple venues.



EASY ENTRY TO TENNIS COURTS

Set up your court schedules, booking rules and payments and you're ready to take bookings. We'll get your courts online.



INCREASED REVENUE & MEMBERS

Offer an improved customer journey for your members and players, helping them to play more often and help facilities pay for themselves.



REAL-TIME REPORTING & INSIGHT

View court utilisation, facility revenue, when people book and more. Make informed decisions to influence more bookings.



MULTI VENUE MANAGEMENT

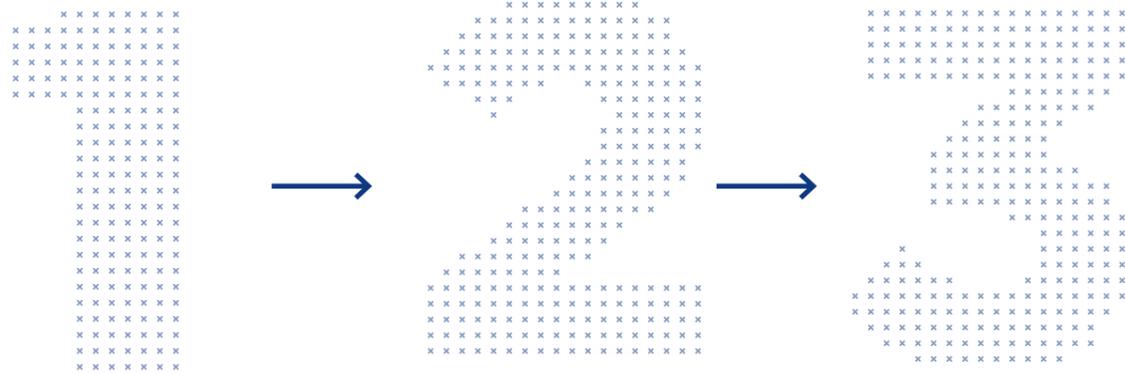
Manage all of your venues and websites in one place. Use ClubSpark to create a network of your venues and easily promote events, coaching, membership centrally and locally.



THE GATEWAY TO ACCESSIBLE TENNIS

Gated entry adds security and gives you complete control of the use of your facilities making it easy for your players get on court when they want - simply booking online, tap in and play!

BOOKING IS EASY...



VISIT THE WEBSITE, MOBILE APP OR ON-SITE KIOSK

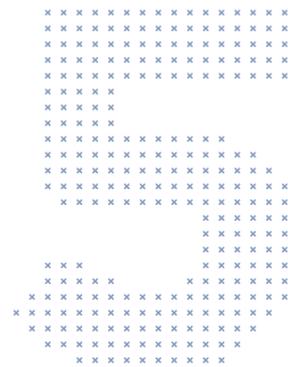
Every venue is easy to find online or via the mobile app. Book outside the courts and enter instantly.

CHOOSE A COURT AND TIME TO PLAY

Select when you want to play or view the schedule to pick a court and time that works for you and pay online.

RECEIVE AN ONLINE ENTRY PIN CODE

When your booking is confirmed, you'll receive a unique pin code for your booking.

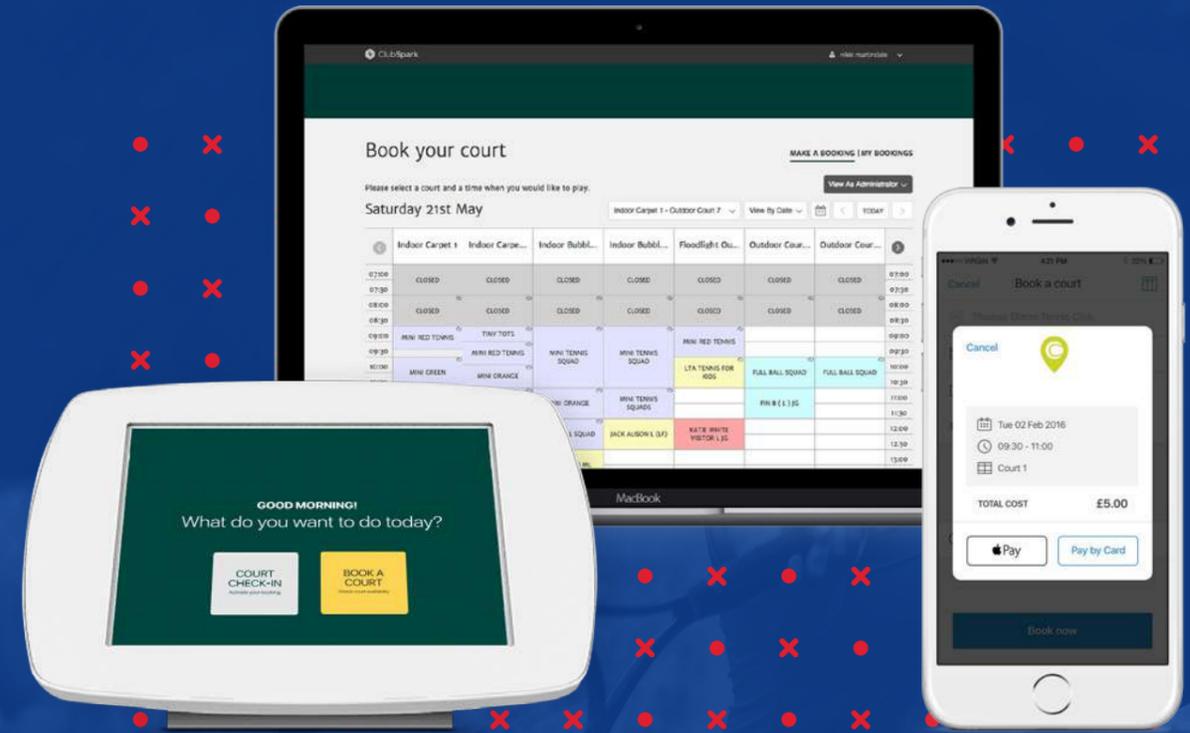


START PLAYING

Go Hit It!

ENTER THE COURT

Your entry code is valid for the duration of your booking. Simply turn up and tap in the pin.



THE GATEWAY TO ACCESSIBLE TENNIS

DESKTOP & TABLET

Our websites are fully responsive and have been designed to streamline the booking process for any device. It's easy to book whether at home, work or on the go.

MOBILE BOOKING

Regular players will find it even quicker to book from the mobile app and pay online using their credit card or Apple Pay,

ON-SITE KIOSKS

On-site kiosks enable players to book their next game in the clubhouse. Simply enter your pin and book again for the same time next week!

HOW IT WORKS

The ClubSpark Tap4Tennis system extends the core functionality of ClubSpark to remotely manage and monitor entry and facilities onsite.



VENUE CONTROLLER

Each venue has a controller. Controllers connect to the internet via 3G, 4G or Wifi. ClubSpark is constantly updating the controller with booking and entry information to enable instant entry to the courts.

The controller also monitors the health of the system devices and feeds this information back to ClubSpark. The controller can be connected to all kinds of devices to manage automation and entry on site.



GATE ACCESS

Manage multiple gates and entry points. Each gate is fitted with a PIN and proximity reader and connects to the central controller and lock for the gate.

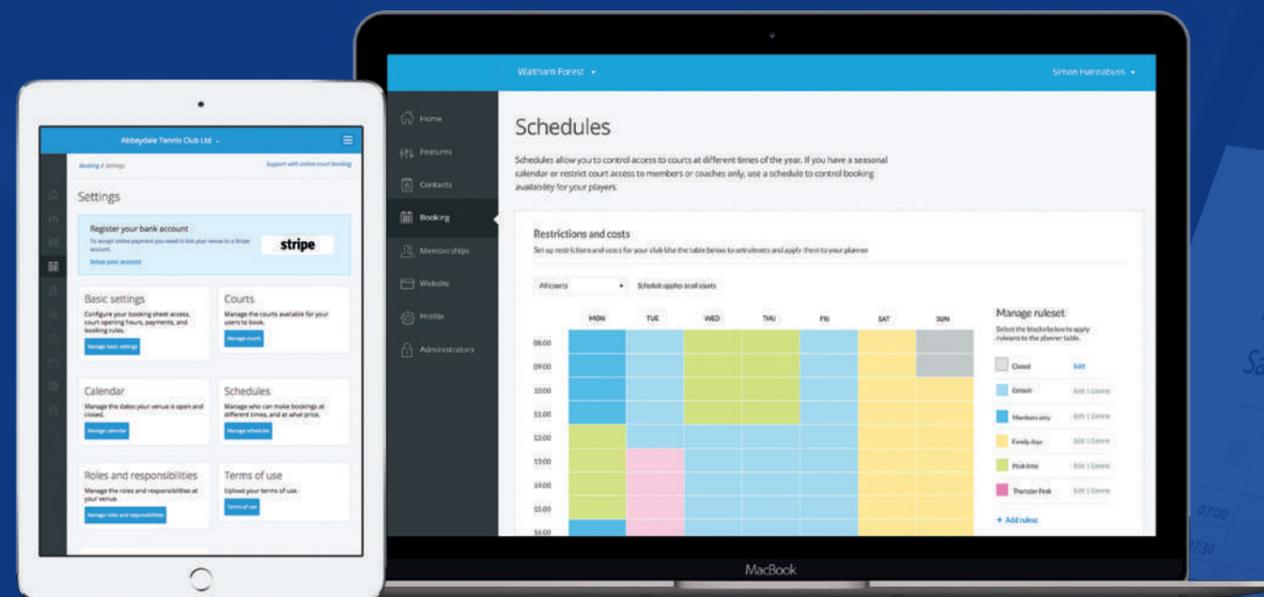
These readers allow entry when a PIN number is entered or a contactless device is used (e.g. membership card, fob or phone). A manual lock, is used to exit so there's no risk of being locked in. Any successful or unsuccessful attempts to enter are fed back to the system.



FLOODLIGHTING

The system can also manage floodlighting, which can be configured to only turn on when the courts are in use. Floodlights can also be configured to allow for different warm-up and cool-down periods.

LED floodlights can be set to turn on automatically if there's a booking and when a player enters the gate. Halogen floodlights can be configured to turn on prior to a booking and stay on if there's a concurrent booking.



THE CLUBSPARK SOFTWARE

The bookings module in ClubSpark is extremely flexible and gives you complete control over the bookings. Simply add your courts and create your pricing rules and restrictions. The pricing structure is incredibly flexible so you can set prices for different guests, members, times and courts.

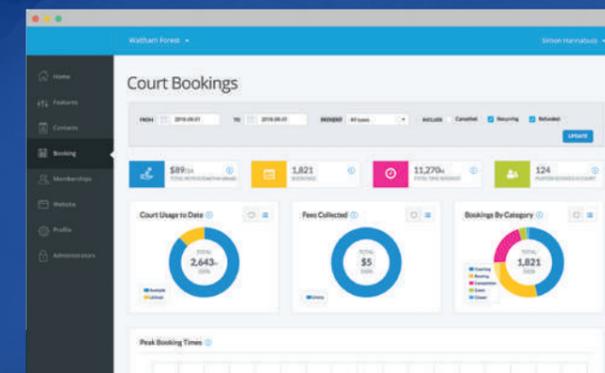
After you've set up your booking sheet, you can build a website for your venue, sell membership packages online, add coaching programmes and add lots more. If you already have a website, we have booking widgets you can include on your site.



GROW YOUR BOOKINGS AND REVENUE...

ClubSpark's comprehensive reporting provides you with realtime stats and revenue data.

Use ClubSpark to identify trends and promote more bookings.



RELAUNCHING TENNIS IN FLEET TOWN COUNCIL

By introducing the entry system alongside a new 'season ticket offer' for players in Calthorpe Park we have been able to dramatically improve the online customer journey and has meant

we have gone from 50 players to over 450 in the first 6 months of operation - and that is during the winter!

- ×
- × •

“
We are really pleased with the way the technology allows us to manage the facility and it is now easier than ever for the local community to play tennis”

Janet Stanton - Fleet Town Clerk

GENERAL FAQs

DO WE NEED A POWER SUPPLY?

Yes, the system can be installed anywhere with a direct power source. Solar power can also be used at venues with restricted mains power

WILL WE NEED TO CHANGE THE GATES?

This depends on the condition and types of gates and fencing. In most cases a new self-closing purpose built gate is provided. Cables will also need to be run to the gates to power the reader and the locks.

DO WE NEED WIFI?

No, if it's available we can use your existing connection but at most sites we use 3G or 4G SIM cards.

IS THERE A LIMIT TO THE NUMBER OF GATES?

There's no limit to the number of gates you can have but we recommend you reduce the number of entry points to keep costs down and make signage and entry clearer for the players.

THERE IS NO CLUBHOUSE OR FACILITIES ON SITE, IS IT STILL POSSIBLE TO INSTALL?

Yes, the main controller can be housed in a lockable, weatherproof cabinet within the courts or in close proximity.

POWER REQUIREMENT FAQs

IS IT A SPUR, SOCKET, ISOLATOR ETC. THAT IS NEEDED?

We would require a standard 13a Switched Fused Spur.

WHERE IS THE POWER REQUIRED?

The socket would generally be installed within a 500x500x250mm lockable enclosure, with mounting back plate, which would be mounted at high level above the controlled gate. Ideally the spur would be mounted at the foot of enclosure so we do not have any isolation issues when we come to connect our panel.

WHAT WILL BE THE FINAL LOAD?

Very minimal, we are running 12v at a max 2a output.

WILL IT REQUIRE RCBO/RCD PROTECTION?

We do not require this for our equipment; however you may wish to include this within your installation.

WHEN IS IT TO BE COMPLETED BY?

The mains will need to be available prior to the entry equipment installation date. If mains supply at the site is difficult, we do have venues running the system from a solar powered solution. For more details on this please get in contact.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 7 – Pitch Allocations 2020/2021

Purpose

To consider pitch capacity and set the fees and process for allocations for the 2020/2021 season.

Pitch Capacity

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee determines by February each year the type, level and capacity of football pitch provision.

Following assessment by the Executive Officer & Town Clerk and advice from the Senior Ground staff, capacity is recommended as follows for 2020/2021

Pitch Capacity 2020/2021			
PARK	SPORT	PITCH	CAPACITY
Mosssdale Meadows	Football	Senior Pitches (1 & 2)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Shakespeare Park	Bowls	Bowling Green	1 club
	Football	Junior Pitch	50 matches
	Football	Mini Pitch	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches
	TOTAL		355 matches

Braunstone Town Council parks staff have been consulted on the capacity of the pitches and number of teams playing and have advised that no change is required to the current capacity for 2020/2021 season.

Terms & Conditions

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee also determines by February each year whether the current Terms & Conditions are fit for purpose.

The current Football Terms & Conditions are attached at Appendix 1 and the Bowling Terms & Conditions are attached at Appendix 2. There are no proposed changes this year.

Pitch Fees

In accordance with the Council's Pitches Policy & Procedure (adopted 15th January 2015) Policy & Resources Committee sets by February each year the pitch fees for the forthcoming season. No change to the Pitch fees for the 2020/2021 has been proposed and confirmation of the pitches and fees are attached at Appendix 3.

Recommendations

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

Reasons

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

CURRENT STANDARD TERMS AND CONDITIONS (FOOTBALL)

The permission for your pitch allocation is subject to :

Fee Payments

- (1) Your club paying the season fee by the specified dates. If they fail to do so the Club shall not be entitled to use the pitch for the purposes of playing football at any time during the season.
- (2) If on, or after the signing of the Agreement the Club disbands or resigns from the Football League, the Club shall give written notice to the Council within seven days thereafter. Upon receipt of such notification the Council may refund to the Club a percentage of the hire charge pro rata depending in the number of weeks remaining in the football season on the provision that the Club shall not be entitled to any refund if it fails to notify the Council within seven days.

Pitch Marking

- (3) Subject to receiving at least 7 days' notice, the Council will mark out the pitches at the commencement of each season, thereafter each club will be responsible for white lining a pitch as and when required.

Match Fixtures

- (4) The Club Secretary is required to submit a fixtures list to the Executive Officer & Town Clerk before the commencement of the season. All matches must be booked in advance in order to confirm use of the pitch in order to avoid pitches being booked out ad hoc.
- (5) A club which shares facilities (pavilion/changing rooms, pitches etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing of matches and for the general maintenance and cleanliness of dressing rooms etc.
- (6) At the end of the season no matches/training sessions shall take place on the pitches after **31st May**. No matches or training will be allowed until 1st August. It should be noted that the pitches may not be marked out until mid August.

Cancellation of Matches

- (7) It will be the responsibility of the appointed referee to decide whether or not play should take place.
- (8) Should the clubs Team Manager/Representative consider the pitch to be unfit for play on any particular match day he/she should set out his/her reasons in writing and hand a copy to the appointed Referee. A copy of the clubs representations should also be forwarded to the Executive Officer & Town Clerk, so as to be received on the day immediately following the date of the match concerned. In these circumstances the Council will not hold the club responsible for any damage caused to the pitch. However, the clubs may be held responsible for damage caused to pitches due to over-usage and additional games not included on the fixture list.
- (9) The Council shall not be responsible for any loss or damage arising or for any loss due to any acts or restrictions imposed on the Council, which may cause the pitch to be temporarily closed or the hiring to be interrupted or cancelled.

Keyholders

- (10) Your club will appoint a "Keyholder". Please check the enclosed Keyholders List and let me know if there have been any alterations. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your Club's Keyholders that they are responsible for:-

(a) ensuring that all doors (**including fire doors**), garages, sheds, park gates and premises are locked and made secure **for the duration of matches** at the **end of each day's play** whenever the facilities have been used by your club.

(b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition. Ensuring cleanliness of the pitches in surrounding areas, ie. **litter picking following the match**.

Please note that a charge of £15 will be made to a club if changing rooms are left in an unacceptable condition or pitches are not litter picked after a match.

- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.
- (d) ensuring that any equipment or articles belonging to the Club are removed from the changing rooms facilities.

Parking (Applicable to Mosssdale Meadows only)

- (11) Pitch allocations at Mosssdale Meadows are conditional upon your club appointing a Warden to ensure that there is not inconsiderate parking on the Kingsway Grass Verges. The Warden should advise visitors to use the car parking facilities off Kingsway or the extra car parking available at the Braunstone Civic Centre (ie. No vehicular access to the pavilion and pitch via the bridle road).

Emergencies & Health & Safety Information

(12) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

(13) First Aid

First aid provision -

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954
British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

Box Contents -

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS			
ITEM	NUMBER OF CLUB MEMBERS		
	1 - 5	6 - 10	11 - 50
GUIDANCE CARDS		1	1
INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS	20	20	40
	1	2	4
STERILE EYE PADS, WITH ATTACHMENTS	1	2	4
TRIANGULAR BANDAGES	1	2	4
STERILE COVERINGS FOR SERIOUS WOUNDS	6	6	12
SAFETY PINS	3	6	8
MEDIUM STERILE UNMEDICATED DRESSINGS	1	2	4
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4

- (14) Personal Property
The Council shall not be responsible for any loss or damage to any property arising out of the hiring.
- (15) Insurance
Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.
- (16) Electrical Equipment
You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.
- (17) Alterations to Premises and Defect Reporting
No alterations or additions will be made to the town Council's premises without the consent of the Council.
- (18) Serving Food
Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555
- (19) Slips and Falls
To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.
- (20) Health & Safety Policy Statement
A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.
- (21) Child Protection Policies
Allocation of Football Pitches will be conditional upon CRB Enhanced Disclosure being obtained in accordance with the FA CRB Unit Guidance and the Disclosure & Barring Scheme Service.
- Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
- You must ensure that all current and new club members with direct access to children and young people are required to complete a CRB Enhanced Disclosure via The FA CRB Unit.
- Further advice on child protection matters can be obtained from:
- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
 - The Football Association/NSPCC Child Protection 24 Hour Helpline 0808 800 5000
 - The FA child protection team on 0207 745 4649.
- A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.
- (22) Members of your football club shall not, without prior written consent of the Council, assign or sublet the pitches or changing rooms to other teams not listed on the allocations list.

**CURRENT STANDARD TERMS AND CONDITIONS
SHAKESPEARE PARK BOWLING GREEN**

Your club's permission to use the facilities at Shakespeare Park is therefore subject to the following conditions:-

(1) A season fee of **£5,369**. The season fee to be reduced subject to the following arrangements being put in place:-

i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.

Discount £626

ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-

Discount £2,103

OCTOBER	supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader
JAN / FEB	supply and treat with weedkiller
MARCH	supply and apply Moss/Worm/Turf Tonic Treatment
APRIL	supply and apply fertiliser and weedkiller
JUNE	supply and apply fertiliser and weedkiller
	Every fourth year hollow tine the green and apply additional top dressing

iii) Summer Green Cutting (3 cuts per week)

Discount £3,285

iv) Security Alarm Systems. Provision and maintenance by the Club of the Club House/Pavilion Alarm and keyholder call-out in the event of activation of either the Braunstone Town Council Store Rooms security alarm or the Club House/Pavilion Alarm.

Free

The net cost to the Council will therefore be **£645**. I acknowledge receipt of the paid invoices covering the above work and I will arrange for a transfer of £645 into your bank account in due course.

(2) Public Use – The club will make two rinks available for public use to coincide with the Club's Home Fixtures and the Club shall provide appropriate signage indicating that the facility is open to the Public Use.

Bowling Green Assistants will be available during these times in accordance with the previously agreed Badge Identification Scheme.

(3) Fees – the club will be entitled to keep any fees paid by members of the public for casual use and coaching sessions. Charges for casual hire will remain at £1 per person, per hour.

(4) A club which shares facilities (pavilion/changing rooms, pitches, etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing for matches and for the general maintenance and cleanliness of dressing rooms, etc.

(5) It will be the responsibility of the individual green ranger to decide whether or not play should take place. Clubs will be responsible for any damage caused to a green through playing in unsuitable conditions.

(6) You club will appoint a "Keyholder". Please check and return the enclosed Keyholders List with any alterations as soon as possible. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your club's keyholders that they are responsible for:-

- (a) ensuring that all doors, garages, sheds, park gates and premises are locked, made secure and alarmed at the end of each day's play whenever the facilities have been used by the club.
- (b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition.
- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.

The Town Council has agreed that additional keys may also be issued to all Club Members subject to:-

- i) The Club Secretary maintaining an up to date list of keyholders.
 - ii) The club shall be responsible for securing the return of any keys from players who may, from time to time, give up their membership to the club.
 - iii) The club will ensure that all members issued with a key will receive the necessary training in connection with the "Keyholder" responsibilities as set out above.
 - iv) The Shakespeare Park Bowling Club will indemnify Braunstone Town Council against any loss or damage caused to the green or premises due to the gates or clubhouse, etc being left unlocked.
- (7) Bowls Club Use – This agreement covers the exclusive use of four of the six rinks daily, subject to two rinks being made available for members of the public.
- (8) The use of the pavilion facilities to be shared by the Bowls Club and members of the public.
- (9) Any further services or facilities which you intend to provide for use by members of the public and for which a charge will be made, must first be approved by the Council's Policy & Resources Committee.
- (10) Emergencies & Health & Safety Information
- a) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

b) First Aid

First aid provision -

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954
British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

Box Contents -

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS			
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STERILE COVERINGS FOR SERIOUS WOUNDS	1	2	4
SAFETY PINS	6	6	12
MEDIUM STERILE UNMEDICATED DRESSINGS	3	6	8
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4
EXTRA LARGE STERILE UNMEDICATED DRESSINGS	1	2	4

c) Serving Food

Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555

d) Insurance

Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.

e) Alterations to Premises and Defect Reporting

No alterations or additions will be made to the town Council's premises without the consent of the Council. Defects noticed by staff or visitors must be reported in writing to the Executive Officer & Town Clerk as soon as possible.

f) Slips and Falls

To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.

g) Electrical Equipment

You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

h) Health & Safety Policy Statement

A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.

i) Use of Contractors

Please let me know the name and address of the person appointed by the Club with overall responsibility for supervising the grass cutting and green maintenance contract. The Contractor employed by the Club should be supplied with a copy of the Council's Health & Safety Policy Statement. The following controls must be implemented:-

- All Contractors asked for Health and Safety Policy
- Contractors asked to produce risk assessments for the associated work activities
- Contractor to have public liability insurance cover of at least £2million
- Work of all Contractors is monitored
- Records of monitoring activities are kept

The Council reserves the right to monitor the Contractor's performance in order to check on compliance with the agreed safety arrangements. If Contractors are acting in a way which is deemed to be unsafe then the work will be stopped. As the principal to the contract, the Council has not only the power to do this but the responsibility to ensure the safety of employees, visitors and the Contractors themselves.

Copies of the Council's Risk Assessments (which include 'mowing', 'manual handling' and 'lone working', etc) available for inspection in the Executive Officer & Town Clerk's office, may be of assistance to the person appointed by the Club to supervise the Contract.

(11) Child Protection Policies

Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club bowls activity. You must subscribe to your governing bodies child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

Further advice on child protection matters can be obtained from your local association and national governing body. Alternatively the NSPCC Child Protection 24 Hour Helpline can be contacted on 0808 800 5000.

A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

Email: enquiries@braunstonetowncouncil.org.uk

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

Telephone: 0116 2890045 Fax: 0116 2824785

NOTICE

PITCH APPLICATIONS 2020/2021 INVITED
at Mossdale Meadows, Shakespeare Park and Thorpe Astley

Braunstone Town Council will shortly be considering applications for pitches for the coming season. Applications, in writing, are invited from interested clubs, to be received no later than **Monday 30th March 2020**. When making applications, clubs should specify (where applicable) the number of matches, the number of teams, senior or junior, day and time of match, etc.

Following assessment of the current pitches, capacity for 2020/2021 is as follows:

Pitch Capacity 2020/2021			
PARK	SPORT	PITCH	CAPACITY
Mossdale Meadows	Football	Senior Pitches (1 & 2)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Shakespeare Park	Bowls	Bowling Green	1 club
	Football	Junior Pitch	50 matches
	Football	Mini Pitch	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches

	2019/2020
<p><u>Bowls Club Season Fee</u> The season fee to be reduced subject to the following arrangements being put in place:-</p> <p>i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.</p> <p>ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-</p> <p>OCTOBER supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader JAN / FEB supply and treat with weedkiller MARCH supply and apply Moss/Worm/Turf Tonic Treatment APRIL supply and apply fertiliser and weedkiller JUNE supply and apply fertiliser and weedkiller Every fourth year hollow tine the green and apply additional top dressing</p> <p>iii) Summer Green Cutting (3 cuts per week)</p> <p>NET cost to the Council per annum</p>	<p>£5369</p> <p>Discount £626</p> <p>Discount £2103</p> <p>Discount £3285 -£645</p>
<p><u>Soccer - Senior (per team)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY 	<p>10 matches: £400 15 matches: £600 20 matches: £800</p>
<p><u>Soccer - Junior Under 18s (per team)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY 	<p>10 matches: £125 15 matches: £185 20 matches: £245</p>
<p><u>Soccer - Mini (under 10's) (per team)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY 	<p>10 matches: £37 15 matches: £55 20 matches: £73</p>

Casual Hire – Bowls, per person	£1 per hour
Ad-hoc pitch hire – Senior Football Pitches & changing rooms (minimum 2 hours)	£13.40 per hour
Ad-hoc pitch hire – Junior Football Pitches & changing rooms (minimum 2 hours)	£4.20 per hour
Ad-hoc pitch hire – Mini Football Pitches & changing rooms (minimum 2 hours)	£1.25 per hour

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 8 – Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park

Purpose

To receive an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park.

Background

Thorpe Astley Park has been transferred from Persimmon Homes Ltd to Blaby District Council, who received £236,054.58 in commuted sums.

It had been Leicestershire County Council's original intention on opening of the Community Centre and Park area in 2010 to adopt the footpath, bridge and lighting columns through the park area; however it had not proceeded due to the culvert installed by the developers over Lubbethorpe Brook not meeting the County Council's required specifications. However, when an agreement was reached, the County Council on 11th May 2017, confirmed that it would no longer adopt the footway and lighting.

As a result, Blaby District Council approached the Town Council on 26th September 2017 to ask whether the Town Council would be prepared to adopt the park and receive the balance of the commuted sums without Leicestershire County Council adopting the footpath, bridge and lighting, provided Persimmon Homes installed the new bridge.

In June 2019, agreement was reached with Persimmons to schedule the works.

The works were due to commence on Monday 21st October and take approximately three weeks to complete. During the works the footpaths leading up to the bridge will have to be closed for safety and pedestrians diverted to other access points. When the contractors provided a map showing all the areas that will have to be closed and fenced off, it was noted that one footpath (parallel to the Brook) is a public right of way and therefore a footpath closure and diversion order is required from Leicestershire County Council. Currently the work is delayed pending the approval for the temporary closure of the footpath has been received.

Despite several reminders from the contractors the County Council has not yet issued the footpath closure and diversion order which will be required for the work to commence.

Recommendation

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

Reason

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 9 - Open Spaces & Parks Winter Works Programme - Progress Report

Purpose

To receive a progress report on the Winter Works Programme 2019/2020.

Background

A Winter Works programme was submitted and approved by the Policy & Resources committee on 31st October 2019 following consultation with the Town Council ground staff to discuss what work or projects were required to maintain and improve the areas that the Town Council manage.

It was agreed that work to Franklin Park be carried out during this year's Winter Works Programme. It was proposed to undertake a complete tree survey on Franklin Park to assess what trees require attention or removing for maintenance or safety reasons.

Quotations for the replacement of the existing wet pour and play bark safety surfaces are currently being sought and, if financially feasible, the surfaces will be replaced with rubber mulch. Rubber mulch requires little or no maintenance once installed which will reduce the work required on the park in forthcoming years.

A list of Winter Works completed to date is attached at Appendix 1 for noting. It should be noted that due to reduced staffing capacity, there has been a delay in some of the work being completed.

Recommendation

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

Reason

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

BRAUNSTONE TOWN COUNCIL**WINTER WORKS UPDATE 2019/2020****BRAUNSTONE TOWN**

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
CIVIC CENTRE	Hedges and trees	General winter maintenance Remove decayed trees	
	Hedges	Cut back overhanging trees	
	Borders	Prune back all borders	COMPLETED
	Library	Clear rear of library of all shrubs	COMPLETED
	Car Park	Repair to tarmac and repaint white lines	
	Litter bins	Disinfect all bins	COMPLETED

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MOSSDALE MEADOWS	Hedges and trees	General winter maintenance Coppice trees adjacent to skate park	
	Brockenhurst entrance	Replace gabions in brook (stones required) Install new disabled access	PS has spoken to Environment Agency to see if they give some help with the heavy work required for this project but they are unable to help
	Brook	Coppice willow in brook and clear	
	Pavilion	Repair guttering	
	Car park	New drop down post required Knee high fencing in car park to be replaced	COMPLETED
	Path	Reinstate path to top field	
PLAY GROUND	ROSPA	Tree bark in play ground Fencing Junior Swing and Supernova bay wet pour surface repair Toddler swing bay equipment repair Junior multiplay bolts	
	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MERRILEYS	Hedges and trees	Thin out trees and remove dead or damaged trees Prune and hedge cut pathways	
	Fencing	Remove or repair damaged fencing	
	Paths	Reinstate pathways	
	Bins	Reinstate bin and bench	
	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
FRANKLIN PARK	Hedges and trees	General winter maintenance	
	Trees	Tree survey to be undertaken	Tree survey undertaken
	Pond	To be cleared and area tidied	COMPLETED
	Meadow area	Rotavate and sow wild flower seeds	
	Pond	Clear pond and surrounding area	COMPLETED
	Path	Extend mill waste path through meadow area	
	Car Park	White line car park	
	Orchard	Prune apple trees and clear orchard	COMPLETED Work done on 30 th January, 1 st and 2 nd February by members of the community
	ROSPA	Missing bolt on fence Graffiti on space net Toddler Swing by surface repair Play bark under seesaw, arch frame and swings	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	Safety surfaces in playground	Replacement safety surfaces with Rubber mulch	Quotes obtained for replacement safety surfaces

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
SHAKESPEARE	Hedges and trees	General winter maintenance	
	Playground	Tree bark under play equipment	
	ROSPA	Swing bay supports loose in ground to repair	
	Litter bins	Disinfect all bins	COMPLETED

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
HOLMFIELD PARK	Hedges and trees	General winter maintenance Trim hedges right back at side of park	COMPLETED
	Litter pick	Deep litter pick adjacent to 5 aside pitch	COMPLETED
	Trees	Coppice lime trees along Wardens Walk	COMPLETED
	Playground	Repair to playground gate	
	ROSPA	Fence post rotting – immediate replacement	
	Litter bins	Disinfect all bins	COMPLETED

BRAUNSTONE TOWN COUNCIL

WINTER WORKS 2019/2020

THORPE ASTLEY

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
THORPE ASTLEY CENTRE	Hedges and trees	General winter maintenance and tree crown lifting where required	COMPLETED
	Trees	Plant free trees from the Woodland trust (220)	COMPLETED
	200 whips (small trees)	To continue boundary hedge from last year	COMPLETED
	15 standard trees	Planted around Thorpe Astley Community Centre and open spaces	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	Notice boards	Replace two notice boards in Thorpe Astley area	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
TA MUGA AND TENNIS COURTS PLAY AREA TRIM TRAIL	Hedges and trees	General winter maintenance and tree crown lifting where required	
	MUGA and tennis courts	Replace top rail Replace basketball nets in MUGA Replace tennis net	COMPLETED
	ROSPA	Replenish tree bark Rotator bowl warn bearings	
	Trim trail	Plant wild seeds Gravel paths need topping up	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	Litter	Deep annual litter pick of land between centre and M1	COMPLETED

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
ALL AREAS	Knee high fencing	To replacement missing/damaged fencing where essential Remove damaged knee high fencing at non-essential areas.	
COOK CLOSE	Litter bins	Disinfect all bins	COMPLETED
OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
PRIESTMAN ROAD PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	ROSPA	All wet pour surfaces require repair or replacement	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
HILCOTT GREEN	Hedges and trees	General winter maintenance and tree crown lifting where required	COMPLETED
	Fruit trees	Require pruning	
	Litter bins	Disinfect all bins	COMPLETED
	ROSPA	Wet pour surface requires repair or replacement	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
FOXHOLE SPINNEY	Hedges and trees	General winter maintenance and tree crown lifting where required	COMPLETED
	Litter	Deep litter pick	COMPLETED
	Footpaths	To be cleared of trees and bushes	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
ISOBELLA ROAD PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	COMPLETED
	ROSPA	Wet pour surface requires repair or replacement	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
IMPEY CLOSE PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	IN PROGRESS
	Litter bins	Disinfect all bins	COMPLETED
	ROSPA		

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
FOXON WAY	Hedges	Cut back hedge from fence adjacent to properties	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MARSHALL CLOSE PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	ROSPA	Wet pour surface needs repairing or replacing	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
LONG SPINNEY	Hedges and trees	General winter maintenance and crown topping where needed	COMPLETED
	Litter	Deep litter pick	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	Footpaths	To be cleared of trees and shrubs	IN PROGRESS

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
OWEN CLOSE	Litter bins	Disinfect all bins	COMPLETED

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

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
VILLAGE GREEN	Litter bins	Disinfect all bins	COMPLETED
	Gravel path	Requires topping up	

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

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
LUBBESTHORPE BROOK		Annual walk through and clearance of brook where required	
	Bridge at Aldi	Replace top rail on bridge	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 11 – Bank Account Signatories

Purpose

To consider bank account signatory replacements for Bill Wright.

Bank Account Signatories

The following is the current list of approved Account Signatories:

Co-operative Bank Accounts (linked)

- Miss AM Ambrose
- Mrs L Assi *
- Mrs P. Basra
- Mr NJ Brown
- Mrs K Cusack *
- Miss SJ Fox-Kennedy
- Ms AJ Hack
- Mr PLJ Kennedy
- Mrs SJ Maxwell
- Mr. PL Moitt
- Mr. D. Singh
- Mrs PM Snow *
- Mr D Tilley
- Mr I Uddin
- Mr R Waterton
- Mr WA Wright

Cambridge Building Society

- Mr NJ Brown
- Mrs AJ Hack
- Mr D Tilley *
- Mr WA Wright

* *Council employees are added to the account signatories list in order to effectively undertake the banking, including enquiries and particularly for the Co-operative Bank Accounts – processing of payments, particularly by internet banking, and so they can be issued with internet banking codes and security fobs in accordance with the Council's Financial Regulations.*

Revisions and Updates

Co-operative Bank Accounts (linked)

The Committee will need to determine whether an additional account signatory should be approved to replace Mr WA Wright as an account signatory.

Cambridge Building Society

Mr WA Wright will need to be removed as an account signatory, which will leave two signatories for withdrawals, since Mr D Tilley was added in order to facilitate day to day banking and enquiries on the account. Therefore, it is recommended that an additional account signatory be added to the list of account signatories to replace Mr WA Wright.

Recommendation

That the following amendments be made to the accounts signatories list:

- (a) for the Co-operative Bank Accounts (linked): *a replacement account signatory* be added to replace Mr WA Wright; and
- (b) for the Cambridge Building Society: *a replacement account signatory* be added to replace Mr WA Wright.

Reason

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 13th FEBRUARY 2020

Item 12 – End of Quarter Financial Position - Cashbook and Reserves

Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April 2019 to 31st December 2019.

Background

The Internal Auditor's report for the year ended 31st March 2018 was considered by both the Corporate Governance Sub-Committee and the Policy & Resources Committee on 14th June 2018, which included approving the recommendation "that a simplified summary financial report [be submitted] to the Policy & Resources Committee, at least quarterly to include details of reserves held and bank reconciliations would aid understanding and transparency".

The financial years run from April to March, therefore the end of each quarter is 30th June, 30th September, 31st December and 31st March.

For the third quarter of the financial year 2019/2020, 1st April – 31st December:

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

Recommendation

That the end of quarter financial position be noted.

Reason

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

Financial Summary - Cashbook

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

Balances at the start of the year

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£0.00
No. 2 Account	£9,641.04
No.1 Account	£60,366.42
Petty Cash Account	£250.00

Long Term Investment Accounts

Cambridge 90 Day Notice Account	£159,148.18
Total	£229,438.14

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£628,297.27	£1.68	£628,298.95
2. P&R - Civic Centre	£79,406.42	£1,846.81	£81,253.23
3. P&R - Thorpe Astley Community Centre	£35,309.02	£32.10	£35,341.12
5. P&R - Parks & Open Spaces	£2,814.17	£45.83	£2,860.00
6. P&R - Library & Customer Services	£7,825.14	£0.00	£7,825.14
7. Community Development	£6,400.76	£827.42	£7,228.18
8. Planning & Environment	£1,610.73	£220.75	£1,831.48
Total Receipts	£761,663.51	£2,974.59	£764,638.10

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£403,079.19	£4,050.38	£407,129.57
2. P&R - Civic Centre	£87,854.12	£5,358.95	£93,213.07
3. P&R - Thorpe Astley Community Centre	£22,619.45	£2,575.42	£25,194.87
5. P&R - Parks & Open Spaces	£81,687.91	£9,512.08	£91,199.99
6. P&R - Library & Customer Services	£4,855.50	£42.03	£4,897.53
7. Community Development	£15,272.62	£673.06	£15,945.68
8. Planning & Environment	£6,581.96	£1,363.34	£7,945.30
Total Payments	£621,950.75	£23,575.26	£645,526.01

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£0.00
No. 2 Account	£20,307.61
No.1 Account	£168,811.94
Petty Cash Account	£250.00

Long Term Investment Accounts

Cambridge 90 Day Notice Account	£159,148.18
Total	£348,550.23

Uncleared and Unpresented effects

No.1 Account	£688.06
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Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
--------------------	--------

Library Cash Float	£0.00
No. 2 Account	£20,307.61
No.1 Account	£168,123.88
Petty Cash Account	£250.00
Long Term Investment Accounts	
Cambridge 90 Day Notice Account	£159,148.18
Total	<u>£347,862.17</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

31/03/19 £		31/12/19 £
	Long Term assets	
159,148.18	Investments	159,148.18
<hr/>		<hr/>
159,148.18	TOTAL LONG TERM ASSETS	159,148.18
	Current assets	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
<hr/>		<hr/>
0.00	Stocks	0.00
8,248.63	VAT Recoverable	6,023.30
3,168.52	Debtors	700.96
0.00	Payment in Advance	0.00
70,289.96	Cash in Hand at Bank	189,402.05
<hr/>		<hr/>
81,707.11	TOTAL CURRENT ASSETS	196,126.31
<hr/>		<hr/>
240,855.29	TOTAL ASSETS	355,274.49
	Current liabilities	
0.00	Loans Received	0.00
<hr/>		<hr/>
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
3,956.38	Creditors	22,428.87
116.90	Receipts in Advance	0.00
<hr/>		<hr/>
4,073.28	TOTAL CURRENT LIABILITIES	22,428.87
<hr/>		<hr/>
236,782.01	TOTAL ASSETS LESS CURRENT LIABILITIES	332,845.62
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<hr/>		<hr/>
0.00		0.00
<hr/>		<hr/>
236,782.01	NET ASSETS	332,845.62
	Represented by	
177,658.15	General Fund	272,470.50
56,375.12	Open Spaces Commuted Sums	38,375.12
	(carry over)	
2,748.74	Town Mayor's Charity	0.00
	Pavilion & Site Contract Costs	
0.00	Shakespeare Works Reserve	53,707.00
	Playground & Tennis Courts	
0.00	Shakespeare Park Reserve	4,000.00
	Earmarked to Balance Budget	
0.00	Balance Revenue Budget 2019/20	18,000.00
<hr/>		<hr/>
236,782.01		386,552.62

Signed _____

Chairman

Date _____

Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
1. P&R - Corporate Management				
Income				
101	Precept	£604,817.00	£604,817.00	£0.00
102	Council Tax Support Grant	£0.00	£0.00	£0.00
107	New Homes Bonus	£0.00	£0.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£144.10	-£5.90
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	-£1,000.00
199	Miscellaneous	£0.00	£259.09	£259.09
Total Income		£606,377.00	£605,220.19	-£1,156.81
Expenditure				
1010	Staff Salaries	£393,185.00	£312,493.70	£80,691.30
1015	Staff Expenses	£300.00	£113.25	£186.75
1020	Pensions	£92,230.00	£72,643.22	£19,586.78
1030	Councillors Allowances	£6,000.00	£5,442.48	£557.52
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£16,000.00	£14,199.88	£1,800.12
1160	Audit	£3,000.00	£2,040.00	£960.00
1170	Legal Fees	£250.00	£385.00	-£135.00
1180	Elections	£5,000.00	£1,802.06	£3,197.94
1210	Staff Training	£2,500.00	£15.00	£2,485.00
1230	Councillor Training	£1,000.00	£40.00	£960.00
1300	Supplies, Stationery & Postage	£2,900.00	£2,497.24	£402.76
1350	Subscriptions	£3,000.00	£7,029.58	-£4,029.58
1360	Advertisements	£4,400.00	£4,607.12	-£207.12
1400	Telephones	£2,530.00	£3,810.19	-£1,280.19
1410	Photocopier	£2,000.00	£1,349.14	£650.86
1420	Computer Supplies, Training, Service Contract	£8,000.00	£5,392.26	£2,607.74
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£258.00	£442.00
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00
Total Expenditure		£543,295.00	£434,118.12	£109,176.88

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
2. P&R - Civic Centre				
Income				
205	Capital Grants	£0.00	£0.00	£0.00
250	Room Hire	£81,025.00	£58,873.44	-£22,151.56
251	Catering for Hirers (VAT)	£0.00	£408.98	£408.98
257	Licensed Bar	£19,000.00	£14,833.37	-£4,166.63
298	Old - Do Not Use			
298/1	Accrued Room Hires (Do Not Use)	£0.00	£4,014.49	£4,014.49
298	Total	£0.00	£4,014.49	£4,014.49
299	Miscellaneous	£0.00	£564.00	£564.00
Total Income		£100,025.00	£78,694.28	-£21,330.72
Expenditure				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£6,500.00	£0.00	£6,500.00
2050/2	General Refurbishment	£1,500.00	£2,050.00	-£550.00
2050	Total	£8,000.00	£2,050.00	£5,950.00
2080	Loan Interest & Repayments			
2080/1	PWLB 477930	£15,978.00	£15,977.78	£0.22
2080/2	PWLB 480508	£4,586.00	£4,586.04	-£0.04
2080/3	PWLB 482623	£9,647.00	£9,647.56	-£0.56
2080/4	PWLB 485557	£5,783.00	£5,783.06	-£0.06
2080	Total	£35,994.00	£35,994.44	-£0.44
2081	DO NOT USE	£0.00	£0.00	£0.00
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£152.96	£347.04
2320	Printing & Copying	£600.00	£0.00	£600.00
2330	Cleaning Materials	£1,600.00	£2,365.03	-£765.03
2400	Telephones	£1,000.00	£450.00	£550.00
2430	Utility Bills	£18,000.00	£12,586.35	£5,413.65
2440	Waste Services	£8,000.00	£2,623.53	£5,376.47
2450	Laundry Services	£500.00	£0.00	£500.00
2460	Rates	£20,500.00	£17,344.75	£3,155.25
2500	Refundable Deposits	£0.00	£100.00	-£100.00
2510	Catering for Hirers (VAT)	£0.00	£292.16	-£292.16
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£1,540.88	-£240.88
2580	Card Card and Transit fees	£1,700.00	£1,741.46	-£41.46
2600	Building Repairs & Maintenance	£15,000.00	£8,032.67	£6,967.33
2610	Equipment Repairs & Maintenance			
2610/1	General	£1,600.00	£4,055.49	-£2,455.49
2610/2	Fire Extinguisher Service	£400.00	£83.74	£316.26

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
2610/3	Alarm Maintenance	£1,000.00	£1,843.28	-£843.28
2610	Total	£3,000.00	£5,982.51	-£2,982.51
2990	Miscellaneous	£150.00	£5.00	£145.00
Total Expenditure		£115,844.00	£91,261.74	£24,582.26

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre				
Income				
325	Service Charges	£0.00	£0.00	£0.00
350	Room Hire			
350/1	Room Hires	£23,361.00	£12,099.10	-£11,261.90
350/2	Pre-School Contract	£32,515.00	£21,134.48	-£11,380.52
350	Total	£55,876.00	£33,233.58	-£22,642.42
351	Catering for Hirers (VAT)	£0.00	£12.11	£12.11
399	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£55,876.00	£33,245.69	-£22,630.31
Expenditure				
3050	Capital Projects			
3050/1	General Improvements	£1,000.00	£0.00	£1,000.00
3050/2	NHS Facility	£0.00	£0.00	£0.00
3050	Total	£1,000.00	£0.00	£1,000.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£300.00
3330	Cleaning Materials	£1,000.00	£954.76	£45.24
3400	Telephones	£1,000.00	£0.00	£1,000.00
3430	Utility Bills	£10,000.00	£6,311.34	£3,688.66
3440	Waste Services	£2,500.00	£1,270.23	£1,229.77
3450	Laundry Services	£250.00	£0.00	£250.00
3460	Rates	£7,000.00	£6,296.75	£703.25
3500	Refundable Deposits	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Licences	£400.00	£200.50	£199.50
3580	Credit Card and Transit Fees	£800.00	£0.00	£800.00
3600	Building Repairs & Maintenance	£3,000.00	£3,874.95	-£874.95
3610	Equipment Repairs & Maintenance			
3610/1	General	£1,150.00	£1,009.94	£140.06
3610/2	Fire Extinguisher Service	£350.00	£81.99	£268.01
3610/3	Alarm Maintenance	£3,000.00	£2,574.61	£425.39
3610	Total	£4,500.00	£3,666.54	£833.46
3990	Miscellaneous	£150.00	£18.26	£131.74
Total Expenditure		£31,900.00	£22,593.33	£9,306.67

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
5. P&R - Parks & Open Spaces				
Income				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£16,000.00	£0.00	-£16,000.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£4,000.00	£2,345.00	-£1,655.00
555/2	Individual Match Fees (VAT)	£0.00	£105.00	£105.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£0.00
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00
555	Total	£4,000.00	£2,450.00	-£1,550.00
599	Miscellaneous	£100.00	£129.17	£29.17
Total Income		£1,020,250.00	£2,579.17	#####
Expenditure				
5050	Capital Projects			
5050/1	General	£1,700.00	£1,478.00	£222.00
5050/2	Shakespeare Park Improvement Project	£1,000,000.00	£930.15	£999,069.85
5050	Total	£1,001,700.00	£2,408.15	£999,291.85
5080	Loan Interest & Repayments			
5080/1	PWLB 485188	£3,526.00	£3,525.80	£0.20
5080/2	PWLB 487506	£6,033.00	£6,033.30	-£0.30
5080/3	PWLB 501336	£10,994.00	£10,994.00	£0.00
5080/4	PWLB - Shakespeare Park (New)	£21,306.00	£0.00	£21,306.00
5080/5	DO NOT USE	£2,185.00	£0.00	£2,185.00
5080	Total	£44,044.00	£20,553.10	£23,490.90
5170	Legal Fees	£1,000.00	£0.00	£1,000.00
5290	Clothing	£500.00	£487.62	£12.38
5330	Cleaning Materials	£500.00	£37.22	£462.78
5400	Telephones	£410.00	£0.00	£410.00
5430	Utility Bills	£2,000.00	£1,551.86	£448.14
5440	Waste Services	£2,000.00	£4,975.12	-£2,975.12
5450	Laundry Services	£1,000.00	£0.00	£1,000.00
5550	Sports Pitches & Facilities	£1,000.00	£276.95	£723.05
5600	Building Repairs & Maintenance			
5600/1	Mosssdale Meadows	£4,800.00	£388.13	£4,411.87
5600/2	Shakespeare Park	£1,000.00	£54.00	£946.00
5600	Total	£5,800.00	£442.13	£5,357.87
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£12,238.00	-£4,238.00
5610/2	Playgrounds	£6,000.00	£622.83	£5,377.17
5610	Total	£14,000.00	£12,860.83	£1,139.17

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
5630	Equipment Purchase	£2,000.00	£19,313.89	-£17,313.89
5650	Vehicle Costs	£10,000.00	£12,301.89	-£2,301.89
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£3,800.00	£4,135.48	-£335.48
5990	Miscellaneous	£100.00	£2,054.39	-£1,954.39
Total Expenditure		<u>£1,090,354.00</u>	<u>£81,398.63</u>	<u>£1,008,955.37</u>

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
6. P&R - Library & Customer Services				
Income				
625	Service Charges	£950.00	£0.00	-£950.00
626	Service Level Agreements			
626/1	Grant - Leicestershire County Council	£6,855.00	£0.00	-£6,855.00
626/2	Blaby District Council	£10,000.00	£7,500.00	-£2,500.00
626	Total	£16,855.00	£7,500.00	-£9,355.00
690	Consumer Products (Sales)			
690/1	Stamps	£0.00	£2.10	£2.10
690	Total	£0.00	£2.10	£2.10
698	Fines	£1,500.00	£60.92	-£1,439.08
699	Miscellaneous	£50.00	£263.12	£213.12
Total Income		£19,355.00	£7,826.14	-£11,528.86
Expenditure				
6080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£4,217.50	£212.50
6260	Service Level Agreements			
6260/1	Library & Service Shop	£0.00	£34.75	-£34.75
6260/2	Citizens Advice Bureau	£3,000.00	£0.00	£3,000.00
6260	Total	£3,000.00	£34.75	£2,965.25
6320	Printing & Copying	£150.00	£0.00	£150.00
6360	Advertisements	£200.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£800.00
6430	Utility Bills	£2,900.00	£0.00	£2,900.00
6700	Programme of Events	£1,000.00	£85.95	£914.05
6900	Consumer Products (Purchase for resale)			
6900/1	Stamps	£0.00	£106.32	-£106.32
6900	Total	£0.00	£106.32	-£106.32
6990	Miscellaneous	£1,000.00	£410.98	£589.02
Total Expenditure		£13,680.00	£4,855.50	£8,824.50

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

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

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

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

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

		2019/2020	Actual Net	Balance
8. Planning & Environment				
Income				
890	Consumer Products (Sales)			
890/1	General	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,700.00	£1,339.01	-£360.99
890/3	Waste & Garden Bags	£560.00	£353.39	-£206.61
890	Total	£2,260.00	£1,692.40	-£567.60
Total Income		£2,260.00	£1,692.40	-£567.60
Expenditure				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£8,300.00	£6,552.00	£1,748.00
8460	Furniture	£2,000.00	£0.00	£2,000.00
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£1,290.00	£310.00
8900/2	Waste & Garden Bags	£420.00	£50.36	£369.64
8900	Total	£2,020.00	£1,340.36	£679.64
Total Expenditure		£12,570.00	£7,892.36	£4,677.64

Financial Budget Comparison

Comparison between 01/04/19 and 31/01/20 inclusive.

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

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

Paid Expenditure Transactions

between 01/01/20 and 04/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		14723/1		£61.00	£0.00	£61.00	1. CM	Post Office Shop	2nd class stamps x 100	1300
		14723/2		£3.98	£0.66	£3.32	1. CM	Post Office Shop	carriage	1300
	04/02/20	14723	3145	£64.98	£0.66	£64.32		Post Office Shop	2nd class stamps x 100 and carriage	1300
BACS200116P OSTOFF										
110757	23/01/20	14715		£60.00	£0.00	£60.00	7. CD	St Crispins Church	Carol service heating/lighting	7750
110758	04/02/20	14732		£30.00	£0.00	£30.00	7. CD	Blaby District Council	2 X TKTS FOR TOWN MAYORS ATTEND CHA	7040/2
110760	04/02/20	14735		£64.00	£0.00	£64.00	7. CD	Leicester City Council	Rival market Licence - RE 23.05.20	7700
		14719/1		£20.26	£3.38	£16.88	2. CC	Chubb Fire & Security	PB18 FIRE BLANKET 1.2 X 1.8M	2610/2
		14719/2		£61.56	£10.26	£51.30	3. TA	Chubb Fire & Security	EC20C 2KG CO2 EXTN.(PED)	3610/2
		14719/3		£10.78	£1.80	£8.98	3. TA	Chubb Fire & Security	NAC INITIAL SERVICE FEE	3610/2
BACS101129 CHUBB	23/01/20	14719	3109	£92.60	£15.44	£77.16		Chubb Fire & Security	Fire safety replacements	2610/2
		14684/1		£2,460.00	£410.00	£2,050.00	2. CC	INUI LED	Street lighting for Civic Centre	2050/2
		14684/2		£1,773.60	£295.60	£1,478.00	5. OS	INUI LED	Street lighting for Franklin Park	5050/1
BACS170120I NUI	23/01/20	14684		£4,233.60	£705.60	£3,528.00		INUI LED		2050/2
BACS191218 CHILLCC	10/01/20	14678		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	CC	2600
BACS191218 CHILLTA	10/01/20	14677		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	TA	3600
BACS191223 HMRC	07/01/20	14638		£7,029.75	£0.00	£7,029.75	1. CM	H M Revenue & Customs	Tax & NI Dec 19	1010
BACS191231 HALLMARK	23/01/20	14720		£300.00	£50.00	£250.00	5. OS	Hallmark Tractors Ltd	JB rubber to ballast front tyres	5650
BACS200101B HSFAMFAIL	04/02/20	14733		£374.40	£62.40	£312.00	1. CM	BHSF Occupational Heal	A. Mcilmoyle - TELEPHONE CONSULTATION-	1170
		14734/1		£12.15	£2.02	£10.13	5. OS	Farol Ltd	Shroud	5630
		14734/2		£2.14	£0.36	£1.78	5. OS	Farol Ltd	Spring	5630
		14734/3		£0.00	£0.00	£0.00	5. OS	Farol Ltd	Air filter	5630
		14734/4		£55.00	£9.17	£45.83	5. OS	Farol Ltd	Hand saws	5630
BACS200101F AROLSMIX	04/02/20	14734		£69.29	£11.55	£57.74		Farol Ltd		5630
BACS200105B YPHONE	05/01/20	14670		£180.00	£30.00	£150.00	2. CC	Byphone Voxbit		2400

Paid Expenditure Transactions

between 01/01/20 and 04/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS200107A RCO	23/01/20	14717		£56.69	£9.45	£47.24	5. OS	Arco	1 pair work boots (for P Jepson) 5290
BACS200113B ARTON	04/02/20	14728		£1,554.48	£259.08	£1,295.40	5. OS	Barton Petroleum	DERV EN590 5670
BACS200113B ARTON01	04/02/20	14729		£330.49	£15.74	£314.75	5. OS	Barton Petroleum	SFGO 5670
BACS200113T ARGET	23/01/20	14721		£1,572.48	£262.08	£1,310.40	8. PE	Target Pest Control & Hygien	Service charge for collection of dog waste 48 bin 8440
BACS200114B HSF01	04/02/20	14730		£460.80	£76.80	£384.00	1. CM	BHSF Occupational Heal	Referral Occupational Health P Crane 1170
BACS200114P RS	23/01/20	14716		£1,259.26	£209.88	£1,049.38	2. CC	Performing Right Society Ltd	Music licence Civic Centre 05/01/20 - 05/01/20 2570
BACS200121S ISSONS01	04/02/20	14731		£61.07	£10.18	£50.89	2. CC	Sissons & Allen Ltd	CARRY OUT REPAIRS TO EXTENSION LEAD 2600
		14736/1		£900.00	£150.00	£750.00	5. OS	Collinshallgreen Ltd	Feasibility check of drainage design inc. hyraulic 5050/2
		14736/2		£1,320.00	£220.00	£1,100.00	5. OS	Collinshallgreen Ltd	If design confirmed: prepare drawings 5050/2
BACS200123 COLLINS	04/02/20	14736	3134	£2,220.00	£370.00	£1,850.00		Collinshallgreen Ltd	5050/2
BACS200123 RSCOMPONA N	04/02/20	14737		£8.52	£1.42	£7.10	2. CC	RS Components	10 fuses for stage lights 2610/1
BACS200124A SSI	24/01/20	14691		£1,902.42	£0.00	£1,902.42	1. CM	Wages - Assi, Lydia	Salary Jan 20 1010
BACS200124B AILEY	24/01/20	14693		£1,208.92	£0.00	£1,208.92	1. CM	Wages - Bailey, Angela	Salary Jan 20 1010
BACS200124B ROOKFIELD	24/01/20	14706		£500.51	£0.00	£500.51	1. CM	Wages - Brookfield Ella	Salary Jan 20 1010
BACS200124B ROWNE	24/01/20	14698		£945.85	£0.00	£945.85	1. CM	Wages - Browne, Emma	Salary Jan 20 1010
BACS200124B URROWS	24/01/20	14712		£1,803.99	£0.00	£1,803.99	1. CM	Wages - Burrows John	Salary Jan 20 1010
BACS200124 CRANE	24/01/20	14696		£394.13	£0.00	£394.13	1. CM	Wages - Crane, Phil	Salary Jan 20 1010
BACS200124 CUSACK	24/01/20	14701		£1,438.91	£0.00	£1,438.91	1. CM	Wages - Cusack, Kim	Salary Jan 20 1010
BACS200124 DSIBSONLCC	24/01/20	14713		£159.46	£0.00	£159.46	1. CM	LCC Revenues & Customer S	Attachment of Earnings Jan 20 D Sibson 1010
BACS200124F URNISS	24/01/20	14708		£132.30	£0.00	£132.30	1. CM	Wages - Furniss Michelle	Salary Jan 20 1010

Paid Expenditure Transactions

between 01/01/20 and 04/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS200124 HALL	24/01/20	14695		£980.69	£0.00	£980.69	1. CM	Wages - Hall, Denise	Salary Jan 20	1010
BACS200124 HENDERSON	24/01/20	14707		£423.23	£0.00	£423.23	1. CM	Wages - Henderson Lisa Mari	Salary Jan 20	1010
BACS200124J EPSON	24/01/20	14697		£1,693.73	£0.00	£1,693.73	1. CM	Wages - Jepson, Phil	Salary Jan 20	1010
BACS200124J GRANT	24/01/20	14699		£1,118.08	£0.00	£1,118.08	1. CM	Wages - Grant, Julie	Salary Jan 20	1010
BACS200124J GRANTDWP	24/01/20	14714		£138.19	£0.00	£138.19	1. CM	Department For Works & Pen	DEA Notice Jan 20 J GRANT	1010
BACS200124J OHNSON	24/01/20	14709		£506.40	£0.00	£506.40	1. CM	Wages - Johnson Susan Glen	Salary Jan 20	1010
BACS200124K ENNETT	24/01/20	14690		£1,672.53	£0.00	£1,672.53	1. CM	Wages - Kennett, Ian	Salary Jan 20	1010
BACS200124L EAVIS	24/01/20	14705		£552.34	£0.00	£552.34	1. CM	Wages - Leavis Samantha	Salary Jan 20	1010
BACS200124L YCETT	24/01/20	14710		£227.47	£0.00	£227.47	1. CM	Wages - Lycett Lesley Jayne	Salary Jan 20	1010
BACS200124 MEAD	24/01/20	14692		£1,142.70	£0.00	£1,142.70	1. CM	Wages - Mead, Amanda	Salary Jan 20	1010
BACS200124P RESTON	24/01/20	14711		£338.63	£0.00	£338.63	1. CM	Wages - Preston Melani	Salary Jan 20	1010
BACS200124 RAINER	24/01/20	14694		£1,422.05	£0.00	£1,422.05	1. CM	Wages - Rainer, Kath	Salary Jan 20	1010
BACS200124S IBSON	24/01/20	14703		£1,169.38	£0.00	£1,169.38	1. CM	Wages - Sibson, David	Salary Jan 20	1010
BACS200124S MITH	24/01/20	14702		£424.88	£0.00	£424.88	1. CM	Wages - Smith, Paula	Salary Jan 20	1010
BACS200124S NOW	24/01/20	14689		£2,063.02	£0.00	£2,063.02	1. CM	Wages - Snow, Pauline	Salary Jan 20	1010
BACS200124T GRANT	24/01/20	14704		£379.34	£0.00	£379.34	1. CM	Wages - Grant, Tiama	Salary Jan 20	1010
BACS200124T ILLEY	24/01/20	14700		£2,279.14	£0.00	£2,279.14	1. CM	Wages - Tilley, Darren	Salary Jan 20	1010
BACS200124 UNISON	24/01/20	14686		£55.50	£0.00	£55.50	1. CM	Unison	Union fees	1010
BACS200125 NPS01	04/02/20	14725		£864.00	£144.00	£720.00	2. CC	NPS NIGEL SUMMERFIELD	Replacement 140 litre cylinder tank for Civic Cen 2610/1	

Paid Expenditure Transactions

between 01/01/20 and 04/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS200129B HSFAM	04/02/20	14726		£374.40	£62.40	£312.00	1. CM	BHSF Occupational Heal	Referral Occupational Health A. Mcilmoyle - TEL 1170
BACS200129E DGE	04/02/20	14727		£1,930.92	£321.82	£1,609.10	1. CM	Edge IT Systems Ltd	19.03.20 TO 17.03.21 1350
BACS200131F AROLS	04/02/20	14722		£240.00	£40.00	£200.00	5. OS	Farol Ltd	1 x Petrol Chainsaw + extras see order number 35610/1
BACS200131 NPS	04/02/20	14724		£60.00	£10.00	£50.00	2. CC	NPS NIGEL SUMMERFIELD	REMOVE AIR LOCK FROM HOT WATER FEED 2600
DD191231ENT RANET	09/01/20	14668		£27.90	£4.65	£23.25	1. CM	Entanet International Ltd	01162824785 01.01.2020 - 31.01.2020 1400
DD200106INT YSP6D653	11/01/20	14671		£64.80	£10.80	£54.00	1. CM	Inty	Account number CA-1234-2901 1420
DD200110KIN GS	10/01/20	14683		£96.30	£16.05	£80.25	2. CC	Kings Armoured Security Serv	2580
Total				£48,879.23	£2,700.00	£46,179.23			