



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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17th February 2021

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held by Zoom Video Conferencing (details below) on **Thursday, 25th February 2021** commencing at **7.00pm**, for the transaction of the business as set out below.

This meeting is being undertaken using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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Alternatively, Town Councillors can attend the meeting at Braunstone Civic Centre, for example if they do not have access to Zoom/the internet or where they need to do so to effectively undertake their duties/responsibilities.

If any Town Councillor wishes to attend in person, please contact the Town Clerk's Office on 0116 289 9270 or executiveofficer@braunstonetowncouncil.org.uk no later than Tuesday 23rd February 2021.

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**
To confirm the accuracy of the Minutes of the meeting held on 14th January 2021 to be signed by the Chairperson (**Enclosed**).
5. **Shakespeare Park - Improvement & Development**
To receive a progress report on the pavilion and site improvement works and project financing. To receive an update on arrangements for future management of the pavilion and site (**Enclosed**).
6. **Review of arrangements for responding to Covid-19**
To receive an update on the Council's response to the Covid-19 restrictions; consider arrangements for Covid-19 Secure Facilities Hires from 1st April 2021; and to determine whether the Covid-19 delegations to the Executive Officer & Town Clerk were fit for purpose and if the fixed term period should be extended to enable the management and recovery of the Council's services in response to Covid-19 and the associated restrictions (**Enclosed**).
7. **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**).

8. **Land adjacent to the M1 Bridge, Thorpe Astley**
To receive an update on proposals to landscape the land adjacent to the M1 Bridge, to provide protection for residents from the new road and to provide a leisure and recreation space, along with the potential for this land to be transferred to the Town Council (**Enclosed**).
9. **Pitch Allocations 2021/2022**
To consider pitch capacity and set the fees and process for allocations for the 2021/2022 season (**Enclosed**).
10. **Open Spaces & Parks Winter Works Programme - Progress Report**
To receive a progress report on the Winter Works Programme 2020/2021 (**Enclosed**).
11. **Tennis Courts - enhancing provision and participation**
To set out arrangements for introducing Tap4Tennis to manage use of the Tennis Courts and ensure investment in the facilities; along with arrangements for providing access to tennis equipment and coaching sessions to increase participation in the sport (**Enclosed**).
12. **Citizens Advice Bureau - Service Level Agreement for Braunstone Civic Centre**
To consider arrangements for the Citizens Advice Bureau Service at Braunstone Civic Centre post 31st March 2021 (**Enclosed**).
13. **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.
14. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2020 to 31st January 2021 (**Enclosed**).
15. **Approval of Accounts**
To consider payments from 1st January 2021 until 16th February 2021 (**Enclosed**).
16. **Repair to Play Equipment at Mossdale Meadows**
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 consider quotations received for the repair of the Lobster Pot Climbing Frame at Mossdale Meadows play area (**Enclosed**).

17. Shakespeare Park Playground Improvements

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 consider a quote for additional items identified in the consultation and to determine arrangements for including these dependent upon the availability of funding (**Enclosed for Councillors**).

18. Staffing Organisation Review

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 – Personal Information.

To consider future arrangements for staffing in the context of changes to Services and the impact of Covid-19 and to approve draft proposals for consultation (**Enclosed for Councillors**).

19. Civic Centre Facilities Improvements

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 timescales for progressing the refurbishment of the Civic Centre Toilets and for the provision of a new Civic Centre Bar/Café kitchen (**Enclosed for Councillors**).

Next Scheduled Meeting: Thursday 22nd April 2021.



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

**HELD AT BRAUNSTONE CIVIC CENTRE AND USING ZOOM VIDEO AND WEB
CONFERENCING SOFTWARE**

THURSDAY 14th JANUARY 2021 AT 7.00PM

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

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

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

151. Apologies

An apology for absence was received from Councillor Leanne Lee.

152. Disclosures of Interest

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

153. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

154. Minutes

The Minutes of the meeting held on 8th October 2020 (item 4a on the agenda) and the extraordinary meeting held on 9th December 2020 (item 4b on the agenda) were circulated.

RESOLVED

1. that the Minutes of the meeting held on 8th October 2020 be approved and signed by the Chairperson as a correct record; and
2. that the Minutes of the extraordinary meeting held on 9th December 2020 be approved and signed by the Chairperson as a correct record.

155. Council Priorities and 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 5 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:

1. that the structure of the Mission Statement be amended as proposed in the “Town Council Mission” section of the report;
2. that the nine Town Council Priorities for 2021/2022, based on the 2020/2021 Priorities and as updated, be approved as set out in the “Town Council Priorities” section of the report;
3. that a new Priority 10 “Responding to Climate Change” be approved, as set out in the “Town Council Priorities” section of the report; and
4. that the Council Objectives set out in Appendix 1, as amended, be approved.

Reasons for Decision

1. *To make the Mission Statement clearer and easier to read.*
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 provide a framework for Climate Change response objectives to be at the forefront of the Town Council’s service delivery and activities.*
4. *To ensure that the Council’s objectives were relevant and reflected changing issues within the community.*

156. Capital Plan 2021/2022

The Committee considered priorities and projects for the 2021/2022 Capital Plan (item 6 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:

1. 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 2021/2022 Capital Plan;
2. that the Current Projects (section c) be rolled forward on to the 2021/2022 Capital Plan; and
3. that the Proposed New Projects (section d) be added to the 2021/2022 Capital Plan.

Reasons for Decision

1. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
2. *To confirm that the projects were outstanding and were still required.*
3. *To recognise the need to undertake investment and improvement as identified.*

157. Budget (including Fees & Charges) and Precept 2021/2022 and future estimates

The Committee considered the budget and precept for 2021/2022, including fees and charges, along with proposed estimates for future years (item 7 on the agenda).

The Executive Officer & Town Clerk provided an update on the arrangements for the second instalment of the Public Works Loan for the Shakespeare Park improvements. £500,000 had been secured at 1.87%; the annual repayments for the full loan of £936,936 would total £35,532, resulting in a saving of £2,356 on the proposed budget. This could be reinvested if required against a £2,655 deficit on the staff establishment budget, which had been calculated on the basis that the pay of five members of staff would be frozen under the Public Sector Pay Freeze; however, the Local Government Association had advised that the Pay Freeze did not apply to the sector.

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:

1. that the following be included as one-year items in the 2021/2022 budget:
 - (a) £1,000 for the Covid-19 Community Response, either for the Town's Covid- 19 Community Response Initiative or to provide financial support for associated services and support, for example, the Braunstone Town Community Foodbank;
 - (b) £2,000 in the Civic Centre budget and £1,000 in the Thorpe Astley Community Centre budget to replace and expand the provision of Christmas lights and decorations; and
 - (c) £3,000 in the Library budget to undertake conversion of lighting to LED;
2. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
3. that £9,000 be earmarked in the reserves in 2021/22 to be used to balance the general fund budget;
4. that £10,000 of the £25,000 one-off Library Transfer Grant received from Leicestershire County Council be earmarked in the reserves in 2021/22 to be used to offset the additional Library staffing costs transferred under TUPE;
5. that the Estimates for 2021/2022, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2021/2022; and
6. that a Net Precept Requirement for £681,961 for the financial year 2021/2022 be submitted to Blaby District Council.

Reasons for Decision

1. *To fund specific items identified as a priority:*
 - (a) *to provide resources during 2021 for services to support residents and the community in response to the ongoing Covid-19 pandemic;*
 - (b) *to purchase Christmas lights for the Community Centres and the associated fixings (including the electrical installation);*
 - (c) *to reduce cost and emissions and reinvest the Library Service grant into improving and enhancing Library services.*

2. *Following a review of the budgeted income from Room Hires, Policy & Resources Committee established a Community Centres Working Group, which was postponed due to Covid-19 and was due to commence its work once the impact on the business of the Centres becomes clearer.*
3. *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.*
4. *To enable the Town Council to continue to employ staff at Braunstone Town Library, as set out in its proposed service model.*
5. *To meet the Town Council's operating budgets for 2020/2021 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.*
6. *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.*

158. Shakespeare Park – Improvement & Development

The Committee received a progress report on the pavilion and site improvement works; along with an update on interest and repayment rates for Public Works Loans (item 8 on the agenda).

The Executive Officer & Town Clerk reported on progress following the recent Project Meeting on 7th January 2021, as follows:

- the external structure and roof of the new Pavilion had been completed and focus was on the internal works;
- plasterboards to ceilings and relevant walls were complete;
- electrical and mechanical works were progressing;
- electric and gas supply connections have been programmed to commence at the beginning of February;
- the demolition of the existing building was due to commence around the end of January / beginning of February; and
- the works were about 3-4 weeks behind schedule due to supply issues and completion was estimated for the beginning of May.

The Executive Officer & Town Clerk confirmed that the second and final instalment of £500,000, of a total Public Works Loan of £936,936, had been secured and was due to be paid into the bank account on Monday 18th January 2021. The interest rate on the second instalment was 1.87% resulting in an annual repayment of £17,808 (the total annual repayment for both instalments of the loan would be £35,532).

A meeting of the Shakespeare Park Improvement Project Working Group, with representatives of both the bowls and football clubs, was scheduled for Thursday 4th February 2021 to discuss the future management and operational arrangements for the new Pavilion and pitches.

RESOLVED

1. that progress with the *Pavilion and Site Works*, including payment, as set out in the relevant section of the report, be noted;

2. that the funding update, including the interest and repayment rates, attached at Appendix 2, be noted; and
3. that the revised timescales for the project, attached at Appendix 3, be approved.

Reasons for Decision

1. *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, was delivered efficiently and effectively.*
2. *Appropriate funds were committed and were drawn down when required; the Committee would continue review the project payments and the drawing down of funds to ensure the long-term financial stability and sustainability of the project.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

159. Review of arrangements for responding to Covid-19

The Committee received an update on the Council's response to the restrictions; reviewed the arrangements for Covid-19 Secure Facilities Hires; and received a recommendation from Community Development Committee concerning the use of the Council's facilities for Covid-19 vaccinations (item 9 on the agenda).

RESOLVED

1. that the approach taken by the Management Team on 5th January 2020 in respect of the Council's services in response to the new National Lockdown restrictions, be endorsed;
2. that the updated *Impact of Covid-19 Local Tiers on Council Services*, attached at Appendix 1 of the report, be approved; and that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to amend in response to the changing Covid-19 situation;
3. that the current position set out in the report in respect of "Managing Services during the Winter Period" be noted and the approach endorsed;
4. that no changes be made to the current Covid-19 Secure Room Capacity, Room Hire terms and conditions, specific Covid-19 Terms & Conditions of hire or pricing; and that the arrangements from 1st April 2021 be determined by the next scheduled meeting of the Committee on 25th February 2021; and
5. that the approach set out in the report concerning the availability and use of the Council's facilities for the administration of "Covid-19 vaccinations" be endorsed.

Reasons for Decision

1. *To recognise that a response to the new national restrictions was required and to provide clarity to residents, customers and users regarding the availability of the Council's services.*
2. *To provide clarity for residents, customers, users, Councillors and staff on the impact of the tiers on the provision of the Council's services and to ensure that a framework would be in place to respond avoiding undue delays.*
3. *To continue to meet the requirements to respond to the impact of Covid-19 through the winter period in terms of delivering corporate and service responsibilities, recovery of services, health and safety requirements, priority projects and supporting the coordination and development of the Community Response.*
4. *To ensure that the Centres remained attractive to hire and to facilitate re-establishing community groups, events and activities in 2021/22 to reduce isolation and build community cohesion.*
5. *To ensure that all possible support was given to ensure that the community and vulnerable residents received the vaccine in a convenient and timely manner.*

160. External Audit 2019/2020

The Committee noted that the External Audit was completed on 14th October 2020 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2020 (item 10 on the agenda).

RESOLVED that it be noted that the External Audit for the 2019/2020 financial year was completed on 14th October 2020.

Reason for Decision

An unqualified opinion was given by the External Auditor, PKF Littlejohn LLP, on the Council's Annual Governance and Accountability Return 2019/2020.

161. Blaby District Parish Councils Group

The Committee received feedback from the Blaby District Parish Councils Group and considered whether any issues needed to be raised at future meetings (item 11 on the agenda).

RESOLVED that a suggestion be made to the Board of Leicestershire and Rutland Association of Local Councils (LRALC) that at least two of the current vacancies on the Board be filled by persons from BAME backgrounds.

Reason for Decision

To allow for specific perspectives and skills to be brought into the LRALC Board, including contributing towards the development of its new Strategic Plan.

162. End of Quarter Financial Position - Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2020 to 31st December 2020 (item 12 on the agenda).

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

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

163. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2020 to 31st December 2020 (item 13 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2020/2021.

164. Approval of Accounts

The Committee considered payments from 1st October 2020 until 31st December 2020 (item 14 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st October 2020 until 31st December 2020 be approved.

Reason for Decision

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

165. Shakespeare Park Playground and Tennis Courts Improvements

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

The Committee considered an assessment of the shortlisted and preferred suppliers for the playground and tennis courts improvements and to select preferred contractors to undertake the works (item 15 on the agenda).

RESOLVED

1. that the tender submitted by Contractor C to supply and install new play equipment and refurbish existing play equipment at Shakespeare Park, as detailed in the tender specification (Appendix 1), be accepted;
2. that the tender submitted by Contractor E to refurbish the tennis courts at Shakespeare Park, as detailed in the tender specification (Appendix 2), be accepted;
3. that the tender submitted by Contractor G to refurbish the tennis courts at Shakespeare Park, be accepted as second choice and that in the event of the chosen contractor (E) being unable to accept, withdrawing from the process, or the terms being unacceptable to the Council, then the second choice tender be progressed;
4. that delegated authority be given to the Executive Officer & Town Clerk to liaise with the selected contractors (as set out in 1 – 3 above) to
 - (a) determine the detailed arrangements, timings and work schedules,
 - (b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
 - (c) award the contracts; and
5. that the funding position, set out in the report and at Appendix 4, be noted; and that delegated authority be given to the Executive Officer & Town Clerk, to prepare and submit applications to external funding bodies to access funding towards the projects.

Reasons for Decision

1. *The tender from Contractor C represented best value when balanced against the approved assessment matrix, including cost and ability to undertake the proposed works. The tender was explored in more detail, confirming the initial assessment and had been the subject of consultation with residents, who broadly welcomed the proposals.*
2. *The tender from Contractor E represented best value when balanced against quality and durability and scored in the top scoring ranges across the assessment matrix. The tender was explored in more detail, confirming the initial assessment and had been the subject of consultation with residents, who broadly welcomed the proposals.*
3. *To avoid delaying the project in the event of withdrawal by the preferred contractor for the tennis courts improvements or the terms being unacceptable to the Council.*
4. *To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
5. *To enable appropriate funding options to be assessed and sought to ensure the projects could be delivered.*

The meeting closed at 8.15pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for Thursday 25th February 2021.

DRAFT

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 5 – Shakespeare Park – Improvement & Development

Purpose

To receive a progress report on the pavilion and site improvement works and project financing. To receive an update on arrangements for future management of the pavilion and site.

Pavilion and Site Works

Project meetings in relation to the full works contract are being held every month in both the Council Chamber and on Zoom using the Council's video conferencing equipment. A site visit is carried out prior to the Project Meeting. The most recent meeting was held on 4th February 2021.

Progress to date is as follows:

- (a) decoration is almost complete;
- (b) floor finishes are being laid; the kitchen vinyl is in to allow fitting of the units and the latex screed is down in the changing / WC areas;
- (c) external ducts services have been installed through to the roadside and connection completed;
- (d) orders have been placed for the security shutters;
- (e) external render has commenced;
- (f) mechanical / heating installations are almost complete;
- (g) electrical installations are progressing;
- (h) all internal doors are on site ready for fitting;
- (i) sanitary ware and cubicles are all ordered and installation due shortly; and
- (j) Kitchen units are on site and will be fitted shortly.

On 28th July, the contractor submitted an outline build programme, which is attached at Appendix 1. At the moment it appears that works are around a month behind schedule. This has largely been due to the delays with some materials and the wet weather. Completion is expected at the end of April / beginning of May; however, there are still some unknown dates with regards to service connections.

Valuations take place prior to the Project Meetings and to date seven valuations and payments have been made. The current value of the work executed and of materials and goods is £481,371.70. Under the contract, 95% of the valuation is paid and 5% is retained until completion when half the retained amount is released and the rest held for 12 months to ensure the contractor has addressed any defects, after which the balance is paid. To date, £457,303.12 has been paid to the contractor (excluding VAT, which will be reclaimed).

Public Works Loans and Funding

The Council obtained approval in January 2020 to draw down a Public Works Loan of £936,936; this has been drawn down in two instalments as follows:

Draw Date	Loan Amount	Interest Rate	Total Interest Amount	Annual Repayments	Final Repayment Date
07/08/2020	£436,936	2.63%	£269,145.69	£17,723.86	07/05/2060
18/01/2021	£500,000	1.87%	£210,467.05	£17,808.16	08/11/2060
TOTAL	£936,936	N/A	£479,612.74	£35,532.02	N/A

The first repayment was made on 9th November 2020. The first repayment date for the second part of the loan will be on 7th May 2021. The annual repayments have been provided for in the 2021/22 budget.

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	£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

Future Management Arrangements

A meeting of the Shakespeare Park Improvement Project Working Group was held on 4th February 2021, which was attended by representatives of the Shakespeare Park Bowls Club and Braunstone Athletic Football Club. The Working Group received the proposed Management and Lease arrangements for Shakespeare Park Pavilion and sports pitches. A copy of the draft minutes of the Working Group meeting are attached at Appendix 2.

Further work on the proposals will now be undertaken, particularly with the Bowls Club. Following any agreement, more detailed work on the legal text will be undertaken alongside more formal engagement and support of the Clubs, including approval through their own governance structures.

It may be that this work cannot be completed prior to the new Pavilion being completed and therefore, the Committee at a future meeting may need to consider interim arrangements for the management and operation of the building; which may

include establishing a shadow Management Committee in the first instance.

Further legal and VAT advice will be sought on the implications prior to final proposals being submitted to Committee for approval.

Playground and Tennis Courts improvements

On 14th January 2021, the Committee considered shortlisted tenders received for the playground and tennis courts improvements and selected preferred contractors to undertake the works.

Following consultation and shortlisting, some minor layout and design changes for the playground have been explored with the company and these proposals are included as a separate item on the agenda.

Grant Funding applications have been submitted to Severn Trent Community Fund for £48,300 and Tesco Small Grant Scheme for £1,000 towards the Playground Improvement costs of £53,667.

Contact has been made with the contractor for the Tennis Courts improvements to discuss arrangements with the Pavilion and Site Works Contractor for the handover of the tennis courts and the standard at which they will be transferred. There is potential overlap of works and therefore, there is the potential for some savings to be made on one or both of the contract sums.

Timescales

Revised timescales, taking into account the content and recommendations of this report are attached at Appendix 3.

Recommendations

1. That progress with the Project: *Pavilion and Site Works, Future Management Arrangements and Playground and Tennis Courts improvements*; as set out in the relevant section of the report, be noted;
2. that the funding update, including the Public Works Loan interest and repayment details, be noted; and
3. that the revised timescales for the project, attached at Appendix 3, be approved.

Reasons

1. 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, was delivered efficiently and effectively.
2. To note the long term financial stability and sustainability of the project.
3. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.

SHAKESPEARE PARK IMPROVEMENT PROJECT
WORKING GROUP MEETING

THURSDAY 4th FEBRUARY 2021

PRESENT: Councillor Nick Brown (Chair), Cllr Amanda Hack, Cllr Sam Maxwell, Mark Jefferson, (Secretary, Braunstone Athletic Football Club), Trevor Poyser, (Secretary, Shakespeare Park Bowls Club),

Officers in attendance: Darren Tilley (Executive Officer & Town Clerk), Pauline Snow (Deputy Executive Officer & Community Services Manager)

1. Apologies

No apologies were received.

2. Minutes of the Meeting held 3rd December 2018

The Minutes of the meeting held on 3rd December 2018 were circulated

RESOLVED that the minutes of the meeting held on 3rd December 2018 be approved and signed by the Chairperson as a correct record.

3. Progress with Project

The group received an update on progress with the site and pavilion improvement works, including updated timescales for delivery of the project.

It was noted there was a slight delay in the building work of 3 – 4 weeks but this did not present a problem.

The outbuildings of the existing building had now been demolished and the main building was due to be demolished as from 15th February 2021. Both the football club and bowls club members were advised that any outstanding items belonging to the clubs would need to be removed out of the old building before this date. The bowls club confirmed that all items belonging to them had now been removed and the football club would arrange for any outstanding items to be removed.

Following a recent site visit it was suggested that a vehicular access area that was due to be slabbed, could be tarmacked instead and savings made on this could be used to replace the slabs all round the bowling green. Many of the slabs around the green were broken and uneven and required replacing. The bowls club were happy with this proposal but advised that underground, automatic sprinkler outlets need to be kept clear of tarmac and slabs. It was agreed that a site visit be arranged with the bowls club and contractor before the work is undertaken to access where the sprinkler heads were situated.

4. Future Management of the Facility

To consider future management arrangements for the operation of the new pavilion facility and potential lease arrangements with the sports clubs.

Several options for the management of the facility were proposed but it was noted that the Town Council's preferred option was a management committee consisting of the bowls and football clubs and Town Council members and management committee being offered a long term, minimum ten-year lease.

The football club were happy to consider this proposal of a management committee consisting of representatives from both clubs and town council members. The bowls club representative highlighted several concerns with regards to the age of their members and the work involved in running the facility through the management committee.

Members assured the bowl club that administrative support and help with running the facility would be offered by the Town Council and that the committee would not be left to struggle with day-to-day management. Several options of support were considered. However, a separate management committee was the preferred option due to VAT regulations and the opportunities available for a separate committee to apply for funding towards the facilities that the Town Council would not be eligible to apply for.

As the new pavilion would soon be nearer completion it was noted that a decision, in principle, on the future management of the facility would have to be confirmed by spring 2021.

It was agreed that a meeting with the bowls club committee members would be arranged in the near future, in order for their concerns to be addressed and the management arrangements to be progressed as soon as possible.

5. Tennis Courts and Playground Improvements

The group received an update on the Tennis Courts and Playground Improvements, including proposals for Tap4Tennis.

It was noted that contractors had now been appointed to refurbish the playground and tennis courts and that funding for both these projects was currently being researched. Details of the proposed playground layout had been circulated along with details of the Tap4 tennis proposed charging structure for tennis courts. This system would be the same arrangement as the Thorpe Astley tennis courts and would enable residents to book and pay for a court online.

6. Any other issues matters relating to the works and future arrangements

The group considered whether a further meeting of the Working Group needs to be scheduled.

No other issues were raised.

7. Date of next meeting

A future meeting would be arranged if required after a meeting with the bowls club committee had been held.

8. Termination of meeting

The meeting closed at 7.10pm.

DRAFT

APPENDIX 3 – TIMESCALES

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

January 2021	<ul style="list-style-type: none">• Policy & Resources Committee determines contractor for Playground and Tennis Courts Works• Exploring funding for Playground and Tennis Courts
February 2021	<ul style="list-style-type: none">• Demolition of Old Pavilion begins• Shakespeare Park Improvement Project Working Group considers detailed management and lease arrangements• Funding applications for Playground and Tennis Courts Works
March 2021	<ul style="list-style-type: none">• New Pavilion completed• Works on Car Park and Car Park extension
April 2021	<ul style="list-style-type: none">• Commencement of works on Playground• Commencement of works on Tennis Courts• Policy & Resources Committee determines New Pavilion Management arrangements
May 2021	<ul style="list-style-type: none">• Completion of works on Playground• Completion of works on Tennis Courts• Site becomes fully operational

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 6 – Review of arrangements for responding to Covid-19

Purpose

To receive an update on the Council's response to the Covid-19 restrictions; consider arrangements for Covid-19 Secure Facilities Hires from 1st April 2021; and to determine whether the Covid-19 delegations to the Executive Officer & Town Clerk were fit for purpose and if the fixed term period should be extended to enable the management and recovery of the Council's services in response to Covid-19 and the associated restrictions.

Background

Since April 2020, Policy & Resources Committee has received and endorsed regular updates in relation to the Covid-19 restrictions and their impact on Council Services. The impact of the current National Restrictions is attached at Appendix 1 and the impact of the Local Tier Restrictions (as defined prior to the National Lockdown in January) are attached at Appendix 2

Since the end of the Council's Business Continuity Incident in response to Covid-19 in August 2020; Policy & Resources Committee have determined, and regularly reviewed the following matters, which are in place until 31st March 2021, in order to ensure that the Council is in a strong position to maintain service delivery and effectively respond to the evolving Covid-19 situation:

1. "Covid-19 Essential Business and Priorities", attached at Appendix 3;
2. Covid-19 Delegations to the Executive Officer & Town Clerk, attached at Appendix 4; and
3. arrangements for Covid-19 Secure Community Facilities for Hire:
 - (a) general terms & conditions of hire, attached at Appendix 5,
 - (b) Covid-19 terms & conditions of hire, attached at Appendix 6, and
 - (c) Hire prices, attached at Appendix 7.

Covid-19 Restrictions

At the time of publication, the Government had not published its roadmap for easing Covid-19 restrictions. The Prime Minister is expected to set this out week commencing 22nd February 2021. If there is a return to Local Alert Levels, then the impact of the Local Tier Restrictions, set out at Appendix 2, can be used as a framework to respond. If there is a new approach or the Local Alert Levels change; then the Council's Response can be developed and implemented by the Executive Officer & Town Clerk, in consultation with the Leader & Deputy Leader, under Covid-19 Delegation 1. The arrangements will then be reported to the next available meeting of the Committee for endorsement or amendment as appropriate.

Managing Services during the Spring Period

Policy & Resources Committee in April 2020 approved the Town Council's essential business and priorities during the Covid-19 incident (Appendix 3). The Committee in August 2020 updated these and approved their application until 31st March 2021.

Due to the change during the autumn from lifting restrictions and opening up to introducing new restrictions and closing services in a relative short period of time, Covid-19 Delegations to the Executive Officer & Town Clerk (Appendix 4) were approved by the Committee on 9th December 2020 until 31st March 2021 to enable the Council to continue to operate under normal arrangements effectively and avoid, as much as possible, activating the Business Continuity – Incident Response Procedures and the Urgency Delegated Powers arrangements.

Both the Covid-19 Essential Business and Priorities (Appendix 3) and the Covid-19 Delegations to the Executive Officer & Town Clerk (Appendix 4) have been effective in ensuring that the Council is able to deliver its essential business and priority services while being responsive to the changing Covid-19 situation.

The current arrangements, with staff working from home and backlog of work due to recent staff sickness, means there continues to be limited capacity to deliver non-essential business. The Shakespeare Park Project, while due to be completed by late spring, continues to require a significant resource input to ensure its effective delivery and long term success. The end of the financial and Council years are also approaching, with end of year accounts, audit and reporting and preparations for a new Town Mayor and final events in the current Town Mayor's term of office.

Therefore, it is recommended that the Covid-19 Essential Business and Priorities (Appendix 3) be extended to the date of the Annual General Meetings (13th May); after which the Council's Priorities and Objectives and Capital Plan for 2021/22 (approved by Council on 28th January 2021) will be the focus of the Council's activities. It is proposed to review this position at the next scheduled meeting of Policy & Resources Committee on 22nd April 2021.

Similarly, the easing of Covid-19 restrictions and the level of restrictions that will continue through the summer and potentially into the autumn and winter is still unknown. Once the Government produces its roadmap, officer will be able to formulate a plan for the reopening and ongoing operation of Covid-19 Secure services. To that extent, the powers set out in the Covid-19 Delegations to the Executive Officer & Town Clerk (Appendix 4) will assist with an effective response. Therefore, it is proposed to extend the Covid-19 Delegations to the Executive Officer & Town Clerk (Appendix 4) until 30th June 2021; with a review of the position by Policy & Resources Committee at its meetings in April and June.

Covid-19 Secure Facilities Hires

On 20th August 2020, the Committee approved amended terms & conditions (Appendix 5), Covid-19 Secure terms & conditions (Appendix 6) and pricing (Appendix 7) for enabling the phased reopening and operation of the Council's

Community and Sports Facilities for Hire, while ensuring the services remained Covid-19 Secure.

To ensure that the Centres remained attractive to hirers, the Committee re-categorised the rooms in order to reduce the charges and make larger rooms available for free use by community groups in response to reduced capacity (see Appendix 7).

These arrangements end on 31st March 2021 and the Committee need to determine whether a fixed term extension of these arrangements are required or whether alternative arrangements should be put in place from 1st April 2021.

Given the nature of community activity, the Council identified that it will need to take active steps during 2021/22 to support the groups to recommence activities; therefore the Council approved the following Key Priorities for 2021/22 (28th January 2021):

4. Enhancing a Socially Inclusive and Vibrant Community

Due to the Covid-19 Pandemic, many community groups and organisations have been unable to meet resulting in additional loneliness and isolation particularly among the most vulnerable. During 2021/22, the Town Council will work to ensure that community groups are supported and can be sustainable once the Covid-19 restrictions are lifted. In the long term the Town Council will seek to address any gaps in services that occur, for example where groups are no longer meeting due to the effects of the pandemic, to ensure support is provided. The Town Council will positively and proactively respond to the evolving and changing situation by developing and supporting the Covid-19 Community Response, as well as new and existing events and community/social inclusion initiatives in order to reduce isolation and build community cohesion.

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

Consider whether there is a need to extend other Council services to Thorpe Astley Community Centre in order to reduce isolation and provide better access to services for Thorpe Astley residents. To provide a vibrant community centre, a place for community groups offering a range of activities and events for the community.

While it is likely that one-off events by private hirers will recover more quickly during the summer and autumn, particularly if there is a chance of additional restrictions being in place over the winter.

Therefore, it is proposed that the amended terms & conditions of hire (Appendix 5) and the Covid-19 terms & conditions of hire (Appendix 6), are extended until 30th June 2021, meaning that references to cancelations and refunds up to 31st March 2021 will now be 30th June 2021.

Recognising that community and regular activity will need to be encouraged and flexibility will be required to ensure that it is sustainable; a more targeted approach to pricing is recommended from 1st April 2021 until 31st March 2022. This entails reinstating the pre-Covid-19 hire categories (and by extension, prices) and applying discounts at various rates to these hirers utilising the Council's Regular Hirer's Scheme. A copy of the proposed prices and discounts is attached at Appendix 8 and the Regular Hirer's Scheme is attached at Appendix 9 for information. It is proposed to review these in detail with the Community Centres Working Group and keep the arrangements under regular review.

Under Covid-19 delegations to the Executive Officer & Town Clerk; adjustments can be made to the Council's Community Centres and Sports Facilities terms and conditions of hire, specific Covid-19 Terms & Conditions of hire, prices and charges, including deposits and bonds, as considered necessary in response to the impact of Covid-19 and associated restrictions, changes in Covid-19 Secure Guidance and Regulations, and to facilitate business recovery.

Recommendations

1. that the "Covid-19 Essential Business and Priorities", along with the associated actions, as set out at Appendix 3, remain in place until the Annual Meeting of the Council scheduled for Thursday 13th May 2021; and the position be reviewed at the next scheduled meeting of Policy & Resources Committee on 22nd April 2021;
2. that the fixed term period for the Covid-19 Delegations to the Executive Officer & Town Clerk, attached as Appendix 4 of the report, be extended to 30th June 2021; and the position be reviewed by Policy & Resources Committee at its meetings in April and June;
3. that the Council's Community Centres Facilities Hires amended general terms & conditions of hire (Appendix 5) and Covid-19 Secure terms & conditions (Appendix 6) be extended to 30th June 2021; with references to 31st March 2021 being amended to 30th June 2021 and references to the 1st April 2021 being amended to 1st July 2021;
4. that the pre-Covid-19 hire categories (and by extension, prices) be reinstated from 1st April 2021 and that a discount scheme be applied to customers utilising the Council's Regular Hirer's Scheme; the original prices and discounted prices being as set out at Appendix 8 of the report; and
5. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader & Deputy Leader, to add, end and adjust the discount rates across the customer, room and time categories.

Reasons

1. To continue to meet the requirements to respond to the impact of Covid-19 through the spring in terms of delivering corporate and service responsibilities, recovery of services, health and safety requirements, priority projects and supporting the coordination and development of the Community Response.
2. To provide flexibility to respond to the ongoing and evolving Covid-19 situation and recovery, providing an open and transparent approach for this to be

- achieved under the Council's existing governance arrangements and structures.
3. To recognise that Covid-19 presented uncertainty for hirers, which required flexibility. To ensure compliance with regulations and guidance in terms of operating Covid-19 Secure Multi-Use Community Facilities.
 4. Following Covid-19 restrictions, to reduce charges to account for reduced capacity and to support community groups and activities to start and be sustainable given the need generated as a result of loneliness and the impact upon mental health.
 5. To ensure that the situation was kept under review, taking into account experience and operations alongside updated Covid-19 Secure Guidance and Regulations, and could be modified accordingly.

COVID-19 NATIONAL RESTRICTIONS (JANUARY 2021)

The Town Council's Management Team met on Tuesday 5th January 2021 to review and implement the Town Council's response to the National Lockdown, announced by the Prime Minister on Monday 4th January, and came into effect at midnight on Wednesday 6th January 2021. The approach was endorsed by Policy & Resources Committee on 14th January 2021 (minute 159, 2019 – 2021, resolution 1).

Parks, Open Spaces & Playgrounds

Parks, open spaces and playgrounds remain open for residents to use to exercise once a day. Residents can exercise:

- by themselves,
- with the people they live with,
- with their support bubble (if legally permitted to form one),
- in a childcare bubble where providing childcare, or
- when on their own, with 1 person from another household (staying 2 metres apart).

The following Parks & Open Spaces Services were closed from Wednesday 6th January for the duration of the current restrictions:

- sports courts, including tennis courts and multi-use games areas;
- sports pitches, including football pitches and the bowling green*;
- sports changing facilities and toilets; and
- parks gym equipment.

** organised outdoor sport for disabled people is permitted; however, there are currently no users in this category.*

People should not travel outside their local area, therefore, most users of the parks should be residents for their daily exercise. Use for exercise does not permit for the purpose of recreation or leisure (e.g. a picnic or a social meeting). Users must continue to keep 2 metres apart from anyone not in their household, which includes in the play areas.

Community Centres & Library

The following Services remain closed:

- Community Centres (except for specific permitted activities set out below)
- Library (except for the call & collect service)
- Civic Community Lounge
- Face to Face Enquires at Reception (Customer Services is available by telephone & email).

The following services continue to operate from Braunstone Civic Centre:

- Community Foodbank; and
- existing Support Groups with up to 15 participants formally organised to provide mutual aid, therapy or any other form of support.

The following services continue to operate from Thorpe Astley Community Centre:

- Early Years Child Provision - Pop Up Care; and
- Primary Care Services – Kingsway Branch Surgery.

If required, both Centres will be made available for:

- hosting blood donation sessions; and
- hosting NHS and medical services.

Braunstone Civic Centre continues to be the Council's principal workplace; however, employees who can undertake their role effectively from home will continue to do so. Councillors are encouraged to continue to undertake their duties from home wherever possible, but can attend Braunstone Civic Centre to undertake their duties where they are unable to do so effectively at home.

All employees and Councillors when attending the workplace should keep 2 metres apart from anyone not in the same household.

BRAUNSTONE TOWN COUNCIL

LOCAL COVID-19 ALERT LEVELS - COUNCIL RESPONSE

LOCAL COVID-19 ALERT LEVEL	IMPACT ON COUNCIL SERVICES
<p>TIER 1 – MEDIUM ALERT</p> <ul style="list-style-type: none"> • socialising limited to groups of 6, indoors or outdoors (other than where a legal exemption applies), • venues can operate, in a COVID-secure manner, • pubs/bars ensure customers only consume food and drink while seated, and must close between 11pm and 5am and stop taking orders at 10pm. • childcare and nurseries remain open • places of worship remain open • weddings and funerals can go ahead with restrictions on numbers of attendees • exercise classes and organised sport can continue to take place outdoors, or indoors, subject to rule of 6 unless under 18 or for those with disabilities • places of worship remain open 	<p>Services Open:</p> <ul style="list-style-type: none"> • Customer Services / Civic Centre Reception • Library • Pop Up Care and Kingsway Surgery at Thorpe Astley, • Civic Community Lounge open until 10pm • Members of the public can attend Council / Committee meetings • Permitted Facilities Hires: <ul style="list-style-type: none"> ○ training, meetings and seminars hosted by a business/employer/organisation ○ provision of voluntary or charitable services ○ Wedding Receptions and Funeral Wakes limited to 15 and must be seated ○ registered childcare, education or training ○ supervised activities provided for children, including wraparound care, youth groups and playgroups, ○ Community Groups / Individual hires limited to 6 people ○ Private Hires allowed up to 6 people. ○ Exercise classes, organised sport and physical activity/training for under-18s, ○ organised team sports for disabled people, ○ exercise classes and organised sport for adults can take place outdoors, or indoors subject to rule of 6 ○ support groups of up to 15 participants – formally organised groups to provide mutual aid, therapy or support ○ acts of worship <p>Services Closed:</p> <ul style="list-style-type: none"> • No hires for public events, i.e. where attendance is open to the public.

LOCAL COVID-19 ALERT LEVEL	IMPACT ON COUNCIL SERVICES
<p>TIER 2 – HIGH ALERT</p> <p>On top of restrictions in alert level 1 - medium:</p> <ul style="list-style-type: none"> • not socialise with anybody outside of your household or support bubble in any indoor setting, • businesses and venues can continue to operate, in a COVID-secure manner • pubs/bars must close unless operating as a restaurant. Alcohol can only be served with meals • childcare and nurseries remain open • weddings and funerals can go ahead with restrictions on the number of attendees • exercise classes and organised sport can continue to take place outdoors. Permitted indoors for youth or disability sport • places of worship remain open 	<p>Services Open:</p> <ul style="list-style-type: none"> • Customer Services / Civic Centre Reception • Library • Pop Up Care and Kingsway Surgery at Thorpe Astley, • Members of the public can attend Council / Committee meetings • Facilities Hires restricted to: <ul style="list-style-type: none"> ○ Counselling, Citizens Advice and essential services, e.g. NHS Blood Donors able to operate. ○ support groups of up to 15 participants – formally organised groups to provide mutual aid, therapy or any other form of support ○ training, meetings and seminars hosted by a business/employer/organisation ○ provision of voluntary or charitable services, e.g. foodbank ○ Wedding Receptions and Funeral Wakes limited to 15 and must be seated ○ registered childcare, education or training ○ supervised activities provided for children, including wraparound care, youth groups and playgroups, ○ exercise classes and organised sport can continue to take place outdoors, or indoors, subject to rule of 6 ○ exercise classes, organised sport and physical activity/training for under-18s, ○ organised team sports for disabled people, ○ support groups of up to 15 participants – formally organised groups to provide mutual aid, therapy or support ○ acts of worship <p>Services Closed:</p> <ul style="list-style-type: none"> • Civic Community Lounge • No hires for public events, i.e. where attendance is open to the public.

LOCAL COVID-19 ALERT LEVEL	IMPACT ON COUNCIL SERVICES
<p>TIER 3 – VERY HIGH ALERT</p> <p>On top of restrictions in alert levels 1 & 2, this means:</p> <ul style="list-style-type: none"> • not socialise with anybody you do not live with, or have formed a support bubble with, in any indoor setting • pubs and bars must close • childcare and nurseries remain open • places of worship remain open, but household mixing is not permitted • weddings and funerals can go ahead with restrictions on the number of attendees. However, wedding receptions are not allowed • exercise classes and organised sport can continue to take place outdoors. These will only be permitted indoors for youth or disability sport • closing indoor entertainment venues and tourist attractions 	<p>Services Open:</p> <ul style="list-style-type: none"> • Essential services: Pop Up Care, Kingsway Surgery, Foodbank and NHS Blood Donors able to operate; • Civic Centre hires for support groups of up to 15 participants – formally organised groups to provide mutual aid, therapy or support; • Customer Services available by phone, email and web enquiries (Receptions at Facilities closed to the public); and • Library providing a ring and collect service for Library books. <p>SERVICES CLOSED:</p> <ul style="list-style-type: none"> • Library (except for ring & collect) • Civic Centre (except for essential services such as the Foodbank and Blood Donors and support groups) • Civic Community Lounge • Thorpe Astley Community Centre (except for Pop up Care and Kingsway Surgery) <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Staff should work from home where able and as much as possible; however are able to attend their workplace:</i> <ul style="list-style-type: none"> ○ <i>to collect, drop off work, do printing, copying and filing;</i> ○ <i>to undertake Enquiries and associated administration work such as dealing with Centre Hire refunds and the Library ring & collect service;</i> ○ <i>to clean and maintenance of buildings;</i> ○ <i>to maintain the Council's parks and grounds;</i> • <i>Members of the public could only attend Council and Committee meetings by telephone or video link via Zoom. Councillors would be able to attend the meeting at the Civic Centre for a specific reason or if they couldn't attend via Zoom.</i>

LOCAL COVID-19 ALERT LEVEL	IMPACT ON COUNCIL SERVICES
<p>TIER 4 – STAY AT HOME</p> <p>On top of restrictions in alert levels 1 to 3, this means:</p> <ul style="list-style-type: none"> • People should not enter or leave Tier 4 areas, and Tier 4 residents must not stay overnight away from home. • Where people cannot work from home, they should still travel to work, for example in the construction and manufacturing sectors. • Non-essential retail, indoor leisure [such as swimming pools and gyms], indoor entertainment [such as cinemas, bowling alleys and casinos], and personal care sectors [such as nail bars, barbers and hairdressers] must all close. • Tighter social contact restrictions, meaning one person can meet with one other person in an outside public space. Rules on support bubbles and childcare bubbles will remain. • Communal worship can continue to take place. • Clinically extremely vulnerable, which includes people with certain types of cancer, people on immunosuppression therapy, and people with severe respiratory conditions, shouldn't go to work and should limit time outside the home, and take exercise outside at less busy times. • In Tier 4 the message is 'Stay At Home' message which has been put in law. As previously, there are exemptions - including travelling for work or education, for childcare purposes, and for exercise. 	<p>Services Open:</p> <ul style="list-style-type: none"> • Essential services: Pop Up Care, Kingsway Surgery, Foodbank and NHS Blood Donors able to operate; • Civic Centre hires for existing support groups of up to 15 participants – formally organised groups to provide mutual aid, therapy or support; • Customer Services available by phone, email and web enquiries (Receptions at Facilities closed to the public); and • Library providing a ring and collect service for Library books. • Parks and Open Spaces, Playgrounds, Outdoor Gym Equipment and Sports Courts remain open for casual use (Rule of Six no longer applies with restrictions on outdoor gatherings). • Organised outdoor sport for under 18s and disabled people (all casual sport and organised non-disabled adult sport on Sports pitches is not permitted). <p>SERVICES CLOSED:</p> <ul style="list-style-type: none"> • All services listed as closed at Tier 3 (above) • Sports pitches and facilities for organised non-disabled adult sport <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Staff and Councillors who can undertake their role effectively from home should continue to do so.</i> • <i>Members of the public can only attend Council and Committee meetings by telephone or video link via Zoom. Councillors are able to attend the meeting at the Civic Centre for a specific reason or if they couldn't attend via Zoom.</i>

30th December 2020.

BRAUNSTONE TOWN COUNCIL

COVID-19 CORPORATE / SERVICE PRIORITIES AND CONTINUITY

AUGUST 2020

During the autumn and winter of 2020/21, to meet the requirements to respond to the impact of Covid-19 in terms of delivering corporate and service responsibilities, recovery of services, health and safety requirements, priority projects and supporting the coordination and development of the Community Response, Policy & Resources Committee on 20th August 2020 approved the Essential Business and Priorities until 31st March 2021.

Essential Business and Priorities

The five areas of the Town Council's essential business and priorities during the Covid-19 pandemic are as follows:

1. **Ensuring that the Council meets its statutory obligations in relation to its corporate responsibilities and the operation/closure of its services in response to the challenges presented by Covid-19 and the associated regulations and restrictions;** including functioning as a decision making body, the recovery of its services and finances and the implementation of the Assessment of the Impact of Levels of Restrictions on Council Services.
2. **Supporting the coordination and facilitation of the Town's Covid-19 Community Response scheme,** including its development, refocussing if necessary to respond to needs and changes, its appropriate resourcing, ensuring that risks are minimised and that safeguarding is maximised in order to protect residents and volunteers.
3. **Undertaking the Council's legal obligations and work that is conducive to the efficient operating of the organisation in order for it to support 1 and 2 above and be in a position to recover post Covid-19,** including both strategic and operational finance and medium term planning.
4. **Priority Capital Project: Shakespeare Park Improvements,** which have commenced and the contractor has undertaken work on the site; associated with this is drawing down the necessary loans to finance the project; also preparation work will need to be undertaken for the next stage of improvements to the playground and tennis courts, including identifying funding sources and procurement timescales.
5. **Progressing other projects, which have been granted external funding,** e.g. Tap4tennis at Thorpe Astley Tennis Courts.

Delivery Actions

The main actions in support of the essential business and priorities are:

- (a) keeping up to date with government Covid-19 recovery guidance and guidance issued from the Town Council's insurers for work and service activities, taking any necessary action and reviewing plans, procedures and risk assessments to ensure that activities and operations continue while mitigating the risks posed by Covid-19;
- (b) review the potential impact of NHS Track & Trace and ending of Shielding on the Community Response services and support for the Community Foodbank and ensure that funding, information, processes and assessment of risk and mitigation are in place to respond;
- (c) preparing Business Continuity Critical Function Analysis and Recovery Process for Council Services which may need to close again if restrictions are applied in the future and for staffing resources should there be increased sickness absence;
- (d) assessing the ongoing impact of the Covid-19 incident, its impact on service operations, income and resources, and developing a medium term plan for addressing the financial and resource implications and ensuring implementation of the plan;
- (e) implement changes to the Council's website structure in order to meet new accessibility requirements for public sector websites as set out in "*The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018*" by the deadline of 23rd September 2020;
- (f) day to day management and overview of the Shakespeare Park Improvement Works, including financing and cash flow, liaison with the Council's professional consultants and regular review meetings, including implementation of the associated actions, to ensure that the project is not delayed, additional costs are avoided and where possible, savings are made; and
- (g) identifying funding sources, confirming plans, contracts and setting procurement timescales for the improvements to the Shakespeare Park playground and tennis courts.

**COVID-19 DELEGATIONS TO THE EXECUTIVE OFFICER & TOWN CLERK
UNTIL 31st MARCH 2021**

The following delegated authority is given to the Executive Officer & Town Clerk until 31st March 2021:

Covid-19 Policy Approach

To provide for options and flexibilities for the ongoing management of the Council's response to Covid-19 and restoring the Council's Services, including determining and implementing the necessary recovery plans.

1. In consultation with the Leader and Deputy Leader of the Council to develop, amend and implement the following plans in response to the changing Covid-19 situation:
 - (a) the assessment of the *Impact on Council Services* and the *Impact of Covid-19 Local Tiers on Council Services* in response to changes in legislation and National and Local Government guidance,
 - (b) Phased Reopening of Services, and
 - (c) Recovery Plans, Actions and Post-Recovery Plans.

Community Centres & Sports Facilities

Multi-use community facilities present multiple conflicts of use and users, especially in pinch points (e.g. toilets, corridors, foyer, entrance/exit) and during Covid-19 it is important to ensure social distancing and capacity is regulated to give users confidence that the facilities are Covid-19 Secure.

2. In consultation with the Leader & Deputy Leader of the Council to make changes to the applied Social Distancing rules in the Town Council's buildings providing comprehensive procedures and risk assessments are undertaken with appropriate mitigating measures.
3. To amend Covid-19 Secure Room Capacity, in response to changes in legislation and national and local government guidance.

To enable the situation to be kept under review, taking into account experience and operations alongside updated Covid-19 Secure Guidance and Regulations.

4. In consultation with the Leader & Deputy Leader of the Council to make further amendments to the Council's Community Centres and Sports Facilities terms and conditions of hire, specific Covid-19 Terms & Conditions of hire, prices and charges, including deposits and bonds, as considered necessary in response to the impact of Covid-19 and associated restrictions, changes in Covid-19 Secure Guidance and Regulations, and to facilitate business recovery.

Community Response & Foodbank

To provide flexibility to ensure that the scheme remained responsive to changes in circumstances and demand as well as continuing to be fit for purpose.

5. In consultation with the Leader and Deputy Leader of the Council and Chair and Vice-Chair of Community Development Committee, to refocus the aims and objectives of the Community Response, modify the roles and duties, and provide additional support and resources, where this is required to respond to identified need and changes in circumstances and regulations.

To ensure that the Council remained responsive to changes in circumstances and demand and supported the Community Food Bank to meet the needs of the community in the short to medium term.

6. In consultation with the Chair of Community Development Committee, to make modifications to the Council's support arrangements to the Community Food Bank, including in the event that additional funding is provided to help with food and essential supplies for residents in need.

Services Provided by Partners

To support the sustainability of the Thorpe Astley Early Years/Preschool provider.

7. Not to charge Pop Up Care Clubs Ltd for any period of closure resulting from the impact of Covid-19 and associated advice and restrictions, including a decision made by the provider.
8. In consultation with the Leader & Deputy Leader of the Council, to agree temporary revisions to charges and payments made by Pop Up Care Clubs Ltd during any period of opening.

To assist the long term sustainability of the Bar/Café service and operator and to provide for flexibility during any recovery period.

9. To defer contract payments under the Bar/Café Operator Contract during any closure of the Bar & Café Service and to extend the end date of the current contract with JAAAK Ltd by the number of days the service remained closed due to Covid-19 restrictions.
10. In consultation with the Leader & Deputy Leader of the Council to determine any request made by the current Bar/Café Operator to terminate the current contract due to the impact of Covid-19 and associated restrictions, including whether to waive any penalty, outstanding balances and any restrictions on the contractor reapplying for future contracts.

To assist with community health services in response to Covid-19.

11. To provide facilities to the NHS Clinical Commissioning Group, Partnership Trust and local GP Practices to assist with health initiatives the response to and prevention of Covid-19; for example, use as a vaccination venue.

Staff Employment Matters

The Council had lost a significant amount of income, due to the closure of its Facilities in response to the Covid-19 Incident; implementing Furlough Leave and amending contracts assisted the Council with its cash flow and therefore provided more time for recovery of income and a greater chance of avoiding the need to make staff redundant, terminate or not extend contracts, or reduce hours.

12. To implement a Furlough Leave Scheme for Community Centres staff, including:
 - (a) staff with less than 2 years' Local Government continuous service being dealt with as required by Employment Law and suspending any additional provisions provided for in the Council's staffing policies; and
 - (b) where an affected member of staff refuses and/or does not consent to being placed on Furlough Leave or to their contract being amended, or withdraws consent at any time, then in consultation with the Leader and Deputy Leader of the Council:
 - i. to undertake a redundancy consultation where the member of staff has over two year's continuous Local Government service;
 - ii. following any redundancy consultation, to consider the merits and determine whether to make the member of staff redundant;
 - iii. to give notice to terminate contracts, including fixed term contracts, where the member of staff has less than two year's continuous Local Government service;
 - iv. to determine not to extend fixed term contract amendments, where the member of staff has more than two year's continuous Local Government service; and
 - v. to determine and agree the notice period, final salary (including redundancy payment), deductions and arrangements in respect of annual leave and accumulated/deficit hours; and
 - (c) to rotate the staff between working, furlough leave, part working/part furlough leave or redeployed to support the Covid-19 Community Response or to provide cover.



BRAUNSTONE CIVIC CENTRE THORPE ASTLEY COMMUNITY CENTRE



CONDITIONS OF HIRE (COVID-19)

APPENDIX 5

1. GENERAL CONDITIONS & HIRERS RESPONSIBILITIES

a) CONDUCT OF PATRONS & GUESTS

THE HIRER SHALL BE RESPONSIBLE FOR THE PROPER CONDUCT OF PERSONS USING THE (ROOM) S AND SHALL BE AT THE PREMISES AND IN CHARGE FOR THE WHOLE TIME THE FUNCTION IS TAKING PLACE. In the event of any person acting in such a manner as to cause annoyance or inconvenience to other persons, take all necessary steps to deal with the offender. The Council will not tolerate aggressive, abusive, offensive or any other type of inappropriate behaviour.

b) RESPECT OUR NEIGHBOURS

Hirers and their guests are asked to ensure that they RESPECT OUR NEIGHBOURS

- * DO NOT PLAY CAR STEREO'S WHILST IN THE CENTRE CAR PARKS
- * QUIET PLEASE WHEN LEAVING THE BUILDING AT CLOSING TIME
- * DO NOT BLOCK NEIGHBOURS' DRIVEWAYS WITH YOUR CAR
- * ALL EXTERNAL DOORS AND WINDOWS OF THE FUNCTION ROOMS TO BE KEPT CLOSED

No unreasonable limitation is placed on the use of the rooms except they are not to be hired for animal/bird shows, football training sessions or as headquarters and/or committee rooms for any political candidate. Due to the close proximity of residential houses to the Civic Centre and Thorpe Astley Community Centre it is the responsibility of the hirer to ensure noise from disco's etc is kept to a reasonable level at all times. An automatic noise controller is fitted in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. Hirers are required to advise their Disco Operator of these restrictions and supply the name and address of the Disco operator to the Town Council at least 14 days before the date of the function.

2. BOOKINGS AND HIRE CHARGES

A fully completed and signed booking form must be submitted to book a room at the Centres. No provisional bookings are accepted by the Town Council. Any booking entered in the diary will be deemed to be a confirmed booking and subject to the Cancellation conditions below. The current hire charges are displayed in each of the Centre Receptions. The Council reserves the right to alter its scale of charges at any time and the fee to the hirer for the use of the room(s) shall be in accordance with the scale of charges in operation on the date when the room(s) are used.

Deposit - Council Chamber, Millfield Hall and Thorpe Astley Main Hall

A non refundable deposit of £100 will be required to secure the room(s). The total fee must, however, be paid no later than 28 days before the date of hiring.

Fosse, Ravenhurst, Winstanley, (Civic Centre) small meeting room & Activity / Large meeting room (Thorpe Astley) The total hiring fee must be paid when the booking is made.

Regular Bookings

In order to secure a regular slot, i.e. the same time each week for 12 months, a fixed bond is levied. Up to five cancellations are allowed providing 28 days notice is given. The hirer must pay for each booking in full prior to using the room.

3. CANCELLATION/TRANSFER OF LETTING

Where a booking is on or after 1st April 2021, the £100 non-refundable deposit paid for the large function rooms will be forfeited.

- (a) Should the hirer cancel a booking, the deposit of £100 or total cost of the room hire shall be forfeited, unless the cancellation is due to Covid-19 and the booking falls between 17th March 2020 and 31st March 2021. All cancellations must be notified in writing to the Executive Officer & Town Clerk.
- (b) Should the Council, before a function commences, be of the opinion that it is likely to be of an objectionable and undesirable nature, it shall have full power to cancel the booking and return the hire fees and shall not be liable to pay compensation
- (c) All cancellations must be made in writing to Braunstone Town Council. Bookings will NOT be cancelled unless written notification is received from the person signing the booking form.
- (d) A booking may be transferred to another date provided 28 days' notice is given, except where the transfer is due to Covid-19 and the booking falls between 17th March and 31st March 2021. If the booking is transferred more than once, a modest administrative charge will be levied, unless the transfer is due to Covid-19.

4. NUMBERS OF PERSONS TO BE ADMITTED (COVID-19 SECURE)

The **MAXIMUM** number of persons to be allowed at any one time in the halls shall be as follows:-

Millfield Hall	closely seated, no tables	30	seated at tables with dancing	30
Council Chamber	closely seated, no tables	22	seated at tables with dancing	17
Ravenhurst Room		7		
Winstanley Room		3		
Fosse Room		4		
Thorpe Astley Main Hall	closely seated, no tables	26	seated at tables with dancing	20
Activity Room		5		
Large Meeting Room		4		

All arrangements as to placing of seats and tables shall be under the control of the Council.

5. CLEANING & DAMAGE

The hirer will be responsible for any excessive cleaning costs and the cost of making good any damage caused to the room(s) and their contents, replacing of any furniture or fittings lost or missing from any part of the building.

Therefore, for parties, weddings and other bookings of a similar nature a modest bond will be levied. It will be refunded approximately two weeks after the event, providing no damage has occurred. If the damage exceeds the bond appropriate action will follow to recover the whole amount. An additional amount will be levied for functions for 13 – 18 year olds.

The hirer shall be responsible for cleaning the crockery and any equipment (cooker, sink etc) after use, and must leave the rooms and kitchen in a clean and tidy state. Failure to comply with this Condition could result in the hirer paying additional costs for cleaning undertaken by the Council staff. Preparation and clear up time is charged at full cost. Hirers must book sufficient time at the end of the function to allow for cleaning up. Any additional time not paid for in advance may be deducted from the deposit.

6. LICENSED BAR – LICENSING ACT 2003

PREMISES SUPERVISOR The designated 'Premises Supervisor' is Rachel Carter who can be reached on 0116 2160478

SUPPLY OF ALCOHOL ALL supplies of alcohol must be made under the authority of the 'Premises Supervisor'. Hirers cannot therefore consume their own alcoholic drinks on either of the premises.

BAR OPENING HOURS

The Civic Centre Bar is normally open Monday – Thursday 7.00pm – 11.00pm, Friday 7.00pm – 11.30pm, Saturday 12.00noon to 11.30 pm, Sundays 12.00 pm till 10.30 pm and every lunchtime 12noon – 2.00pm.

A bar can be available at the Thorpe Astley Community Centre upon request from hirers.

Additional Hours

The Council's Premises License allows the bar to be additionally opened from 10.00 am to 7.00 pm each day. If you require the bar to be opened during these additional hours please contact the Premises Supervisor and also ensure that you have booked the function room for the appropriate period.

Children

All children under the age of 16 are required to be accompanied by an adult in all areas at all times.

7. SMOKING, NAKED FLAMES/FIRES

Please note that smoking is not allowed in any part of Braunstone Civic Centre or Thorpe Astley Community Centre. Naked flames/candles are not permitted at any function in the Civic Centre or Thorpe Astley Community Centre. Naked flames essential for use in a religious ceremony may be permitted subject to the container/source of fuel being approved by the Civic Centre Manager. Container for naked flame must be placed on a non-flammable table surface. Fire blankets and extinguisher (appropriate to fuel) to be made available.

8. ELECTRICAL FITTINGS

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.

9. LOSS OF PROPERTY

The Council will not, under any circumstances, accept responsibility or liability in respect of any damage to, or loss of, any property, articles or other items of whatever nature which are placed or left upon the premises by the hirer or other persons attending the event/function.

10. CAR PARKING

A car park is available at the Civic Centre and Thorpe Astley Community Centre. **Hirers are asked to ensure that neither they nor their guests block local resident's driveways.** Overspill car parks are available at Mosssdale Meadows, Kingsway and Franklin Park, Welcombe Avenue - both are within easy walking distance of the Civic Centre. The Town Council accepts no responsibility for loss or damage to vehicles parked on the Town Council car parks.

11. COMPLAINTS

Any complaints with regard to the management control or condition of the room(s) should be made in writing to the Executive Officer & Town Clerk, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP.

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

**BRAUNSTONE CIVIC CENTRE & THORPE ASTLEY COMMUNITY CENTRE
PREVENTING THE SPREAD OF COVID-19**

TERMS & CONDITIONS FOR HIRERS

APPENDIX 6

In making a booking to hire any of Braunstone Town Council's Facilities, the Hirer agrees that:

1. the function/event/booking is a private hire and only open to invited attendees;
2. the hirer will not invite and will not allow the number of people at the function/event booking to exceed the maximum Covid-19 room capacity as follows:

Room	Square Footage	2 Metre Rule	
		Seating	Tables
Millfield Hall	2993	30	30
Council Chamber	1096	22	17
Ravenhurst Room	348	7	-
Winstanley Room	184	3	-
Fosse Room	238	4	-
Small Meeting Room	72	-	1
TA Main Hall	1317	26	20
Activity Room	282	5	-
TA Large Meeting Room	215	4	-
Civic Community Lounge	732	-	11

3. his/her contact details can be shared by Braunstone Town Council if requested by any UK Government, Public Health England and NHS system or operation designed to prevent the spread of Covid-19; for example NHS Test & Trace;
4. contact details of all the attendees will be collected prior to the function/event/booking and retained by the hirer for 21 days after function/event/booking and will be shared if requested by any UK Government, Public Health England and NHS system or operation designed to prevent the spread of Covid-19; for example NHS Test & Trace;
5. to wear a face covering and ensure all attendees wear face coverings, unless covered by exemptions, in accordance with the law and government guidance
6. to provide hand sanitisers for attendees;
7. not to set out more seating than the number of people attending and not to arrange the seating/tables so that attendees are less than 2 metres apart, with the exception where hirer has confirmation that a given number of attendees are from the same household or bubble;
8. to provide the Council for approval and adhere to the hirers own Covid-19 risk assessment as submitted and approved;
9. not to permit any attendees who are showing symptoms of Covid-19 or have been either advised or instructed to self-isolate to enter the venue; where any do enter the venue they must be instructed to leave and the hirer must not continue with their function and they must report immediately to Reception the details and act as instructed;
10. to ensure that information is provided to all attendees about use of the facilities, such as toilets and any other Covid-19 Secure measures;
11. to ensure that all attendees stay in the room hired and only use the corridors and foyer areas to enter and exit the building or go to and from the toilet.

SIGNED PRINT NAME

ORGANISATION / GROUP

DATE

CIVIC CENTRE & THORPE ASTLEY COVID-19 HIRE CHARGES UNTIL 31.03.2021

PRIVATE FUNCTIONS & COMMERCIAL USE

Dances, aerobic classes, commercial sales and any private function to which access is limited by invitation.

APPENDIX 7

Prices shown are per hour

***£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

****FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday	Friday		Saturday	Sunday
ROOM CATEGORY		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
		2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
A		£15.40**	£15.40**	£40.95*	£40.95*	£40.95*
B	MILLFIELD HALL	£12.70**	£12.70**	£26.35*	£26.35*	£26.35*
C	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£5.65**	£5.65**	£5.65**	£5.65**	£5.65**
D	RAVENHURST ROOM	£4.95**	£4.95**	£4.95**	£4.95**	£4.95**
E	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**
F	WINSTANLEY ROOM TA SMALL MEETING ROOM CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£6.25**	£6.25**	£6.25**	£6.25**	£6.25**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

BUSINESS MEETINGS / SEMINARS	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session (inclusive of VAT)

WEDDING / PARTY PACKAGE (Saturday or Sunday) Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays.

CIVIC CENTRE & THORPE ASTLEY COVID-19 HIRE CHARGES UNTIL 31.03.2021

PRIVATE FUNCTIONS - BRAUNSTONE TOWN RESIDENTS

HOW TO QUALIFY: Registered elector and proof of identity required

Prices shown are per hour

***£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

****FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday	Friday		Saturday	Sunday
ROOM CATEGORY		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
		2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
A		£14.35**	£14.35**	£38.75**	£38.75**	£38.75**
B	MILLFIELD HALL	£12.00**	£12.00**	£25.30*	£25.30*	£25.30*
C	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£5.15**	£5.15**	£5.15**	£5.15**	£5.15**
D	RAVENHURST ROOM	£4.65**	£4.65**	£4.65**	£4.65**	£4.65**
E	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£3.60**	£3.60**	£3.60**	£3.60**	£3.60**
F	WINSTANLEY ROOM TA SMALL MEETING ROOM CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.55**	£3.55**	£3.55**	£3.55**	£3.55**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£5.95**	£5.95**	£5.95**	£5.95**	£5.95**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.85**	£3.85**	£3.85**	£3.85**	£3.85**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

BUSINESS MEETINGS / SEMINARS

Use of OHP, Flip Chart, TV/Video

£4.10 each item per session

WEDDING / PARTY PACKAGE (Saturday or Sunday)

Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays.

CIVIC CENTRE & THORPE ASTLEY COVID-19 HIRE CHARGES UNTIL 31.03.2021

COMMUNITY GROUP

HOW TO QUALIFY: The hiring must not be for personal or commercial gain but should benefit the community as a whole and group must be a charity or community, non-profit making organisation. Applicants must successfully meet the criteria set out on the Application Form. Local Authorities also qualify if hiring is for the direct benefit of local residents

Prices shown are per hour

***£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING. **PAYMENT TO BE MADE ON THE DAY OF THE BOOKING
NEW GROUPS ARE REQUIRED TO PAY FOR FIRST 8 BOOKINGS AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday		Friday		Saturday	Sunday
ROOM CATEGORY		8.00am–5.00pm	After 5.00pm	9.00am to 5.00pm	After 5.00pm	All Day	All Day
		2 Hours		2 Hours	3 Hours	3 Hours	3 Hours
A		£13.25**	£13.25**	£13.25**	£35.50*	£35.50*	£29.70*
B	MILLFIELD HALL	£10.85**	£10.85**	£10.85**	£23.25*	£23.25*	£10.85*
C	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	FREE USE	£4.95**	FREE USE	£4.95**	£4.95**	£4.95**
D	RAVENHURST ROOM	FREE USE	£4.40**	FREE USE	£4.40**	£4.40**	£4.40**
E	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
F	WINSTANLEY ROOM TA SMALL MEETING ROOM CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

BUSINESS MEETINGS / SEMINARS	
Use of OHP, Flip Chart, TV/Video	Free of Charge

WEDDING / PARTY PACKAGE (Saturday or Sunday) Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays

CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES

PRIVATE FUNCTIONS & COMMERCIAL USE

Dances, aerobic classes, commercial sales and any private function to which access is limited by invitation

Prices shown are per hour

***£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

****FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

15% Temporary discount * for all users that sign up for the Regular booking scheme. Ask a member of staff for details**

HOURLY RATE		Monday to Thursday	Friday		Saturday	Sunday
ROOM CATEGORY		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
		2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
A	MILLFIELD HALL	£15.40** £13.09***	£15.40** £13.09***	£40.95* £34.80***	£40.95* £34.80***	£40.95* £34.80***
B	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£12.70** £10.79***	£12.70** £10.79***	£26.35* £22.40***	£26.35* £22.40***	£26.35* £22.40***
C	RAVENHURST ROOM	£5.65** £4.80***	£5.65** £4.80***	£5.65** £4.80***	£5.65** £4.80***	£5.65** £4.80***
D	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£4.95** £4.21***	£4.95** £4.21***	£4.95** £4.21***	£4.95** £4.21***	£4.95** £4.21***
E	WINSTANLEY ROOM TA SMALL MEETING ROOM	£3.90** £3.31***	£3.90** £3.31***	£3.90** £3.31***	£3.90** £3.31***	£3.90** £3.31***
F	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.80** £3.23***	£3.80** £3.23***	£3.80** £3.23***	£3.80** £3.23***	£3.80** £3.23***
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£6.25**	£6.25**	£6.25**	£6.25**	£6.25**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

BUSINESS MEETINGS / SEMINARS	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session (inclusive of VAT)

WEDDING / PARTY PACKAGE (Saturday or Sunday)	
Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday	

BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays.

CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES

PRIVATE FUNCTIONS - BRAUNSTONE TOWN RESIDENTS

HOW TO QUALIFY: Registered elector and proof of identity required

Prices shown are per hour

***£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

****FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

15% Temporary discount * for all users that sign up for the Regular booking scheme.
Ask a member of staff for details**

HOURLY RATE		Monday to Thursday	Friday		Saturday	Sunday
ROOM CATEGORY		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
		2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
A	MILLFIELD HALL	£14.35** £12.20***	£14.35** £12.20***	£38.75** £32.94***	£38.75** £32.94***	£38.75** £32.94***
B	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£12.00** £10.20***	£12.00** £10.20***	£25.30* £21.50***	£25.30* £21.50***	£25.30* £21.50***
C	RAVENHURST ROOM	£5.15** £4.38***	£5.15** £4.38***	£5.15** £4.38***	£5.15** £4.38***	£5.15** £4.38***
D	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£4.65** £3.95***	£4.65** £3.95***	£4.65** £3.95***	£4.65** £3.95***	£4.65** £3.95***
E	WINSTANLEY ROOM TA SMALL MEETING ROOM	£3.60** £3.06***	£3.60** £3.06***	£3.60** £3.06***	£3.60** £3.06***	£3.60** £3.06***
F	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.55** £3.02***	£3.55** £3.02***	£3.55** £3.02***	£3.55** £3.02***	£3.55** £3.02***
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£5.95**	£5.95**	£5.95**	£5.95**	£5.95**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.85**	£3.85**	£3.85**	£3.85**	£3.85**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

BUSINESS MEETINGS / SEMINARS	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session

WEDDING / PARTY PACKAGE (Saturday or Sunday)
Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays

CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES

COMMUNITY GROUP

HOW TO QUALIFY: The hiring must not be for personal or commercial gain but should benefit the community as a whole and group must be a charity or community, non-profit making organisation. Applicants must successfully meet the criteria set out on the Application Form. Local Authorities also qualify if hiring is for the direct benefit of local residents

Prices shown are per hour

***£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING. **PAYMENT TO BE MADE ON THE DAY OF THE BOOKING**

NEW GROUPS ARE REQUIRED TO PAY FOR FIRST 8 BOOKINGS AT TIME OF BOOKING

25% Temporary discount * for all Community Groups that sign up for the Regular booking scheme. Ask a member of staff for details**

HOURLY RATE		Monday to Thursday		Friday		Saturday	Sunday
		8.00am– 5.00pm	After 5.00pm	9.00am to 5.00pm	After 5.00pm	All Day	All Day
ROOM CATEGORY		2 Hours		2 Hours	3 Hours	3 Hours	3 Hours
A	MILLFIELD HALL	£13.25** £9.94***	£13.25** £9.94***	£13.25** £9.94***	£35.50* £26.62***	£35.50* £26.62***	£29.70* £22.27***
B	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£10.85** £8.14***	£10.85** £8.14***	£10.85** £8.14***	£23.25* £17.44***	£23.25* £17.44***	10.85* £8.14***
C	RAVENHURST ROOM	FREE USE	£4.95** £3.71***	FREE USE	£4.95** £3.71***	£4.95** £3.71***	£4.95** £3.71***
D	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	FREE USE	£4.40** £3.30***	FREE USE	£4.40** £3.30***	£4.40** £3.30***	£4.40** £3.30***
E	WINSTANLEY ROOM TA SMALL MEETING ROOM	FREE USE	£3.35** £2.51***	FREE USE	£3.35** £2.51***	£3.35** £2.51***	£3.35** £2.51***
F	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	FREE USE	£3.35** £2.51***	FREE USE	£3.35** £2.51***	£3.35** £2.51***	£3.35** £2.51***
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

BUSINESS MEETINGS / SEMINARS

Use of OHP, Flip Chart, TV/Video	Free of Charge
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WEDDING / PARTY PACKAGE (Saturday or Sunday)

Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays



Braunstone Civic Centre and Thorpe Astley Community Centres Scheme for Regular Bookings – Information for Regular Hirers

Currently regular hirers follow the standard terms and conditions on cancellation, i.e. the hirer is liable for the full cost of cancelled bookings. The Town Council wants to recognise the important role regular hirers play in providing groups and events for the community and give them certainty of knowing they have a room booked, while taking steps to prevent speculative bookings, which only reduces availability for others.

Therefore, from 1st April 2019, regular hirers of Braunstone Civic Centre and Thorpe Astley Community Centre can secure a regular weekly slot, i.e. the same time slot in the same room each week for any period of 12 months, by paying a *Regular Bookings Bond*. The hirer then pays for each booking in full prior to using the room. Assuming all bookings are used and paid for, the *Regular Bookings Bond* is refunded at the end of the 12 month period.

Up to five cancellations are allowed providing 28 days' notice is given, without forfeiting the *Regular Bookings Bond*. If the hirer chooses to cancel more than five bookings or all of the remaining bookings, the hirer is not liable for the cancelled room hire fees but forfeits the *Regular Bookings Bond*.

In addition, where the room payment is made by Standing Order, a 5% discount is applied to the room hire charge.

Scheme Application

The scheme applies to a single hirer who is booking the same time slot each week for a period of 12 months.

The period of 12 months begins on the date of the first booking.

How to secure a regular slot

In order to secure a regular slot, i.e. the same time each week for a period of 12 months:

1. complete and sign the *Regular Bookings Form*;
2. pay the *Regular Bookings Bond* at the time of booking to secure the slot as set out in the table overleaf:

Category of Room	Amount
A: Millfield Hall	£250
B: Council Chamber, Thorpe Astley Main Hall	£150
C: Ravenhurst Room	£100
D: Fosse Room, Thorpe Astley Large Meeting Room, Activity Room	£50
E: Winstanley Room, Thorpe Astley Small Meeting Room	£50
F: Civic Centre Meeting and Interview Rooms	£50

- you will receive a booking confirmation that all dates are added to the bookings diary and you will be issued with the standard terms & conditions of hire.

Scheme Operation

- you are required to pay for each booking in full in advance and at the latest on the day of the booking prior to using the room;
- you are allowed up to five cancellations providing 28 days' notice prior to the date(s) concerned is given, losing the *Regular Bookings Bond* (referred to in 2 above) and without incurring the transfer/cancellation charges.

Refund of the Bond

Assuming the terms (4 & 5 in the section above) are adhered to, the you are entitled to the full refund of the *Regular Bookings Bond* (referred to at 2 above) or, assuming no increase in the rate, to roll it forward to secure a regular slot in the subsequent 12 month period.

In the event that the terms were not adhered to, i.e. payments are outstanding, less than 28 days' notice was received for a cancellation or more than 5 of the original dates booked were cancelled, then the *Regular Bookings Bond* is retained (i.e. not refunded and it cannot be rolled forward for the subsequent 12 month period).

Payment by Standing Order

Where you make an annual regular booking in accordance with the above and opt to make the room hire payments by regular Standing Order (rather than invoice and/or payment by cash, card or cheque):

- A 5% discount is applied to the room hire fee only.
- you must be in credit with payments at the time of each booking. If you cancel the standing order, the payment is rejected due to insufficient funds or you are behind with payments, then the cost of the room hire from that point forward until it is rectified is charged at the standard rate.
- The discount does not apply to:
 - the *Regular Bookings Bond* referred to in point 2 of the section above,
 - the *Bond for Excess Charges*,
 - any deposit payment (although it will apply to the charge as a whole),
 - any additional room hire charges not booked in advance (i.e. you do not vacate the room by the end time),
 - transfer/cancellation fees, or
 - supplies such as tea & coffee or the projector.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 7 - 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

Braunstone Town Council has been working in partnership with Blaby District Council and Persimmon to install a proposed new bridge at the culvert over Lubbesthorpe Brook to ensure that was in a suitable condition in order for the legal transfer of Thorpe Astley Park to Braunstone Town Council to take place.

The works were due to commence on Monday 21st October 2019 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.

Due to the situation with Covid-19 all work to the proposed new bridge had to be halted. Communications with all parties have been made to establish the current situation with regards to the approval of the temporary closure of the footpath and a date to commence work on the bridge.

A meeting was held on 4th February with representatives from the contractor and Blaby District Council in order to progress the work on the culvert bridge as soon as possible. The contractor advised that the application for the temporary footpath closure would have to be resubmitted to Leicestershire County Council which would take approximately twelve weeks. It was agreed that this would be submitted as a matter of urgency. The work to the bridge could then be scheduled to commence late spring 2020.

A site visit with all parties would be arranged in April for agreement on working methods and provisional dates for the work to be carried on the culvert bridge.

Recommendation

That the update report on progress with Thorpe Astley Culvert be noted.

Reason

To ensure that 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 – 25th FEBRUARY 2021

Item 8 – Land adjacent to the M1 Bridge, Thorpe Astley

Purpose

To receive an update on proposals to landscape the land adjacent to the M1 Bridge, to provide protection for residents from the new road and to provide a leisure and recreation space, along with the potential for this land to be transferred to the Town Council.

Background

On 28th April 2016, Plans & Environment Committee received feedback and considered any further action concerning the issues highlighted by residents in relation to the Lubbesthorpe Development Construction and M1 Bridge Construction, following a consultation in November 2015. The Plans & Environment Committee resolved to recommend to the Policy & Resources Committee that the Town Council enter discussions with the relevant parties to determine whether the land adjacent to the new road and bridge at Thorpe Astley could be transferred to the Town Council and to consider the possibility of planting trees to provide screening from the new road and woodland walks (Plans & Environment Committee Minute 132 2015/2016).

Policy & Resources Committee considered the matter at its meeting on 9th June 2016 and in order to ensure that appropriate plans could be drawn up and implemented which would benefit residents of Thorpe Astley with useable recreation space while providing appropriate screening for local residents, the Committee agreed “that Braunstone Town Council enter discussions with the relevant parties to determine whether the land adjacent to the new road and bridge at Thorpe Astley could be transferred to the Town Council and that options for planting trees to provide screening and woodland walks be assessed along with possible sources of funding” (minute 12 2016/2017).

The Council subsequently adopted the following key priority:

8. Lubbesthorpe

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

Officers met with representative of Drummond Estates, Mather Jamie, on 26th

September 2016 and discussed the matter. Drummond would be prepared to hand the land over to Braunstone Town Council, which falls beyond the immediate Highway Land (which would be transferred to Leicestershire County Council) having turned the land into a functional open/recreation space.

Information concerning works to return the site adjacent to the New M1 Bridge to its original state is attached as Appendix 1.

Proposals for the Site

FPCR Environment & Design Ltd are working on behalf of the Drummond Estate and have been asked to consider how the land north of the recent M1 bridge at Meridian Way could be landscaped and used as open space in the future.

FPCR are aiming to gain a local perspective on how this area could be landscaped and used before they start design and technical work. Attached at Appendix 2 is their consultation poster that shows the area of land and mentions a few initial thoughts FPCR have had along with some images. The soil mounds from adjacent development activities will need to be re-profiled to create a new, more appropriate landform, but apart from that the brief is fairly open at this stage.

Initial Suggestions

The Town Council has been approached to help in the process of consulting and to make some high level suggestions at the early stage and some initial thoughts are set out below:

- (a) the site is fairly large, to that extent all five suggestions (Appendix 1) could be accommodated in some form;
- (b) mounding and woodland also to hide the Meridian Way extension;
- (c) installation of a soakaway – the area the Council's adjacent parkland has seen a significant increase in flooding and surface water since the site was used for the construction depot and building of the new road, therefore, it is important that the site is designed in a way to deal with surface water run-off and resolve the flooding issues;
- (d) Community Pond – this is linked to the above point but also to seating, outdoor socialising and nature and wildlife; in addition, the Council doesn't have any such feature on its estates; initial thoughts are that this should not be secluded and should be close to the existing footway from Meridian Way to Thorpe Astley Park;
- (e) concerning an Area for Exercise – the Council already has courts and gym equipment on the park, similarly there is an adjacent play area at Priestman Road; however, paths suitable for walking and running would be useful;
- (f) Woodland and Nature Areas – this is welcome and would be of benefit for the same reasons above: screening roads and retaining surface water run-off;
- (g) Area for Dog walking and exercising – this is a request the Council has received; it would be a safe area to let dogs off the lead, exercise them (and throw things for them to collect) where children don't play and there are no conflicts with other users; and

- (h) Community Orchard – with fruit trees and providing opportunities for the community to be involved; this supports nature, wildlife and volunteering; in this case it could be that this is a project outside the scope, which can be planted later; nevertheless, an allocated space would be needed.

Next Steps

1. To work with FPCR to ensure both the Council's input and that of the community is included in the design proposals for the site; and
2. To work with Mather Jamie, the representatives of Drummond Estates, to facilitate the transfer of the completed open/recreation space, to the Town Council's ownership and management.

Recommendations

1. That the proposals for landscaping and converting to a usable recreation space the land adjacent to the new road to the M1 bridge, as set out in the report and appendices, be noted;
2. that the Initial Suggestions for the land, identified in the report, be endorsed; and
3. that the Next Steps, as set out in the report, be progressed.

Reasons

1. To support efforts to utilise the land for recreation space while providing appropriate screening from the M1 and new road for local residents reducing any adverse environmental impact.
2. To enable appropriate plans to be drawn up and implemented which would benefit residents of Thorpe Astley with useable recreation space.
3. To enable the Town Council to be involved in shaping the proposals and to be considered as the appropriate body for future ownership/management of the site.

M1 Bridge to Growth East Side Handover



How could the area of land and earth mounding highlighted below be landscaped and used as open space in the future?

Do you have any suggestions?



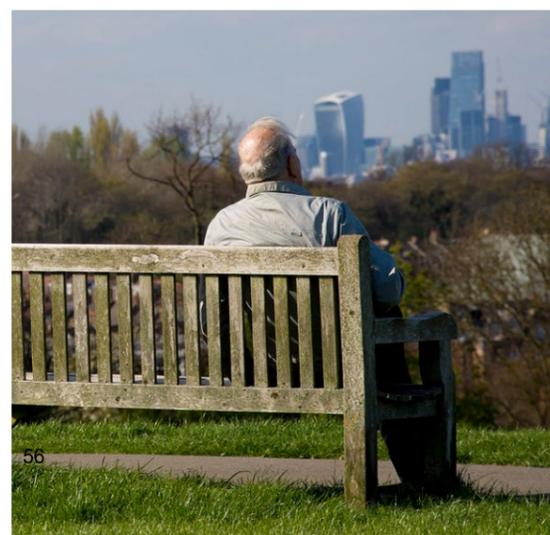
Mounding and **woodland** to hide the M1?

Seating and space for **outdoor socialising**?

A site for **nature** and **wildlife**?

Extension to existing **parkland** to the north?

Area for **exercise**?



BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 9 – Pitch Allocations 2021/2022

Purpose

To consider pitch capacity and set the fees and process for allocations for the 2021/2022 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 Deputy Executive Officer & Community Services Manager and advice from the Senior Ground staff, capacity is recommended as follows for 2021/2022

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
	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 2021/2022 season.

Due to the ongoing Covid-19 pandemic and restrictions put in place, the football clubs had been unable to play many of the matches in the current season. It is proposed that any matches that clubs were unable to be play due to the restrictions, which have been paid for by the clubs, be reimbursed by reducing any fees for the forthcoming season by the appropriate amount.

The Football Terms and conditions specify that no matches or training is to take place after 31st May each year in order to allow for repairs and maintenance of the pitches. Due to the Covid-19 pandemic the football clubs have been contacted to ask if any of

the football leagues propose to extend the season beyond May in order to play the missed games. Two clubs had responded and advised that their league was proposing to extend the season until 30th June 2021 if permitted, in order to play missed matches.

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. The Town Council's Football Terms and Conditions does not allow for matches or training to take place after 31st May each year. It is proposed that a Fixed Term amendment to the Football Terms and Conditions be considered for this year to allow for matches and training to take place up to 30th June 2021 in order for the clubs to play missed matches due to the detrimental impact that the Covid-19 pandemic has had on grass roots football. Consultation was undertaken with the ground staff to see if this would have a detrimental affect on the pitches but they were happy for the extension to go ahead until 30th June 2021.

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 2021/2022 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;
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 5th April 2021; and
3. that any matches not played in the 2020/2021 season due to the Covid-19 pandemic that have been paid for by the clubs be reimbursed by reducing the season 2021/2022 fees by the appropriate amount.
4. that a fixed term amendment to the Football Terms and Conditions be approved to allow for an extension of the playing season until 30th June 2021.

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.

3. To ensure that clubs are reimbursed for matches not played for reasons beyond their control.
4. To allow football clubs to play matches missed due to the restrictions put in place due to the Covid-19 pandemic.

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			
ITEM	NUMBER OF CLUB MEMBERS		
	1 - 5	6 - 10	11 - 50
GUIDANCE CARDS		1	1
INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS	20	20	40
STERILE EYE PADS, WITH ATTACHMENTS	1	2	4
TRIANGULAR BANDAGES	1	2	4
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 2021/2022 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 5th April 2021**. 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 2021/2022 is as follows:

Pitch Capacity 2021/2022			
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

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 10 – Open Spaces & Parks Winter Works Programme – Progress Report

Purpose

To receive a progress report on the Winter Works Programme for 2020/2021.

Background

It was agreed that work be undertaken during the Winter Works programme 2020 2021 to include removal and replacement where necessary of fencing, thinning out of existing trees, work to pathways and a full tree survey undertaken.

It was noted that urgent work was required on the vehicular and pedestrian bridges that run over the brook at Mossdale Meadows and to repair the banks that have been damaged due to flooding. Work is currently in progress to obtain quotations for the work to be undertaken and to receive quotations for the drawing up of plans for the work to be carried out.

Further work was included to carry out planting more trees on the open spaces and parks in Braunstone Town and Thorpe Astley areas including access to free trees available from the Woodland Trust on an annual basis. The Town Council as applied for and received 500 free whips and shrubs from the Woodland Trust and has purchased further trees and shrubs to plant throughout the Town. Five thousand bulbs have been planted throughout Thorpe Astley and the Rotary Club, through Blaby District Council, have also donated a large amount of free crocus bulbs that have been planted on Meridian Way at the entrance to Thorpe Astley.

A list of Winter Works completed to date is attached at Appendix 1. Due to exceedingly wet weather, there has been some delay in undertaking the hedge cutting as the ground is too wet to get vehicles on. There has also been a mechanical issue with the tractor that is currently in for repair that may delay the hedge cutting further but it is hoped that this will be resolved shortly and the remaining hedge cutting completed before the end date of 31st March due to nesting birds.

Recommendation

That the progress of the Winter Works Programme 2020/2021 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**APPENDIX 1****WINTER WORKS 2020/2021****BRAUNSTONE TOWN**

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
CIVIC CENTRE	Hedges and trees	General winter maintenance	
	Hedges	Cut back overhanging trees	COMPLETED
	Borders	Prune back all borders	COMPLETED
	Car Park	Repair to tarmac and repaint white lines	Tarmac Completed
	Litter bins	Disinfect all bins	COMPLETED
	Hedgerow at rear of Memorial Garden	Remove shrubs, replace with fleece, top soil and plant new shrubs and pea gravel	Shrubs completed
	Car park fencing	Remove old fencing top left of car park and remove concrete posts	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	Install new disabled access	
	Pavilion	Repair guttering	COMPLETED
	Brook	Work required to replace vehicular and pedestrian bridges Work on banks required to repair damage	
PLAY GROUND	ROSPA	Tree bark in play ground Fencing Junior Swing and Supernova bay wet pour surface repair Toddler swing bay equipment repair	
	Litter bins	Disinfect all bins	COMPLETED
	Pavilion	Drainage outside of pavilion to prevent flooding of workshop Repair door to end of storage area Shelving required for storage	COMPLETED COMPLETED

	Car park	Repair pot holes	COMPLETED
	Trees	Plant three standard trees to replace damaged/dead trees removed	COMPLETED

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 Undertake tree survey	COMPLETED COMPLETED
	Fencing	Remove or repair damaged fencing throughout	ON GOING
	Paths	Reinstate pathways	
	Bins	Reinstate bin and bench	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
FRANKLIN PARK	Hedges and trees	General winter maintenance	
	Meadow area	Rotavate and sow wild flower seeds Plant new flowering cherry by pond area	COMPLETED Tree moved to new location
	Path	Extend mill waste path through meadow area	
	Car Park	White line car park	
	ROSPA	Toddler Swing by surface repair Play bark under seesaw, arch frame and swings	
	Litter bins	Disinfect all bins	COMPLETED
	Safety surfaces in playground	Replacement safety surfaces with Rubber mulch	Quotes obtained for replacement safety surfaces deferred from 2019/2020 Winter works programme due to Covid-19

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
SHAKESPEARE	Hedges and trees	General winter maintenance	COMPLETED
	Playground	Tree bark under play equipment	
	Litter bins	Disinfect all bins	COMPLETED
	Trees	Undertake Tree Survey	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
	Fencing	Fence post rotting – to be removed	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	Litter bin	Replace bin at bottom of field	COMPLETED

Additional work carried out

- Remove chairs from Shakespeare Park pavilion to Civic centre
- Relocate Town Council equipment from existing Shakespeare Park pavilion and stores to new location due to new building and demolition
- Christmas lights installed at Civic Centre and Thorpe Astley
- Knee high fencing installed at top of Mossdale Meadows car park

BRAUNSTONE TOWN COUNCIL

WINTER WORKS 2020/2021

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 Remove several dead elm trees from spinney to the right of Thorpe Astley Centre	COMPLETED
	Trees	Plant free trees from the Woodland trust	COMPLETED
	200 whips (small trees)	To continue boundary hedge from last year	COMPLETED
	18 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	
	Car Park	Knee rail fencing around car park	On order
	Storage	Racking for storage of parks equipment	

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	COMPLETED
	Trim trail	Plant wild seeds Gravel paths need topping up	COMPLETED
	Fencing MUGA	To replace where damaged	
	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.	Partially completed
	Planting of bulbs	5000 bulbs planted	
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
FOXHOLE SPINNEY	Hedges and trees	General winter maintenance and tree crown lifting where required	COMPLETED
	Litter	Deep litter pick	
	Footpaths	To be cleared of trees and bushes	
	Litter bins	Disinfect all bins	COMPLETED

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	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
	ROSPA	Wet pour surface requires repair or replacement	

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	COMPLETED
	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	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED

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

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	
	Litter bins	Disinfect all bins	COMPLETED
	Footpaths	To be cleared of trees and shrubs	

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	COMPLETED
	Litter bins	Disinfect all bins	COMPLETED
		Gabions to be placed in brook to support sides where required	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MERIDIAN WAY	Laurel shrubs	Reduce height of laurel shrubs adjacent to resident's boundary wall – phased implementation over next three years	COMPLETED

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 11 - Tennis Courts – enhancing provision and participation

Purpose

To set out arrangements for introducing Tap4Tennis to manage use of the Tennis Courts and ensure investment in the facilities; along with arrangements for providing access to tennis equipment and coaching sessions to increase participation in the sport.

Background

At the Policy and Resources committee meeting on 13th February 2020 the committee received a report on the proposed installation of an access gate and associated software at the Thorpe Astley tennis courts.

The installation of the access gate has now been completed at Thorpe Astley along with the associated electrical works required to operate the gate and software system. An application for a grant was made to the Lawn Tennis Association for the cost of the access gate which was approved. This access system through Tap4Tennis allows users to pre-book the use of the tennis courts online and pay via the app to reduce any waiting for a free court.

In March 2020 a consultation was undertaken with local residents regarding the new structure for the booking of the tennis courts at Thorpe Astley. It would now be an appropriate time to undertake a further consultation with residents throughout the town to gauge their views on the proposed pricing structure and consult on the inclusion of the future newly refurbished tennis courts at Shakespeare Park into the Tap4tennis scheme.

Charging Structure

With the access gates now installed at one of our sites and provisions in place to install the gate in the refurbishment of the tennis courts at Shakespeare Park, the Town Council will need to consider a suitable charging structure. The terms and conditions associated with the successful grant awarded to install the access gate from the Lawn Tennis Association specify that *“at least one tennis court at the site will be made available to the public through every day. Such access will either be free of charge or any charges for access/use shall be set at a rate or on such conditions which do not exclude individuals experiencing financial hardship”*.

A charging structure for the tennis courts was considered at a previous meeting of the Policy & Resources committee in August 2020 but members agreed that a Panel of Members be established to consider implementation of Tap4Tennis at Thorpe Astley and Shakespeare Park Tennis courts, including reviewing neighbouring schemes and devising a schedule for free use and chargeable hours, along with a

charging scheme and rates. A revised charging structure has been drafted for members consideration, (Appendix 1). The revised charging structure includes separate charges for Braunstone Town residents and non-Braunstone Town residents to ensure a fair charge for local residents.

Under the conditions of the Lawn Tennis agreement, free sessions of the courts have to be made available each day and it is proposed this takes place between 3pm and 6pm so that the courts can be available free of charge after school hours and for families to enjoy in the afternoon. A fee of £3 per hour has been proposed for Braunstone residents along with options for monthly and annual memberships to help support residents and families. The annual pass of £42 allows all members of a household, that live in Braunstone Town, unlimited use and the fee would be able to be paid over three months. Alternatively, residents can pay for a monthly pass at a cost of £6 for the household that allows unlimited play for the month. The Town Council is aware that not all families would have the financial ability to pay an upfront fee but do not want financial restrictions to prevent residents using the facilities.

Non-Braunstone Town residents will not be offered free use of the courts or the option of monthly and annual passes and can only play on a "Pay and Play" basis. It is proposed that the charge between the times of 3pm and 6pm for non-residents be £6 and the charge at other times will be £4. The Town Council recognises that these tennis facilities are primarily for the use and benefit of Braunstone Town residents and wish to ensure that the facilities are available as much as possible and at a discounted price for these residents.

Guidance was sought from the Lawn Tennis Association on the level of hourly charge that should be made. It was advised that pricing of access varied from one local authority to another and that pricing should be in line with similar venues in the area. A very rough guide of £6 - £9 per hour was suggested. The Lawn Tennis Association advised that charging for the hirer of courts had proven to increase participation in tennis.

The benefits of a pre-booking and payment system could reduce some of the issues experienced with the courts being open to public at all times. The Town Council has, in the past, received several complaints from residents that dog walkers are using the open tennis courts to exercise dogs off the lead so they cannot run off. This can lead to residents not being able to use the courts for their intended use if dog walkers refuse to leave and also leads to the potential health and safety issue of dog waste being left in a sports area.

Over the summer months in 2020 it was noted that the courts were being used by non-Braunstone Town residents for unofficial coaching sessions which, again, prevented local residents to come along and use the courts. By having a pre-booking and payment system in place all residents can ensure that when they turn up to play tennis, the courts will be available for them to use and removes the opportunity for the courts to be monopolised by clubs at the expense of local residents.

By putting in place a charging structure for the hire of the tennis courts, hire charges

can also be used to contribute to the upkeep of the tennis courts and enhance the equipment available including new surfaces, fencing and tennis nets when required. It is proposed that the hire charges could also be used to purchase equipment packs, rackets and balls etc. for use by Braunstone Town residents that cannot afford to buy the basic equipment to play tennis. These packs can be made available for a small deposit payment to ensure that the equipment is returned after use. It is proposed that a deposit of £5.00 is made to hire the equipment that is refunded when the equipment is returned at the end of the session.

Funds raised through the hire of the courts at both Thorpe Astley and Shakespeare Park would also be used to support the hire of training coaches to encourage and support residents in actively taking up tennis, particularly over the summer holidays for children to get involved in. The Town Council is keen to support and encourage the formation of a new formal tennis club based at Shakespeare Park. The building of the new sports pavilion and the use of the court hire fees to commission tennis coaching would bring in professional coaches to use the courts and see the advantages of creating a new club using our newly built and refurbished facilities. Tennis coaching sessions that have been organised in the past have always been popular and well attended. A new club would have the advantages of using the two sets of courts at Shakespeare Park and Thorpe Astley that would give a wide base of residents throughout the town to encourage to take up tennis.

Floodlights are installed at Thorpe Astley tennis courts and are currently available for hire for 1 court for £10.40 and two courts for £16 per hour. It is proposed that the hire charge for the use of the floodlights remain at this charge for non-Braunstone Town residents but be reduced to £7.00 per hour per court for Braunstone residents in order to encourage as much use of the courts as possible. However, it is noted that the floodlights at the tennis courts have not be hired in the past by users and therefore it is felt that this will have little detrimental effect on hire of the courts during the evenings when dark for either Braunstone or non-Braunstone residents.

Recommendations

1. That the schedule for free use and chargeable hours and the hourly, monthly and yearly charge rates, attached at Appendix 1, for the use of Thorpe Astley Tennis courts be approved;
2. That equipment packs be made available for Braunstone Town residents to hire free of charge, subject to a small, refundable deposit of £5.00 being made;
3. That the cost of hiring Thorpe Astley Tennis Courts with floodlights remain at the existing cost for non-residents but be reduced to £7.00 per court, per hour for Braunstone Town residents;
4. That a further consultation with all Braunstone Town residents be undertaken regarding the proposed charging structure and inclusion of Shakespeare Park tennis courts; and
5. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine a suitable implementation date.

Reasons

1. To ensure that free access to the tennis courts is made available each day in order to comply with the grant conditions. To ensure that reasonable and comparative pricing is applied to the use of the tennis courts to enable all residents to be able to access the sports facilities to encourage regular use of the courts;
2. To ensure that lack of basic tennis equipment does not prevent local residents being able to take up the sport or enjoy the facilities;
3. To ensure that some contribution to the cost of using the floodlights is made by hirers;
4. To ensure that residents have the opportunity to express their views on the proposals to enhance provision and participation, including the proposed charging structure;
5. To enable the IT and payments systems to be installed and launched, publicity about the scheme to be made available and for residents to sign up for season passes, ahead of the implementation date.

BRAUNSTONE TOWN RESIDENTS

	7am - 3pm	3pm - 6pm	6pm - 9pm
MONDAY	£3.00 per hour	FREE	£3.00 per hour
TUESDAY	£3.00 per hour	FREE	£3.00 per hour
WEDNESDAY	£3.00 per hour	FREE	£3.00 per hour
THURSDAY	£3.00 per hour	FREE	£3.00 per hour
FRIDAY	£3.00 per hour	FREE	£3.00 per hour
SATURDAY	£3.00 per hour	FREE	£3.00 per hour
SUNDAY	£3.00 per hour	FREE	£3.00 per hour

APPENDIX 1

FAMILY MONTHLY PASS £6.00 UNLIMITED PLAY

FAMILY YEARLY PASS £42.00 UNLIMITED PLAY PAYABLE OVER FIRST 3 MONTHS (£14 PER MONTH)

EQUIPMENT PACK FREE HIRE (INCLUDES TWO RACKETS AND TWO TENNIS BALLS) £5.00 REFUNDABLE DEPOSIT

HIRE OF FLOODLIGHTS - PER COURT PER HOUR £7.00

NON-BRAUNSTONE TOWN RESIDENTS

	7am - 3pm	3pm - 6pm	6pm - 9pm
MONDAY	£4.00 per hour	£6.00 per hour	£4.00 per hour
TUESDAY	£4.00 per hour	£6.00 per hour	£4.00 per hour
WEDNESDAY	£4.00 per hour	£6.00 per hour	£4.00 per hour
THURSDAY	£4.00 per hour	£6.00 per hour	£4.00 per hour
FRIDAY	£4.00 per hour	£6.00 per hour	£4.00 per hour
SATURDAY	£4.00 per hour	£6.00 per hour	£4.00 per hour
SUNDAY	£4.00 per hour	£6.00 per hour	

PAY AND PLAY OPTION ONLY FOR NON-BRAUNSTONE TOWN RESIDENTS

HIRE OF FLOODLIGHTS 1 COURT PER HOUR £10.40 2 COURTS PER HOUR £16.00

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th FEBRUARY 2021

Item 12 – Citizens Advice Bureau – Service Level Agreement for Braunstone Civic Centre

Purpose

To consider arrangements for the Citizens Advice Bureau Service at Braunstone Civic Centre post 31st March 2021.

Background

In 2006, Braunstone Town Council and Citizen's Advice Bureau (CAB) made a Service Level Agreement to formalise the provision of Citizens' Advice Services from Braunstone Civic Centre. Since then the agreements have been renewed in 2009, 2012, 2015 and 2018.

The objective of the agreement is that the bureau is to provide free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more. The nature of the assistance provided depends on a client's needs and ranges from the provision of information to negotiating on behalf of clients.

Under the current agreement Braunstone Town Council granted the Citizen's Advice Bureau £3,000 per annum in return for an outreach advice session at Braunstone Civic Centre for 4 hours every week.

Renewal of 3 year Service Level Agreement

The current Service Level Agreement made in 2018 runs out on 31st March 2021. While the agreement allows the service to roll-on year by year and the Executive Officer and Town Clerk has delegated authority to extend existing agreements (*Financial Regulations 11a(iii)*); a new 3 year Service Level Agreement would need to be approved by Policy and Resources Committee.

The Town Council has paid CAB the monies for 2020/21; however, CAB did not provide any service from Braunstone Civic Centre since March 2020 due to the Covid-19 pandemic. The Council provided Covid-19 secure facilities and a screen in the room (which has opening windows) that CAB use. Therefore CAB could have operated out of Braunstone Civic Centre from the end of the local lockdown in July until the beginning of the 2nd national lockdown in November.

The options to explore with CAB are:

- (a) explore a new SLA for three years; writing off 2020/21;
- (b) roll forward the payment from 2020/21 to 2021/22; or

(c) a combination of the above.

To avoid any delays and to enable a new Service Level Agreement to be negotiated and signed, it is recommended that delegated authority be given to the Executive Officer & Town Clerk to negotiate and complete an agreement on behalf of the Council provided that the total annual grant payment does not exceed the delegated authority limits given to the Executive Officer & Town Clerk under Financial Regulation 11.1h in each of the financial years.

Recommendation

That delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to finalise and enter into a further Service Level Agreement with Citizen's Advice Bureau from 1st April 2021 based on a similar agreement to the current Service Level Agreement and subject to the total annual grant payment not exceeding the delegated authority limits given to the Executive Officer & Town Clerk under Financial Regulation 11.1h in each financial year.

Reason

To enable the Citizen's Advice Bureau to continue to provide free, confidential, impartial and independent advice to local residents beyond 31st March 2021 without delay or a break in service, in order that residents could receive assistance with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more.

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
1. P&R - Corporate Management				
Income				
101	Precept	£646,304.00	£646,304.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
113	Staff Salaries Grant (Furlough)	£0.00	£33,428.34	£33,428.34
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£164.75	£14.75
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	£178.80	£178.80
Total Income		£647,864.00	£680,075.89	£32,211.89
Expenditure				
1010	Staff Salaries	£405,236.00	£294,181.27	£111,054.73
1015	Staff Expenses	£300.00	£8.10	£291.90
1020	Pensions	£95,060.00	£70,198.68	£24,861.32
1030	Councillors Allowances	£6,000.00	£5,557.00	£443.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00
1090	Covid-19 Recovery	£0.00	£6,882.97	-£6,882.97
1150	Insurance	£13,000.00	£24,003.88	-£11,003.88
1160	Audit	£2,500.00	£2,040.00	£460.00
1170	Legal Fees	£250.00	£1.00	£249.00
1180	Elections	£1,000.00	£2,183.15	-£1,183.15
1210	Staff Training	£2,500.00	£60.00	£2,440.00
1230	Councillor Training	£1,000.00	£90.00	£910.00
1300	Supplies, Stationery & Postage	£2,900.00	£1,190.16	£1,709.84
1350	Subscriptions	£3,000.00	£6,970.33	-£3,970.33
1360	Advertisements	£4,400.00	-£342.00	£4,742.00
1400	Telephones	£2,530.00	£2,233.45	£296.55
1410	Photocopier	£2,000.00	£809.93	£1,190.07
1420	Computer Supplies, Training, Service Contract	£8,000.00	£3,061.85	£4,938.15
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£10.50	£689.50
1991	Paid from Number 1 Account in Error	£0.00	£37,728.57	-£37,728.57
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00
Total Expenditure		£550,676.00	£456,868.84	£93,807.16

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
2. P&R - Civic Centre				
Income				
205	Capital Grants	£0.00	£0.00	£0.00
250	Room Hire	£74,871.00	-£10,501.94	-£85,372.94
251	Catering for Hirers (VAT)	£100.00	£32.65	-£67.35
257	Licensed Bar	£17,000.00	£1,416.67	-£15,583.33
298	Old - Do Not Use			
298/1	DO NOT USE	£0.00	£0.00	£0.00
298	Total	£0.00	£0.00	£0.00
299	Miscellaneous	£0.00	£14.55	£14.55
Total Income		£91,971.00	-£9,038.07	-£101,009.07
Expenditure				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£6,500.00	£722.50	£5,777.50
2050/2	General Refurbishment	£1,500.00	£0.00	£1,500.00
2050	Total	£8,000.00	£722.50	£7,277.50
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
2090	Covid-19 Recovery	£0.00	£2,364.85	-£2,364.85
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£128.17	£371.83
2320	Printing & Copying	£600.00	£0.00	£600.00
2330	Cleaning Materials	£1,600.00	£1,398.27	£201.73
2400	Telephones	£1,000.00	£1,301.40	-£301.40
2430	Utility Bills	£19,500.00	£8,562.06	£10,937.94
2440	Waste Services	£8,000.00	£4,992.95	£3,007.05
2450	Laundry Services	£500.00	£0.00	£500.00
2460	Rates	£21,000.00	£19,585.75	£1,414.25
2490	Christmas Lights & Decorations	£0.00	£0.00	£0.00
2500	Refundable Deposits	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£3.93	-£3.93
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£495.00	£805.00
2580	Card Card and Transit fees	£1,700.00	£941.43	£758.57
2600	Building Repairs & Maintenance	£15,000.00	£5,676.53	£9,323.47
2610	Equipment Repairs & Maintenance			
2610/1	General	£1,600.00	£2,387.00	-£787.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
2610/2	Fire Extinguisher Service	£400.00	£238.42	£161.58
2610/3	Alarm Maintenance	£1,000.00	£964.28	£35.72
2610	Total	£3,000.00	£3,589.70	-£589.70
2990	Miscellaneous	£150.00	£201.60	-£51.60
Total Expenditure		£117,844.00	£85,958.58	£31,885.42

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	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	£13,682.35	-£3,590.68	-£17,273.03
350/2	Pre-School Contract	£26,815.65	£17,828.77	-£8,986.88
350/3	NHS Facility	£0.00	£0.00	£0.00
350	Total	£40,498.00	£14,238.09	-£26,259.91
351	Catering for Hirers (VAT)	£40.00	£0.00	-£40.00
399	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£40,538.00	£14,238.09	-£26,299.91
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
3090	Covid-19 Recovery	£0.00	£537.31	-£537.31
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£110.00	£190.00
3330	Cleaning Materials	£1,000.00	£213.47	£786.53
3400	Telephones	£1,000.00	£953.00	£47.00
3430	Utility Bills	£9,500.00	£8,915.01	£584.99
3440	Waste Services	£2,500.00	£1,270.23	£1,229.77
3450	Laundry Services	£250.00	£0.00	£250.00
3460	Rates	£7,500.00	£7,110.75	£389.25
3490	Christmas Lights & Decorations	£0.00	£0.00	£0.00
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	£0.00	£400.00
3580	Credit Card and Transit Fees	£800.00	£63.04	£736.96
3600	Building Repairs & Maintenance	£3,000.00	£1,166.12	£1,833.88
3610	Equipment Repairs & Maintenance			
3610/1	General	£1,150.00	£752.74	£397.26
3610/2	Fire Extinguisher Service	£350.00	£26.20	£323.80
3610/3	Alarm Maintenance	£3,000.00	£1,059.59	£1,940.41
3610	Total	£4,500.00	£1,838.53	£2,661.47
3990	Miscellaneous	£150.00	£97.94	£52.06
Total Expenditure		£31,900.00	£22,275.40	£9,624.60

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
5. P&R - Parks & Open Spaces				
Income				
505	Capital Grants	£117,213.00	£56,900.00	£-60,313.00
508	Loans	£500,000.00	£936,608.05	£436,608.05
511	Thorpe Astley Commuted Sums (transfer from)	£17,000.00	£23,760.00	£6,760.00
527	Agency Fees	£150.00	£0.00	£-150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£2,500.00	£700.00	£-1,800.00
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£0.00
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	£2,500.00	£700.00	£-1,800.00
599	Miscellaneous	£100.00	£-100.00	£-200.00
Total Income		£636,963.00	£1,017,868.05	£380,905.05
Expenditure				
5050	Capital Projects			
5050/1	General	£1,700.00	£3,591.86	£-1,891.86
5050/2	Shakespeare Park Improvement Project	£617,224.00	£422,608.23	£194,615.77
5050	Total	£618,924.00	£426,200.09	£192,723.91
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 (235384 & New)	£23,491.00	£5,989.07	£17,501.93
5080	Total	£44,044.00	£26,542.17	£17,501.83
5090	Covid-19 Recovery	£0.00	£363.45	£-363.45
5170	Legal Fees	£1,000.00	£0.00	£1,000.00
5290	Clothing	£500.00	£238.08	£261.92
5330	Cleaning Materials	£500.00	£162.97	£337.03
5400	Telephones	£410.00	£0.00	£410.00
5430	Utility Bills	£2,000.00	£2,695.49	£-695.49
5440	Waste Services	£2,000.00	£1,156.40	£843.60
5450	Laundry Services	£500.00	£0.00	£500.00
5550	Sports Pitches & Facilities	£1,000.00	£6,954.00	£-5,954.00
5600	Building Repairs & Maintenance			
5600/1	Mosssdale Meadows	£4,800.00	£1,754.21	£3,045.79
5600/2	Shakespeare Park	£0.00	£793.93	£-793.93
5600	Total	£4,800.00	£2,548.14	£2,251.86
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£7,360.27	£639.73
5610/2	Playgrounds	£6,000.00	£1,085.78	£4,914.22
5610	Total	£14,000.00	£8,446.05	£5,553.95

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
5620	Site Maintenance			
5620/1	General	£0.00	£0.00	£0.00
5620/2	Trees	£0.00	£60.00	-£60.00
5620	Total	£0.00	£60.00	-£60.00
5630	Equipment Purchase	£2,000.00	£1,733.53	£266.47
5650	Vehicle Costs	£10,000.00	£9,111.19	£888.81
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£3,800.00	£2,384.14	£1,415.86
5990	Miscellaneous	£100.00	£3,172.38	-£3,072.38
Total Expenditure		£706,078.00	£491,768.08	£214,309.92

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
6. P&R - Library & Customer Services				
Income				
609	Covid-19 Library Grant	£0.00	£1,770.00	£1,770.00
625	Service Charges	£1,052.00	£57.00	-£995.00
626	Service Level Agreements			
626/1	Grant - Leicestershire County Council	£7,050.00	£3,542.00	-£3,508.00
626/2	Blaby District Council	£0.00	£0.00	£0.00
626	Total	£7,050.00	£3,542.00	-£3,508.00
690	Consumer Products (Sales)			
690/1	Stamps	£0.00	£35.23	£35.23
690	Total	£0.00	£35.23	£35.23
698	Fines	£1,500.00	£38.24	-£1,461.76
699	Miscellaneous	£50.00	£182.42	£132.42
Total Income		£9,652.00	£5,624.89	-£4,027.11
Expenditure				
6050	Capital Projects	£0.00	£0.00	£0.00
6080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£4,091.50	£338.50
6090	Covid-19 Recovery	£0.00	£614.17	-£614.17
6260	Service Level Agreements			
6260/1	Library & Service Shop	£0.00	£0.00	£0.00
6260/2	Citizens Advice Bureau	£3,000.00	£3,000.00	£0.00
6260	Total	£3,000.00	£3,000.00	£0.00
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	£3,002.35	-£102.35
6700	Programme of Events	£700.00	£0.00	£700.00
6900	Consumer Products (Purchase for resale)			
6900/1	Stamps	£0.00	£0.00	£0.00
6900	Total	£0.00	£0.00	£0.00
6990	Miscellaneous	£800.00	-£26.95	£826.95
Total Expenditure		£13,180.00	£10,681.07	£2,498.93

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
7. Community Development				
Income				
709	Covid-19 Community Response	£0.00	£500.00	£500.00
770	Programme of Events	£0.00	-£366.68	-£366.68
771	Summer Fete			
771/1	Current Year	£0.00	-£543.35	-£543.35
771/2	Next Year	£0.00	£0.00	£0.00
771	Total	£0.00	-£543.35	-£543.35
775	Civic Functions	£0.00	-£300.00	-£300.00
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£0.00
777	Town Mayor's Charity - after May	£0.00	£100.00	£100.00
790	Consumer Products (Sales)			
790/1	History Publications	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	-£50.00
790	Total	£100.00	£0.00	-£100.00
799	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£100.00	-£610.03	-£710.03
Expenditure				
7040	Town Mayor's Allowance			
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£375.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£59.00	£316.00
7040	Total	£750.00	£59.00	£691.00
7090	Covid-19 Community Response	£0.00	£230.00	-£230.00
7340	Signs	£500.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£396.67	£3,603.33
7710	Summer Fete			
7710/1	Current Year	£2,000.00	£0.00	£2,000.00
7710/2	Next Year	£300.00	£0.00	£300.00
7710	Total	£2,300.00	£0.00	£2,300.00
7750	Civic Functions	£1,850.00	£34.00	£1,816.00
7760	Town Mayor's Charity - Pre May	£0.00	£3,794.95	-£3,794.95
7770	Town Mayor's Charity - after May	£0.00	£0.00	£0.00
7850	Community Grants	£5,000.00	£1,208.00	£3,792.00
7870	Grants for 75th Anniversary of VE Day	£1,000.00	£0.00	£1,000.00
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£100.00
7950	Community Safety	£500.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£0.00	£100.00
Total Expenditure		£16,100.00	£5,722.62	£10,377.38

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

2020/2021

Actual Net

Balance

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	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	£267.50	-£1,432.50
890/3	Waste & Garden Bags	£560.00	£14.56	-£545.44
890	Total	£2,260.00	£282.06	-£1,977.94
Total Income		£2,260.00	£282.06	-£1,977.94
Expenditure				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£5,300.00	£3,430.89	£1,869.11
8460	Furniture	£5,000.00	£0.00	£5,000.00
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£0.00	£1,600.00
8900/2	Waste & Garden Bags	£420.00	£0.00	£420.00
8900	Total	£2,020.00	£0.00	£2,020.00
Total Expenditure		£12,570.00	£3,430.89	£9,139.11

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Actual Net	Balance
Total Income	£1,429,348.00	£1,708,440.88	
Total Expenditure	£1,448,348.00	£1,076,705.48	
Total Net Balance	-£19,000.00	£631,735.40	

Paid Expenditure Transactions

between 01/01/21 and 16/02/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
110792	12/01/21	15605		£150.00	£0.00	£150.00	7. CD	Ratby Co-Operative Youth Ba	Community Grant 7850
110793	12/01/21	15606		£500.00	£0.00	£500.00	7. CD	Leicester City Perm Allotment	Community Grant 7850
		15598/1		£218.35	£36.39	£181.96	2. CC	Chubb Fire & Security	FIRE ALARM FAULT 2610/1
		15598/2		-£54.58	-£9.10	-£45.48	2. CC	Chubb Fire & Security	FIRE ALARM FAULT DISCOUNT 2610/1
BACS200729C HUBB2550	14/01/21	15598		£163.77	£27.29	£136.48		Chubb Fire & Security	2610/1
		15599/1		£436.67	£72.78	£363.89	2. CC	Chubb Fire & Security	FIRE ALARM FAULT 2610/1
		15599/2		-£47.66	-£7.94	-£39.72	2. CC	Chubb Fire & Security	FIRE ALARM FAULT DISCOUNT 2610/1
BACS200729C HUBB3374	14/01/21	15599		£389.01	£64.84	£324.17		Chubb Fire & Security	2610/1
BACS201001X EROX0235	14/01/21	15697		£190.25	£31.71	£158.54	1. CM	Xerox	WC7855I COPY/PRINT/SCAN 1410
BACS201107 WATERFIELD	27/01/21	15736		£240.00	£40.00	£200.00	5. OS	WATERFIELD SOLUTION	Drain down the irrigattion tank, disconnect irrigati 5600/2
BACS201109S AGE5536	04/01/21	15528		£93.06	£15.51	£77.55	1. CM	Sage (UK) Ltd	1350
BACS201128T GPELECLIB	04/01/21	15640		£219.49	£10.45	£209.04	6.CS	Total Gas & Power	LIBRARY = ELEC = 3006430086 6430
BACS201130T GPGASLCON	07/01/21	15753		-£68,901.02	-£11,483.50	-£57,417.52	6.CS	Total Gas & Power	Contra 15672, LIBRARY = GAS - 3006514380 C 6430
BACS201130T GPGASLIB	04/01/21	15639		£41.14	£1.96	£39.18	6.CS	Total Gas & Power	LIBRARY = GAS - 3006514380 6430
BACS201201L CCWASTE28	04/01/21	15637		£442.69	£73.78	£368.91	5. OS	Leicester County Council - Wa	10 X TRADE WASTE 5440
BACS201205 METCALF	04/01/21	15635		£480.00	£80.00	£400.00	5. OS	Sam Metcalf Trees & Landsca	Remove large willow tree that has split adjacent t 5990
		15638/1		£0.00	£0.00	£0.00	1. CM	LRALC	Charitable Trusts - Monday 18th & Thursday 21st 1230
		15638/2		£40.00	£0.00	£40.00	1. CM	LRALC	Finance for Councillors - 15th December 2020 1230
BACS201215L RALC	04/01/21	15638	3344	£40.00	£0.00	£40.00		LRALC	Training for Cllr Christiane Startin Lorent 1230
		15751/1		£0.00	£0.00	£0.00	1. CM	LRALC	Charitable Trusts - Monday 18th & Thursday 21st 1230
		15751/2		£40.00	£0.00	£40.00	1. CM	LRALC	Finance for Councillors - 15th December 2020 1230
BACS201215L RALC	11/01/21	15751		£40.00	£0.00	£40.00		LRALC	Training for Cllr Christiane Startin Lorent 1230
		15752/1		£0.00	£0.00	£0.00	1. CM	LRALC	Charitable Trusts - Monday 18th & Thursday 21st 1230

Paid Expenditure Transactions

between 01/01/21 and 16/02/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		15752/2		-£40.00	£0.00	-£40.00	1. CM	LRALC	Finance for Councillors - 15th December 2020	1230
BACS201215L RALCCONTR	07/01/21	15752		-£40.00	£0.00	-£40.00		LRALC	Contra 15751, Training for Cllr Christiane Startin Lorent	1230
BACS201215S UNNINGDAL	12/01/21	15683		£42.00	£7.00	£35.00	5. OS	Sunningdale Landscape Suppl	2 rolls garden fleece	5990
BACS201216P RINCIPCC	04/01/21	15633		£893.41	£148.90	£744.51	2. CC	Principal Hygiene Systems Ltd	Period 01.01.2021 - 31.03.2021	2440
BACS201216P RINCITA	04/01/21	15632		£508.09	£84.68	£423.41	3. TA	Principal Hygiene Systems Ltd	Period 01.01.2021 - 31.03.2021	3440
BACS201220 METCLAF	12/01/21	15679		£72.00	£12.00	£60.00	5. OS	Sam Metcalf Trees & Landsca	Chipping undertaken at Civic Centre car park	5620/2
BACS201223H MRC	07/01/21	15610		£6,418.37	£0.00	£6,418.37	1. CM	H M Revenue & Customs	Tax & NI Dec 20	1010
BACS201223H MRC2	07/01/21	15611		£688.20	£0.00	£688.20	1. CM	H M Revenue & Customs	Tax & NI Dec 20 A Bailey & K Rainer	1010
BACS201224S SEMM004	04/01/21	15688		£572.19	£95.36	£476.83	5. OS	SSE SOUTHERN ELECTRIC	Mossdale Meadows	5430
BACS201231 GRAHA15	12/01/21	15684		£654.00	£109.00	£545.00	5. OS	Graham Clarkson Associates	SPORTS PAVILLION	5050/2
BACS201231 METCAL2089	12/01/21	15680		£1,560.00	£260.00	£1,300.00	5. OS	Sam Metcalf Trees & Landsca	Phase 1 and 3 of tree work on Meridian Way, Th	5990
BACS210101B DCRATESCC	12/01/21	14967		£1,959.00	£0.00	£1,959.00	2. CC	Blaby District Council	NON DOMESTIC RATES DEMAND NOTICE	2460
BACS210101L CCWASTE	27/01/21	15727		£28.50	£4.75	£23.75	5. OS	Leicester County Council - Wa	1 X WASTE	5440
BACS210104C OOPCHARGE	04/01/21	15690		£10.50	£0.00	£10.50	1. CM	Co operative Bank	LACK OF FUNDS CHARGE	1990
BACS210105N UNEATONAC	14/01/21	15695		£294.00	£49.00	£245.00	2. CC	Nuneaton Access & Security	Check & Maintain all Windows for Health & Safet	2600
		15725/1		£50.00	£0.00	£50.00	1. CM	LRALC	Charitable Trusts - Monday 18th & Thursday 21st	1230
BACS21010LR ALC	27/01/21	15725		£50.00	£0.00	£50.00		LRALC	Training for Cllr Christiane Startin Lorent	1230
		15696/1		£1,510.39	£251.73	£1,258.66	5. OS	Barton Petroleum	DERV EN590	5670
		15696/2		£469.98	£22.38	£447.60	5. OS	Barton Petroleum	DERV EN590	5670
BACS210112B ARTON	14/01/21	15696	3314	£1,980.37	£274.11	£1,706.26		Barton Petroleum	800lts red diesel 1200lts road fuel	5670
BACS210112C HIILLITA	14/01/21	15699		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	TA window clean	3600

Paid Expenditure Transactions

between 01/01/21 and 16/02/21

Start of year 01/04/20

Cheque	Paid date	Tn no Order	Gross	Vat	Net Cttee	Details	Heading
BACS210115C HILLICC	14/01/21	15698	£61.11	£0.00	£61.11	2. CC Chilliclean Window Cleaning	CC window clean 2600
BACS210115E DGE	27/01/21	15730	£1,988.40	£331.40	£1,657.00	1. CM Edge IT Systems Ltd	ADVANTAGE ONLINE 5 YR CONTRACT 1350
BACS210115N UNEATON	27/01/21	15729	£258.00	£43.00	£215.00	2. CC Nuneaton Access & Security	Remove existing battery on automatic door and r 2600
BACS210121L RALC	27/01/21	15724	£440.00	£0.00	£440.00	1. CM LRALC	lternal Audit -2020-2021 1160
BACS210122A S	22/01/21	15709	£1,960.79	£0.00	£1,960.79	1. CM Wages	Salary Jan 21 1010
BACS210122B R	22/01/21	15717	£558.71	£0.00	£558.71	1. CM Wages -	Salary Jan 21 1010
BACS210122B U	22/01/21	15722	£1,291.89	£0.00	£1,291.89	1. CM Wages -	Salary Jan 21 1010
BACS210122C U	22/01/21	15714	£1,385.06	£0.00	£1,385.06	1. CM Wages	Salary Jan 21 1010
BACS210122F U	22/01/21	15723	£144.29	£0.00	£144.29	1. CM Wages -	Salary Jan 21 1010
BACS210122H A	22/01/21	15711	£989.39	£0.00	£989.39	1. CM Wages	Salary Jan 21 1010
BACS210122H E	22/01/21	15718	£344.85	£0.00	£344.85	1. CM Wages -	Salary Jan 21 1010
BACS210122H MRC	08/02/21	15705	£5,622.70	£0.00	£5,622.70	1. CM H M Revenue & Customs	Tax & NI Jan 21 1010
BACS210122J E	22/01/21	15712	£1,740.51	£0.00	£1,740.51	1. CM Wages -	Salary Jan 21 1010
BACS210122J O	22/01/21	15719	£563.32	£0.00	£563.32	1. CM Wages	Salary Jan 21 1010
BACS210122K	22/01/21	15708	£1,719.31	£0.00	£1,719.31	1. CM Wages -	Salary Jan 21 1010
BACS210122L CC	25/01/21	15706	£6,322.42	£0.00	£6,322.42	1. CM Leicestershire County Council	PensionsJan 21 1020
BACS210122L CCUNDER	26/01/21	15734	£56.23	£0.00	£56.23	1. CM Leicestershire County Council	Pensions underpayment 1020
BACS210122L E	22/01/21	15716	£506.65	£0.00	£506.65	1. CM Wages	Salary Jan 21 1010
BACS210122L EUND	25/01/21	15733	£196.13	£0.00	£196.13	1. CM Wages	Salary Jan 21 UNDERPAYMENT 1010

Paid Expenditure Transactions

between 01/01/21 and 16/02/21

Start of year 01/04/20

Cheque	Paid date	Tn no Order	Gross	Vat	Net	Cttee	Details	Heading
BACS210122L Y	22/01/21	15720	£267.78	£0.00	£267.78	1. CM	Wages	Salary Jan 21 1010
BACS210122 M	22/01/21	15710	£1,084.76	£0.00	£1,084.76	1. CM	Wages -	Salary Jan 21 1010
BACS210122P R	22/01/21	15721	£372.91	£0.00	£372.91	1. CM	Wages	Salary Jan 21 1010
BACS210122S I	22/01/21	15715	£1,365.49	£0.00	£1,365.49	1. CM	Wages	Salary Jan 21 1010
BACS210122S N	22/01/21	15707	£2,126.25	£0.00	£2,126.25	1. CM	Wages	Salary Jan 21 1010
BACS210122T I	22/01/21	15713	£2,812.69	£0.00	£2,812.69	1. CM	Wages	Salary Jan 21 1010
BACS210122U NISON	22/01/21	15704	£30.00	£0.00	£30.00	1. CM	Unison	Union fees 1010
BACS210127T GPGASTARE	27/01/21	15791	£28,673.20	£4,778.87	£23,894.33	3. TA	Total Gas & Power	TA = GAS = 3004533136 refund/claim back 3430
BCARD200401 AMAZONPRI	18/01/21	15766	£7.99	£0.00	£7.99	1. CM	Amazon UK	AMAZON PRIME 1350
BCARD201130 BYPH13081	04/02/21	15747	£202.80	£33.79	£169.01	1. CM	Byphone Voxbit	Contra 15652, phone package - No longer taking 1400
BCARD210101 BYPH9195	18/01/21	15769	£202.80	£33.80	£169.00	1. CM	Byphone Voxbit	phone package 1400
BCARD210114 AMAZON9	14/01/21	15765	£9.89	£1.65	£8.24	3. TA	Amazon UK	3610/1
CARD210101A MAZON	12/01/21	15763	£20.00	£3.33	£16.67	5. OS	Amazon UK	2 x tubs of Grip Filth wipes for parks 5330
CARD210101A MAZON0	12/01/21	15759	£29.95	£4.99	£24.96	3. TA	Amazon UK	anti slip paint for Thorpe astley car park 3610/1
CARD210101A MAZON1	12/01/21	15760	£61.98	£0.00	£61.98	2. CC	Amazon UK	1 fairy lights 2990
CARD210101A MAZON2	12/01/21	15761	£42.67	£7.11	£35.56	2. CC	Amazon UK	1 fairy lights 2990
CARD210101A MAZON4	12/01/21	15764	£130.19	£21.71	£108.48	5. OS	Amazon UK	1 battery leaf blower 5630
CARD210101A MAZON7	12/01/21	15767	£6.99	£1.17	£5.82	5. OS	Amazon UK	Screen wash 5630
CARD210101A MAZON8	12/01/21	15768	£75.98	£12.68	£63.30	2. CC	Amazon UK	1 fairy lights 2990

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Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
CARD210101B ROXAP	12/01/21	15758		£229.20	£38.20	£191.00	5. OS	Broxap Ltd	Replacement dog bin for Mossdale Meadows 5630
CARD210112A MAZON3	12/01/21	15762		£117.53	£19.59	£97.94	3. TA	Amazon UK	4 fairy lights 3990
DD200701BD CRATESTA	04/01/21	14971		£1,778.00	£0.00	£1,778.00	3. TA	Blaby District Council	NON DOMESTIC RATES DEMAND NOTICE 3460
DD201127BRI TISHGAS	12/01/21	15685		£115.19	£5.48	£109.71	6.CS	British Gas	Electric 603452644 6430
DD201201INT Y3381	08/01/21	15682		£71.04	£11.84	£59.20	1. CM	Inty	CA-1234 - 2901 1420
DD201218WA TERTA9791	04/01/21	15754		£1,453.92	£0.00	£1,453.92	2. CC	Water Plus/STW	WATERPLUS - CIVIC COMMUNITY CENTRE 2430
DD201223LEX 98044	07/01/21	15728		£367.52	£61.25	£306.27	5. OS	Lex Autolease Limited	5650
		15678/1		£25.20	£4.20	£21.00	3. TA	Global Payments	Net charge 3580
DD201231GL OBALPAYTA	14/01/21	15678		£25.20	£4.20	£21.00		Global Payments	CARD PROCESSING PAYMENTS .01.12.2020-31.12.2020 3580
		15677/1		£29.40	£4.90	£24.50	2. CC	Global Payments	VAT 2580
		15677/2		£40.13	£0.00	£40.13	2. CC	Global Payments	EXEMPT 2580
DD201231GL OBPAYCC118	14/01/21	15677		£69.53	£4.90	£64.63		Global Payments	CARD PROCESSING PAYMENTS 01.12.2020- 31.12.2020 2580
DD210101SA GE11154818	18/01/21	15681		£52.20	£8.70	£43.50	1. CM	Sage (UK) Ltd	1350
DD210103OP US7151	18/01/21	15676		£53.35	£2.54	£50.81	5. OS	Opus Energy	BTC AVON ROAD - ELECTRICITY 03.12.2020-05430
DD210104BRI TISHGASGA	21/01/21	15726		£111.70	£5.31	£106.39	6.CS	British Gas	Gas 603452645 6430
DD210104BRI TISHGASGA	10/02/21	15741		£86.48	£4.11	£82.37	6.CS	British Gas	Gas 603452645 6430
DD210104NP OWER8074	25/01/21	15689		£777.10	£129.52	£647.58	2. CC	NPOWER	CIVIC CENTRE GAS - 02.12.2020-01.01.21 2430
DD210105WA TERMM0944	19/01/21	15755		£152.81	£0.00	£152.81	5. OS	Water Plus/STW	WATER PLUS - MOSSDALE MEADOWS 5430
DD210107ENT RA0014	14/01/21	15694		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 2400
DD210107ENT RA3699	08/02/21	15750		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 2400

Paid Expenditure Transactions

between 01/01/21 and 16/02/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD210107ENT RA7968	14/01/21	15692		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP	2400
DD210109TGP GASTA	26/01/21	15738		£28,763.20	£4,793.87	£23,969.33	3. TA	Total Gas & Power	TA = GAS = 3004533136	3430
DD210112ENT RA5457	12/01/21	15675		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.01.2021-04.02.2021	3400
		15756/1		-£2,666.98	-£444.49	-£2,222.49	2. CC	SSE SOUTHERN ELECTRIC	Civic Centre	2430
		15756/2		£1,721.18	£286.86	£1,434.32	2. CC	SSE SOUTHERN ELECTRIC	Civic Centre	2430
		15756/3		£1,514.66	£252.44	£1,262.22	2. CC	SSE SOUTHERN ELECTRIC	Civic Centre	2430
DD210112SSE ELCCC0678	15/01/21	15756		£568.86	£94.81	£474.05		SSE SOUTHERN ELECTRIC	Civic Centre	2430
DD210115ENT RANET1733	22/01/21	15732		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	ADSL192354 - LE3 2PP	1400
DD210118ENT A2123	25/01/21	15731		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 - LE3 2PP	2400
		15781/1		£25.20	£4.20	£21.00	3. TA	Global Payments	Net charge	3580
DD210131GL OBALPAYTA	14/02/21	15781		£25.20	£4.20	£21.00		Global Payments	CARD PROCESSING PAYMENTS	3580
		15782/1		£29.40	£4.90	£24.50	2. CC	Global Payments	VAT	2580
		15782/2		£40.04	£0.00	£40.04	2. CC	Global Payments	EXEMPT	2580
DD210131GL OBPAYCC19	14/02/21	15782		£69.44	£4.90	£64.54		Global Payments	CARD PROCESSING PAYMENTS	2580
DD210201INT Y2193	08/02/21	15749		£71.04	£11.84	£59.20	1. CM	Inty	CA-1234 - 2901	1420
DD210213ENT RA7383	13/02/21	15784		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU	3400
DD2107ENTR A8511	07/01/21	15693		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 LE3 2PP	2400
SO210122PE RSONLJAN	22/01/21	15757		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONAL ADVICE SERVICES	1350
Total				-£8,865.92	-£9,171.23	£305.31				