

BRAUNSTONE TOWN COUNCIL

OFFICER DECISION TAKEN UNDER DELEGATED POWERS

Use of Library for Family Learning Activity

23rd November 2023

Background to the Decision

Louise Allen, Leicestershire Adult Learning Service, had completed an application form for Activities in Braunstone Town Community Library, to request use of the library to host a half-day Christmas Craft session for families with children aged 4 – 11 years old. The event is due to take place on Monday 11th December 2023 3.30pm to 5.00pm.

A copy of the application is attached as Appendix 1.

Authority for Decision

Community Development Committee on 5th October 2023 approved a scheme (attached at Appendix 2) and application process for applications from organisations who wish to run community events in the Braunstone Town Community Library (minute 42).

Under the Town Council's Scheme of Delegation, specific delegation 4 (b) enables the Chief Executive & Town Clerk to "determine applications received in consultation with the Officer Management Team and Chair of Community Development Committee (including, where possible, the Library Consultation Group)".

Consultation has been undertaken with the Management Team on 21st November 2023 and with the Chair of Community Development Committee on 23rd November 2023. Both were happy that the application met the scheme criteria and should be approved.

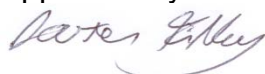
Alternative Options Considered and Rejected

No alternative options were considered.

Decision

That the application received from Louise Allen, Leicestershire Adult Learning Service, for an afternoon Family Christmas activity session, as attached at Appendix 1, be approved.

Approved By:



Darren Tilley

Date: 23rd November 2023

Reason for Decision

This is a community event for families with children to provide a free Christmas activity session in the community Library.

List of Background Documents

Email Correspondence with Chair of Community Development Committee, 23rd November 2023.

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.



BRAUNSTONE TOWN COUNCIL
Serving the communities of Braunstone Town and Thorpe Astley

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APPLICATION FORM FOR ACTIVITIES IN BRAUNSTONE TOWN COMMUNITY LIBRARY

Group/Organisation Name Family Learning (Leicestershire Adult Learning Service)

What type of organisation is running the activity or project? (Please tick one option below)

- | | | | |
|-----------------------------|--------------------------|----------------------------|-------------------------------------|
| Commercial | <input type="checkbox"/> | Education - Leicestershire | <input checked="" type="checkbox"/> |
| Constituted Community Group | <input type="checkbox"/> | County Council. | |
| Social Enterprise | <input type="checkbox"/> | | |
| Individual | <input type="checkbox"/> | | |

Project or Activity proposed?

(Please see guidance list for eligible projects)

Christmas Crafts session for families with children aged approx 4-11 years.

Aims of the project?

To promote the library and encourage library membership.
To encourage parents/carers to support their child's learning.

How does your project relate to the Town Council's Strategic Aims and Objectives?

(Please see Strategic Aims and Objectives enclosed)

Objective 3. Support and Connect the Local Community.
The event will promote the library, reading for children and adults and parental involvement in their child's learning.

Who is the project for?

Local parents / grandparents / carers and children aged approximately 4-11 years. Older & younger siblings welcome.

Is there a charge to users attending the activity or project?

YES NO

Is the activity or project open to all residents to join?

YES NO Families as described.

Is the activity or project by invitation or referral only?

YES NO

If yes, are referrals open to anyone or restricted to Braunstone Town residents?

What date/s and time/s will the proposed activity or project be held on?

Monday 11th December 3.30 - 5 pm.

Contact details of person applying

Name Louise Allen
Organisation Leicestershire Adult Learning Service
Address Roundhill Adult Learning Centre, 997 Melton Road,
Thurmaston, Leicester, LE4 8GQ.
Telephone 07535 690027
Email Louise.allen@leics.gov.uk.

Please ensure that the application form is fully completed in order for the application to be considered.

All event applications will be determined by the Chief Executive & Town Clerk in consultation with the Management Committee, and Chair of Community Development Committee (including Library Consultation Group).

For further information or advice on your application please contact Pauline Snow 0116 2899270 or pauline.snow@braunstonetowncouncil.org.uk

BRAUNSTONE TOWN COMMUNITY LIBRARY

CRITERIA AND GUIDELINES

The Town Council will organise activities to be delivered by our volunteers or agreed third parties.

In order to provide a guideline when considering new activities and events to be held in the library, the Town Council has agreed the following criteria.

Eligible Activities and Events To Be Held In The Library

- *Social Inclusion, Learning and Engagement*
- *Community Events and Activities*
- *Learning Events and Initiatives*
- *Exhibitions*
- *Promoting Reading and Learning*
- *Book Reading / Storytelling*
- *Fundraising*
- *Outreach Book Service*
- *Unique activities with no or limited alternative provision*
- *Outreach activities to provide community support and advice*

Criteria To Be Applied To Activities

- *Priorities determined by the Town Council*
- *No charge for the activities or contract/membership required*
- *Activity must be open to all to access but may be limited to referrals by relevant organisations*
- *Third parties organising activities will need to report to the Council on activities undertaken*
- *No more than 50% of opening times of the library should be taken up with additional activities and new activities should not adversely impact on peak library use at school leaving time and early evening;*

Excluded Activities and Organisations

- *The library is not available for booking and hiring by other organisations*
- *Social groups or social activities not eligible*
- *Activities / Initiatives already available to access in the community*
- *Private and commercial use or where charges are made to users of the service provided*

In order to assess proposed new activities and initiatives in the library, third party organisations will be required to complete an application form setting out the proposals and details of the activities for consideration against the above criteria.

All events to be determined by Chief Executive & Town Clerk in consultation with the Officer Management Team and Chair of Community Development Committee (including, where possible, the Library Consultation Group)