BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk
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20th January 2016

Dear Councillor,

You are summoned to attend a meeting of the **BRAUNSTONE TOWN COUNCIL** in the Council Chamber, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on **Thursday 28th January 2016** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & Town Clerk

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

A G E N D A

1. Apologies
To receive apologies for absence.

2. Disclosures of Interest
To receive disclosures of Interest in respect of items on this agenda:
a) Disclosable Pecuniary Interests,
b) Other Interests (Non-Pecuniary).

3. Minutes
To confirm the accuracy of the Minutes of the meeting of Braunstone Town Council held 5th November 2015 to be signed by the Chairperson (**Enclosed**).

4. Capital Plan 2016/17
To consider priorities and projects for the 2016/2017 Capital Plan (**Enclosed**).

5. Budget and Precept for 2016/2017 and future estimates
To consider the budget and precept for 2016/2017 and to set out proposed estimates for future years (**Enclosed**).

6. Announcements
To receive announcements/reports (if any):
a) Town Mayor,
b) Leader of the Council,

c) Executive Officer and Town Clerk.

7. Public Session

Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

8. Questions from Councillors

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

9. Reports of Standing Committees

To receive reports and minutes of Standing Committees (**Enclosed**):

a)	Policy & Resources Committee	05/11/2015	p5895
b)	Plans & Environment Committee	19/11/2015	p5897
c)	Community Development Committee	19/11/2015	p5901
d)	Plans & Environment Committee	17/12/2015	p5905
e)	Policy & Resources Committee	14/01/2016	p5917

10. Motions on Notice

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

11. Sealing of Documents

To authorise the sealing of documents (if any).

12. Outside Body Reports

To receive reports from members of Outside Bodies:

a) County Councillors,
b) District Councillors,
c) Leicestershire and Rutland Association of Local Councils,
d) Braunstone West Social Centre,
e) Braunstone Town Community Minibus,
f) Lubbesthorpe Strategic Consultative Board,
g) School Governors.

13. Approval of Accounts

To consider payments from 28th October until 19th January 2016 (**Enclosed**).

LOCAL COUNCIL AWARD SCHEME FOUNDATION

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE MEETING
HELD AT BRAUNSTONE CIVIC CENTRE

5TH NOVEMBER 2015 at 8.00PM

PRESENT: Councillor Sharon Betts (Town Mayor), Councillor Berneta Layne (Deputy Town Mayor) and Councillors Muhammad Aslam, Shabbir Aslam, Ajmer Basra, Roger Berrington, Nick Brown, David Di Palma, Amanda Hack, Dinesh Joshi, Paul Kennedy, Sam Maxwell, Phil Moitt, Gary Sanders, Robert Waterton and Bill Wright.

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

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

COUNCILLOR SHARON BETTS, TOWN MAYOR, IN THE CHAIR

5368 Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Alex Dewinter, Sam Fox-Kennedy, Stuart Maxwell and Chetan Parmar.

5369 Disclosures of Interest

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

5370 Minutes

The Minutes of the meeting held on 10th September 2015 were circulated (item 3 on the agenda).

An amendment was moved by Councillor Robert Waterton and seconded by Councillor Nick Brown that under minute 5361 – "Reports of Standing Committees: Plans & Environment Committee – 13th August 2015", section "Page 5380, Minute 35 – Planning Applications dealt with under Delegated Authority", the words "relating to Lubbesthorpe" be removed from the paragraph and a typo "an" be corrected to "and" on the last line of the paragraph.

Upon being put to the vote, the amendment was carried and it was proposed by Councillor Sharon Betts and seconded by Councillor Berneta Layne and was:

RESOLVED that the Minutes of the meeting held on 10th September 2015 be approved and signed by the Chairperson as a correct record, subject to the following amendment: that under minute 5361 – "Reports of Standing Committees: Plans & Environment Committee – 13th August 2015", section

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"Page 5380, Minute 35 – Planning Applications dealt with under Delegated Authority", the words "relating to Lubbesthorpe" be removed from the paragraph and a typo "an" be corrected to "and" on the last line of the paragraph.

5371 Medium to Long Term Priorities and Financial Planning

The Council received a report setting out the context for the Council's medium to long term priorities and financial planning (item 4 on the agenda).

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

RESOLVED

1. that the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations;
4. that the Executive Officer and Town Clerk produce proposals to deliver more efficient services and operations; and
5. that the Medium to Long Term Priorities and Financial Planning be revised at least on an annual basis.

Reasons for Decision

1. *To provide a foundation for preparing budget estimates for 2016/2017 and beyond.*
2. *To ensure the Council focusses its activity and spending given the future financial uncertainties.*
3. *To ensure the highest possible standards within the resources available in the future.*
4. *To meet the identified savings equivalent to the projected reduction in Council Tax Support Grant for 2016/2017 and beyond and to enable continuous improvement.*
5. *In order that changed circumstances and revised predictions be incorporated into the Council's Medium to Long Term planning process to inform the Council's priorities and decisions.*

5372 Local Council Award Scheme

The Council considered whether it was eligible to apply for reaccreditation of the Local Council Award Scheme Foundation Award level (item 5 on the agenda).

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

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RESOLVED

1. that Braunstone Town Council publishes online the Foundation Level Award criteria 1 to 15 (as set out in Appendix 1 of the report); and
2. that Braunstone Town Council has in place the Foundation Level Award criteria 16 to 22 (as set out in Appendix 1).

Reason for Decision

To ensure that the Town Council retains the level of award that it currently holds and was comparable to the award under the previous Quality Council Scheme and to recognise the important role the Council currently has and aspires to continue to develop in terms of reputation, competency and ability to lead a community and work in partnership with principal Councils to deliver local services and an environment which reaches the highest possible standards.

5373 Announcements

a) Town Mayor

The Town Mayor, Councillor Sharon Betts, invited Councillors to attend one of the following Services of Remembrance on Sunday 8th November:

i. 10.45am at St Crispin's Church, Turnbull Drive, where the Town Mayor would be attending;
ii. 10.30am at Christchurch, Dumbleton Avenue, where the Deputy Town Mayor would be attending; and
iii. 10.00am (Remembrance Service at 11.00am) at St Peter's Church, Woodshawe Rise.

The Town Mayor also extended an invitation to Councillors to attend a short Service of Remembrance at Braunstone Civic Centre at 10.45am for 11.00am on Wednesday 11th November, which would be followed by refreshments.

The Town Mayor reported on recent events and engagements, including:

i. Apple Day, which saw the opening of the Community Orchard;
ii. 1940s Night, supporting the Royal Air Force Association;
iii. History Archive Exhibition, supporting Braunstone Heritage Archive Group;
iv. Blaby District Council Chairman's Civic Service;
v. Cheque Presentation to the winner of the Annual Survey Draw;
vi. County Service for Leicestershire held at Leicester Cathedral;
vii. Thursday Over 60's 40th Anniversary Tea Party;
viii. Shakespeare Park Bowls Club Annual Dinner and Awards Ceremony;
ix. Brass Band Concert, supporting Ratby Co-Operative Senior Band;
x. Diwali Celebration; and

xi. Festival of Remembrance at De Montfort Hall.

b) Leader of the Council

Councillor Nick Brown announced that this year's Apple Day at Franklin Park had been a success and that the Community Orchard and Meadow Area was now permanently open for all to enjoy and he encouraged Councillors to visit and walk round.

Councillor Nick Brown also referred to the forthcoming meeting on Tuesday 17th November 2015 at Braunstone Civic Centre, which had been organised by Save Our Library Action Group and he urged Councillors to support the Community's efforts to save the Town Library.

c) Executive Officer and Town Clerk

No announcements were made.

5374 Public Session

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

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

Item 9(c), Reports of Standing Committees: Policy & Resources Committee – 1st October, Minute 48, Future of the Library and Customer Service Shop

Mr John Dodd, Chair of Solag (Save our Library Action Group) advised Council of the public meeting being held by the Group on Tuesday 17th November 2015 at 7pm at Braunstone Civic Centre and he extended an invitation to all Councillors to attend. The Head of Service Delivery for Libraries at Leicestershire County Council and the Leader of Braunstone Town Council, supported by the Executive Officer & Town Clerk, have agreed to attend the meeting. The Group had already identified key questions as follows:

i. what was the statistical basis for the decision not to include Braunstone Town Library in the County Library service;
ii. what were the reasons for rejecting both offers made by Braunstone Town Council; and
iii. how would the mobile library service be able to serve Braunstone Town for six hours per week without impacting on other areas given the County Council haven't purchased a new vehicle or recruited more staff.

Mr. Dodd concluded that he had leaflets promoting the campaign and meeting and that articles and letters had been included in Braunstone Life to raise awareness.

5375 Questions from Councillors

No questions had been submitted.

5376 Reports of Standing Committees: Plans & Environment Committee – 24th September 2015

Council received the Report of the Plans & Environment Committee Meeting held on 24th September 2015 (p5861 – p5870).

Page 5869, Minute 48 – New M1 Bridge: Thorpe Astley to Lubbesthorpe – Construction

Councillor Amanda Hack stated that a public engagement session would be organised at Thorpe Astley Community Centre towards the end of November to hear the views and concerns of residents in respect of the construction works and she urged Town Councillors to attend the session to support the community.

It was moved by Councillor Gary Sanders and

RESOLVED that the Report be adopted.

5377 Reports of Standing Committees: Community Development Committee – 24th September 2015

Council received the Report of the Community Development Committee Meeting held on 24th September 2015 (p5871 – p5875).

Page 5872, Minute 40 – Town Watchers

Councillor Bill Wright was pleased to report to Council that Town Watchers had both a Treasurer and Secretary appointed from among its number and therefore had a fully functioning Executive Committee.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5378 Reports of Standing Committees: Policy & Resources Committee – 1st October 2015

Council received the Report of the Policy & Resources Committee Meeting held on 1st October 2015 (p5876 – p5882).

Page 5877, Minute 48 – Future of the Library and Customer Service Shop

Councillor Nick Brown thanked Mr John Dodd of Save Our Library Action Group for his contribution under the Public Session item. Councillor Brown added that he hoped discussions between the County Council and the Town Council would result in a common sense way forward to save the Town

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Library, however, he added that this was not guaranteed and therefore it was important that residents supported the campaign to save the Library.

Page 5878, Minute 49 – Thorpe Astley Community Centre – Medical Rooms

Councillor Amanda Hack stated that progress was being made towards opening the Medical Rooms in April 2016, a further meeting was being held between the partners on Friday 13th November 2015.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5379 Reports of Standing Committees: Plans & Environment Committee – 15th October 2015

Council received the Report of the Plans & Environment Committee Meeting held on 15th October 2015 (p5883 – p5886).

It was moved by Councillor Gary Sanders and

RESOLVED that the Report be adopted.

5380 Motions on Notice

No Motions on Notice had been submitted.

5381 Sealing of Documents – Legal Transfer of Open Spaces (Barratt Homes) Thorpe Astley

The Executive Officer & Town Clerk reported that while the conditions of the transfer set by Policy & Resources Committee on 20th August had been met, the Council's solicitor has confirmed that each of the developer's solicitors had not yet enacted the appropriate discharge forms to satisfy the Land Registry requirements. Since these had not yet been provided it was not possible to legally seal the documents at this Council meeting. This was a legal administrative process and had no impact upon the Town Council and all necessary decisions had been made; therefore, sealing would take place at a subsequent Council meeting following confirmation that the necessary requirements had been met by the developers.

5382 Outside Body Reports

Leicestershire County Council

No report was given to the meeting.

Blaby District Council

Councillor Sam Maxwell reported on the following matters:

i. Chief Executive – full Council on 3rd November had approved the early retirement of the Chief Executive, Sandra Whiles, including the

timescales and interim arrangements; Councillor Sam Maxwell acknowledged Sandra's work and commitment in the role for the past 10 years;

ii. Combined Authorities – Councillors had received a presentation on Combined Authorities, which would allow for power to be devolved on strategic issues such as transport and infrastructure, the proposals were in their early stages and it was important to ensure the arrangements were right rather than rushed;

iii. Peer Challenge – the District Council had requested a Peer Challenge through the Local Government Association in order to enable improvement planning, the report was positive, particularly in the area of partnership working;

Councillor Shabbir Aslam reported on the following matters:

i. Outstanding Achievement Awards 2015 – this event has recognised community service and achievement in four different categories, notably Volunteer of the Year, Lorna Murphy-Welch, a committed member of the Blaby District Police volunteers for seven years;

ii. Blaby had been recognised as the 10th happiest place in the Country;

iii. Fosse Park Jobs and Skills Fair in September had been successful with the major local employers present and talking to prospective employees about what they had to offer;

iv. Blaby Business Boost continues to offer advice, support and opportunities for funding for business growth in the District; and

v. BEAT – Blaby Employment and Training – had been launched and was successfully supporting people with finding work and with training and employment skills.

Councillor Phil Moitt advised that for around five weeks had had been recovering from medical treatment but was now back to full duties, Councillor Moitt advised on the debate in Council concerning the Community Governance Review for the Parish of Leicester Forest East, which reduced the number of parish councillors, there had been a lively debate concerning encouraging local democracy and parishioners to become parish councillors.

Councillor Bill Wright also referred to the issue debated at full Council concerning Leicester Forest East and stated that it was not a scrutiny matter, more a local ward Councillor issue. Councillor Wright stated that the Affordable Housing provision in Blaby was significantly below target (127 against 400 since 2008) and added that the District Council should consider options for Affordable Housing on the Depot site in Narborough, once it had been relocated to Whetstone.

<u>Leicestershire and Rutland Association of Local Councils</u>

Councillor Amanda Hack advised that the next meeting would be in December.

<u>Braunstone West Social Centre</u>

Councillor Phil Moitt reported that he had not been able to attend the recent Committee meeting.

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Braunstone Town Community Minibus

Councillor Paul Kennedy reported that the Committee had met on 20th October; the new mini-bus driver was settling into his role; and a Quiz night was being held on Friday 4th December at 7.30pm in the Millfield Hall at Braunstone Civic Centre.

Lubbesthorpe Strategic Consultative Board

Councillor Bill Wright reported that the meeting of the Lubbesthorpe Strategic Consultative Board due to be held in October had been cancelled and a new date was yet to be confirmed.

School governors

Councillor Nick Brown advised that there was nothing significant to report from the recent Millfield Primary School Governors meeting.

5383 Approval of Accounts

Council received payments from 1st September until 27th October 2015 (item 13 on the agenda).

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

RESOLVED that the list of Approved Expenditure Transactions for the Period 1st September 2015 to 27th October 2015 be approved.

Reason for Decision

To consider and authorise payments in accordance with the Accounts & Audit Regulations.

5384 Termination of Meeting

The meeting closed at 8.50pm.

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
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 28th January 2016.

BRAUNSTONE TOWN COUNCIL

28th JANUARY 2016

Item 4 – Capital Plan 2016/2017

Purpose

To consider priorities and projects for the 2016/2017 Capital Plan.

Background

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11th April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme. The current Capital Plan was approved by Council on 29th January 2015.

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

Capital Plan

a) Completed Projects

The following projects have been completed during 2015/2016 and are recommended for removal from the Capital Plan for 2016/2017:

Completed Parks and Open Spaces Projects		
Park	**Project**	**Completed**
Holmfield Park	Additional Item/s of Play equipment to cover the 5 – 12 year age bracket (currently shortfall in swings)	November 2015
	Replacement of Balance Equipment – age group 2 – 5	November 2015
	Safety Surface installed at toddler area	November 2015
	Safety Surface in play area Option 1 - Additional play bark to toddler surface	November 2015

Complete Community Centres Projects		
Building	**Project**	**Completed**
Civic Centre	Millfield Hall re-roofing, estimated cost of survey, £4,000, estimated cost of re-roofing £38,000	December 2015
	Millfield Hall heating system, estimated cost £38,000	November 2015
	Millfield Hall Floor re-seal, estimated cost £5,000	October 2015
	Millfield Hall Curtain replacement, estimated cost £5,000	November 2015

b) Current Projects

The following projects are currently included on the Capital Plan and are recommended for inclusion on the Capital Plan for 2016/2017:

Current Parks and Open Spaces Projects	
Park	**Project**
Franklin Park	Balance Beams in Play Area (medium risk)
Holmfield Park	2 x new litter bins and 2 x dog bins required in middle and end field
	Additional Bench in Toddler area
	Improvements to appearance of main entrance / gate area
	Repainting of entrance/boundary fencing (dependent if carried out by Council's staff or by a contractor)
	Bow Top Fencing at Holmfield Park – adjacent to Oak Crescent, estimated cost £8,600
Shakespeare Park	Consider alternatives to respond to problems of burst water pips from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)
	Replacement to Perimeter fencing of Tennis Courts
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement.
	Provide additional basketball/netball nets/marking to existing tennis courts to provide an all-year use for the facility.
	Additional balance in play area (2-5 or 5 – 12 age group)
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation
	Safety Surface installed at toddler area
	Additional seat in play area
	Improvements to the entrance to the park area (access from the car park to the park)
	Safety Surface in play area Option 1 - Additional play bark to toddler surface

Current Parks and Open Spaces Projects (continued)	
Park	**Project**
Mossdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)
	Possible resurfacing of footpaths
	Top up Pea Gravel to Mossdale Meadows Car Park, estimated cost £1,500
	Mossdale: 2 x new litter bins and 2 x dog waste bins required
	Replace kitchen units in changing rooms
	Toddler swings (estimated five year life span – medium risk) MM
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)
	Hedge Layering and Management of Coppice areas, estimated cost £2,631
Current Community Centres Projects	
Building	**Project**
Civic Centre	Re-carpet Foyer and corridor, estimated cost £2,800
	Refurbishment of Ladies Toilets, estimated cost £1,975
Thorpe Astley	Retreating/décor of external Thorpe Astley Community Centre, estimated cost £2360
	Creation of Store in Foyer Area at Thorpe Astley Community Centre, estimated cost £3,000 (not required if the Medical Rooms do not get used by the NHS)

c) Proposed New Projects

The following projects have been identified as requiring future investment and are recommended for inclusion on the Capital Plan for 2016/2017:

Potential Parks and Open Spaces Projects	
Details of Project	**Reason for Proposed Addition**
Tree Safety Survey (problem areas and areas of high public usage) – identify safety and a programme of works and maintenance schedules	Many trees are mature and over 100 years old and present a safety problem and cannot withstand high winds. Trees are currently dealt with when a problem arises which potentially is more costly in the long run.
Potential Community Centres Projects	
Details of Project	**Reason for Proposed Addition**
Refurbishment of Toilets (adjacent to Winstanley Room and Civic Centre Bar)	The current toilets are approximately 20 years old.
Council Chamber internal refurbishment: • Heating/Air Conditioning • Mood Lighting • Audio / Visual Equipment, including sound and loop system and fixed projector	To modernise the facilities for users and hirers: the room is used for meetings, consultations, seminars, training and social events.

Potential Community Centres Projects (continued)	
Details of Project	**Reason for Proposed Addition**
Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms.	Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.
Refurbishment/Replacement of Fire Doors at Braunstone Civic Centre	Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.
Thorpe Astley Community Centre Main Hall – install dado rail and paint room	Use of the room and movement of furniture causing damage to wall and paintwork. Installation of dado rail reduces furniture damage and allows the lower wall to be repainted more frequently than the upper wall to maintain the attractiveness of the room.
Millfield Hall - install dado rail and paint lower wall	
Civic Centre and Library – creation of single access point and reception area, to include: • refurbished reception and welcome desk • refurbished toilets including changing places toilet	Potential the Town Council will be involved in managing and operating the Library Service, the creation of a single access point enables greater flexibility of the space and efficiencies in staffing both the Customer Service Shop/Civic Centre and the Library.

d) Projects proposed for Deletion

The following projects are currently included on the Capital Plan and are no longer required; therefore, they are recommended for deletion:

Parks and Open Spaces Projects for Deletion	
Details of Project	**Reason for Proposed Deletion**
Holmfield Park: Planting scheme along a boundary length of park with adjoining households at Harris Green/Oak Crescent to improve appearance.	Originally identified in the April 2013, however, not considered a priority under the recent improvements to the play area. No indication of demand.

<u>Policy & Resources Committee</u>

Policy & Resources Committee on 14th January 2016 considered and approved for recommendation to Council, the list of Capital Projects proposed for 2016/2017, which included those recommended to be added, removed and retained (minute 73).

Recommendations

1. That the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the Current Projects (section b) be rolled forward on to the 2016/2017 Capital Plan;
3. that the Proposed New Projects (section c) be added to the 2016/2017 Capital Plan; and
4. that the Projects proposed for Deletion (section d) be removed from the rolling programme of Capital Projects.

Reasons

1. To determine the work has been completed and to confirm there was no further work outstanding.
2. To confirm that the projects were outstanding and were still required.
3. To recognise the need to undertake investment and improvement as identified.
4. To recognise that, following review, these Projects were no longer required.

BRAUNSTONE TOWN COUNCIL

28th JANUARY 2016

Item 5 – Budget and Precept for 2016/2017 and future estimates

Purpose

To consider the budget and precept for 2016/2017 and to set out proposed estimates for future years.

Precept Calculation

Section 50 of the Local Government Finance Act 1992 specifies the calculation of the budget requirement for local precepting authorities (i.e. Town Councils) and I have detailed below a synopsis of this section of the Act.

The following items of expenditure should be added together:

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

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

In line with the Council's Medium to Long Term Priorities and Financial Planning (section 8), the following has been included in the budget this year:

- £20,000 for Library/Service Shop proposals (added in 2015/2016 but not used);
- £23,000 commuted sums transferred from reserves for improvements to Parks and Open Spaces (£20,000 for Capital Plan works and £3,000 for maintenance works);
- £5,510 added to Pensions for Auto-Enrolment (total now £45,010);
- £20,000 contingency / replenishment of reserves following Capital Plan expenditure during 2015/2016 on renewing the Millfield Hall roof and at Holmfield Park; and
- £5,700 for Capital Plan works on the Council's Community Centres.

The Local Government Employers Association have issued a pay offer for 2016/2017, while this hasn't been agreed with the Trade Unions through the National Joint Council, it is an indication of how Local Government Employers are seeking to address implementation of the new National Living Wage. For Braunstone Town Council, the majority of employees, those on salaries starting at £17,714 per annum

(scale point 18 and above) would receive an uplift of one per cent on 1st April 2016 and a further one per cent on 1st April 2017, with those below (in our case Cleaner & Premises Operatives and Assistant Groundsperson) receiving higher increases in order to move pay levels towards the expected level of the National Living Wage by 2020. Therefore, the salaries budget has been increased to anticipate the implementation of similar increment rises by £29,560 to £364,168.

Expenditure, taking into account the above, will be £782,007.

Income, taking into account projected interest on investments, New Homes Bonus, fees and charges, is projected to be £236,980.

The Council has received notification that the Council Tax Support Grant this year will be £49,374.

This leaves a net precept requirement of £495,653 amounting to a 3.1% increase.

The proposed income and expenditure budgets for 2016/2017 are attached as Appendix 1.

The precept must be agreed at an appropriate meeting of Braunstone Town Council and notified to Blaby District Council by 1st February.

Budget and Precept Comparisons

SERVICE	2013/2014	2014/2015	2015/2016	2016/2017
Social Inclusion	*£41,957.00*	*£43,832*	*£72,300*	£60,788.75
Young People	*£9,630.00*	*£9,650*	*£9,372*	£3,645.53
Crime Reduction	*£25,691.00*	*£21,628*	*£20,930*	£21,143.06
Plans & Environment	*£21,027.00*	*£25,601*	*£20,958*	£28,334.33
Open Spaces/Parks	*£132,551.00*	*£132,952*	*£143,781*	£175,780.45
Community Centres	*£199,923.00*	*£207,007*	*£193,683*	£165,083.87
Corporate Management	*£66,819.00*	*£74,657*	*£66,566*	£90,251.01
TOTAL	***£497,598.00***	***£463,046***	***£527,590***	**£545,027**
Council Tax Support	*£56,819.90*	*£52,046*	*£49,786*	£49,374
Precept Requirement	***£440,778.10***	***£463,281***	***£477,804***	**£495,653**

Proposed Council Tax for 2016/2017

With a precept base of 4,800.88 and a precept requirement of £495,653, the scaled charges for Council Tax are as follows:

COUNCIL TAX BANDS	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)
NUMBER OF PROPERTIES IN EACH BAND (2011 Evaluation list)	897	3716	1524	729	221	3
	£68.83	**£80.30**	**£91.77**	**£103.24**	**£126.18**	**£149.12**

The Council Tax Base and Town / Parish Precepts

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

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

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

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

In 2013/2014 the Council Tax Support Grant from Blaby District Council amounted to £56,819.90, for the forthcoming year (2016/2017) it is anticipated that it will be reduced to £49,374. Each year the District Council will formulate a Council Tax Support Scheme. Until the Scheme is finalised however the Town Council will not know precisely how much the grant will be. This will present a financial risk to Town and Parish Councils if the grant is insufficient.

Council Tax Property Bands

All domestic properties in England and Wales became liable to a local tax called Council Tax from 1st April 1993. The council tax has a property element and a personal element. The property element depends on the valuation band to which the property is allocated. The bands are :-

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

The personal element is related to the number of adults resident in the property. The basic bill assumes that there are two adults resident in the property and in this case the personal element and the property element will each comprise 50% of the bill.

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

Loans (Public Works Loan Board)

PWLB loans have fixed interest rates and repayments are made twice yearly, ie. each April and November. Loans outstanding on 7/11/14:-

Loan No.	Balance outstanding	Service	Annual Repayment	Rate
477930	£83,695.43	CC	£15,977.78	8.25%
480508	£30,190.05	CC	£4,586.04	6.00%
481235	£7,548.09	P&G	£2,769.38	5.62%
482623	£74,318.35	CC	£9,647.56	5.25%
485188	£28,531.66	PG	£3,525,80	5.00%
485557	£47,862.08	CC	£5,783.06	5.25%
487506	£57,202.81	PG	£6,033.30	4.50%
490422	£42,000.00	SOC INC	£4,816.00	4.50%
501336	£71,898.58	PG	£10,994.00	1.84%
TOTAL	**£443,247.05**		**£64,132.92**	

Any amount to be borrowed must not be less than the maximum amount the Council is entitled to spend under Section 137 i.e. £7.20 (14/15) x 13,200 electors = £95,040.

Estimated Reserves for 2015/2016

	2012/2013 (Actual)	2013/2014 (Actual)	2014/2015 (Actual)	2015/2016 (Estimated)
b/f	£410,860.00	£371,427.00	£388,143.00	£424,269.76
plus Income from Reserves	£109,921.00	£11,525.44	£1,510.00	£122,499.00
plus Other Income (inc Precept)	£727,094.00	£724,219.56	£747,711.05	£646,696.00
minus Capital Expenditure	£47,662.00	£40,433.32	£38,792.00	£145,295.00
minus other expenditure	£828,786.00	£678,085.68	£674,302.29	£746,399.00
equals c/f	£371,427.00	£388,143.00	£424,269.76	£301,770.76
Balance of Commuted Sums at End of Year (comm sum inc - exp)	£203,255.00	£173,837.12	£136,555.12	£113,759.12 *
Balance of Reserves at End of Year (c/f - balance of comm sums)	£168,172.00	£214,305.88	£287,714.64	£188,011.64

Income / Expenditure Projections

On 5th November 2015, Council received a report on Medium to Long Term Priorities and Financial Planning (Council Minute Reference 5371). The report set out the Council's current priorities and financial position and highlighted future financial pressures along with the political and economic context. Council approved the report, including the recommendations, as the basis upon which the budget would be prepared.

However, this year, the predicted reduction in Council Tax Support Grant was not as much as forecast. The Council has agreed to review its long term financial forecasting on an annual basis.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Total Requirement +2% each year	**£499,282**	**£505,188**	**£511,712**	**£518,896**	**£526,724**	**£535,218**	**£544,392**	**£554,260**	**£564,835**	**£576,132**
Less Saving Programme / Income Generation	**£4,000**	**£3,500**	**£3,000**	**£2,500**	**£2,000**	**£1,500**	**£1,000**	**£500**	**-**	**-**
Total including Savings	**£495,282**	**£501,688**	**£508,722**	**£516,396**	**£524,724**	**£533,718**	**£543,392**	**£553,760**	**£564,835**	**£576,132**
Pension Provision (+1%)	**£12,308**	**£16,338**	**£16,501**	**£16,666**	**£16,833**	**£17,001**	**£17,171**	**£17,343**	**£17,516**	**£17,691**
Library/Service Shop (+2%)	**£20,000**	**£20,400**	**£20,808**	**£21,224**	**£21,648**	**£22,081**	**£22,523**	**£22,973**	**£23,432**	**£23,901**
Thorpe Astley Open Spaces Costs (Balance of Reserves)	*£22,796* (£123,759)	*£23,252* (£110,507)	*£23,717* (£96,790)	*£24,191* (£82,599)	*£24,675* (£67,924)	*£25,168* (£52,756)	*£25,671* (£37,085)	*£26,184* (£20,901)	*£26,708* (£4,193)	*£27,242* **£13,049**
TOTAL REQUIREMENT	**£527,590**	**£538,426**	**£546,031**	**£554,286**	**£563,205**	**£572,800**	**£583,086**	**£594,076**	**£605,783**	**£630,773**
Less Council Tax Support Grant	**£49,786**	**£46,000**	**£42,000**	**£38,000**	**£34,000**	**£30,000**	**£26,000**	**£22,000**	**£18,000**	**£14,000**
Net Precept	**£477,804**	**£492,426**	**£504,031**	**£516,286**	**£529,205**	**£542,800**	**£557,086**	**£572,076**	**£587,783**	**£616,773**
Band D (Based on Scale D Tax Base of 4771.84)	**£100.13**	**£103.19**	**£105.63**	**£108.19**	**£110.90**	**£113.75**	**£116.74**	**£119.89**	**£123.18**	**£129.25**
% Increase	**2.2%**	**3.1%**	**2.4%**	**2.4%**	**2.5%**	**2.6%**	**2.6%**	**2.7%**	**2.7%**	**4.9%**
Average % Increase required each year for 5 years		**2.6%**				**3.1%**				

Local Government Finance Act 1972 (Section 106)

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

Committee Consideration

Each Standing Committee (Community Development in November and Plans & Environment in December) consider draft budget estimates for their service areas for recommendation to Policy & Resources Committee). Policy & Resources Committee on 14th January 2016 considered and approved for recommendation to Council, the budget estimates for the whole Council, and identified the precept demand in order that Council can set a balanced budget (minute 74).

Recommendations

1. That the Estimates for 2016/2017 as attached at Appendix 1 of the report be approved as the Council's Budget for 2016/2017; and
2. that a Net Precept Requirement for £495,653 for the financial year 2016/2017 be submitted to Blaby District Council.

Reasons

1. To meet the Town Council's operating budgets for 2016/2017 along with funding for the Capital Plan and contingency for service pressures as identified in the report on Medium to Long Term Priorities and Financial Planning, adopted by Council on 5th November 2015.
2. The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.

APPENDIX 1 - BRAUNSTONE TOWN COUNCIL

DRAFT ESTIMATES 2016/2017

Represents an increase in Council Tax paid of 3.1%

COUNCIL TAX CALCULATION

		£
COMMITTEE REQUIREMENT		
Corporate Management	£90,251.01	
Community Centres	£165,083.87	
Open Spaces/Parks	£175,780.45	
Planning & Environment	£28,334.33	
Social Inclusion	£60,788.75	
Young People	£3,645.53	
Crime Reduction	£21,143.06	
TOTAL	£545,027.00	£545,027.00
LESS COUNCIL TAX SUPPORT GRANT FROM BLABY DISTRICT COUNCIL		£49,374.00
NET REQUIREMENT		£495,653.00
SCALED COUNCIL TAX BASE		4,800.88
NET REQUIREMENT ÷ SCALED COUNCIL TAX BASE = BAND 'D' COUNCIL TAX		£103.24

3.1% Increase

COUNCIL TAX BANDS - Braunstone only	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)
NUMBER OF PROPERTIES IN EACH BAND	897	3716	1524	729	221	3
	£68.83	**£80.30**	**£91.77**	**£103.24**	**£126.18**	**£149.12**

KEY TO ACTS (followed by Section Number in Brackets)

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

BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
RESOURCES & FACILITIES: CORPORATE MANAGEMENT
DRAFT ESTIMATES 2016/2017

KEY	EXPENDITURE		
	ADMINISTRATION AND CAPITAL PROJECTS		
1.(s112)	Salaries		364,168.00
9.	Pension		45,010.00
1.(s111)	Supplies, Stationery, Postage etc		4,300.00
1.(s174)	Fares, Expenses, Allowance		300.00
1.(s111)	Telephone		2,500.00
1.(ss111&114)	Insurance		13,000.00
1.(s111)	Photocopier		1,500.00
1.(s111)	Computer Supplies, Training, Service Contract		7,000.00
1.(s111)	Audit		2,000.00
	TOTAL		**439,778.00**
	Management & Administration Apportioned to services as follows:-		
	Community Centres	*36.93%*	*162,390.87*
	Open Spaces	*25.24%*	*110,998.45*
	Planning & Environment	*5.15%*	*22,634.33*
	Social Inclusion	*13.19%*	*57,985.75*
	Young People	*0.56%*	*2,445.53*
	Crime Reduction	*4.69%*	*20,643.06*
	Corporate Management	***14.25%***	***62,680.01***
1.(s142)	Advertisements, Braunstone Life		4,400.00
1.(s111)	Council / Staff Training		1,250.00
1.(s175 & s143)	EMPC, Other Subs & Conference Fees		2,150.00
6.(s36)	Elections		1,000.00
1.(s222)	Legal Fees		250.00
5.(s50)	Contingency		20,000.00
10.(s25)	Councillors' Allowances		7,000.00
10.(s26)	Councillors' Expenses		300.00
	TOTAL EXPENDITURE		**99,030.01**
KEY	**INCOME**		
	ADMINISTRATION AND CAPITAL PROJECTS		
	New Homes Bonus payable to 2016/17		3279.00
	Interest on Deposit Accounts		5,500.00
	TOTAL INCOME		**8,779.00**
	NET REQUIREMENT		**90,251.01**

BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
RESOURCES & FACILITIES: COMMUNITY CENTRES
DRAFT ESTIMATES 2016/2017

KEY	EXPENDITURE	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY *	TOTAL EXPENDITURE
1.(s112)	**Management & Administration Apportioned to services as follows:-**	59%	41%	
	36.93%	**95,810.61**	**67,860.02**	**162,390.87**
7.(ss9&10)	**LOAN INTEREST & REPAYMENTS** (Nos. 477930, 480508, 482623, 485557)	**35,994.00**		**35,994.00**
4.(s19)	**Capital Programme**	**3,500.00**	**2,200.00**	**5,700.00**
1.(s144)&4.(s19)	**GENERAL EXPENDITURE** (Community Rooms/Office) (VAT Treatment - Partial Exempt - 68% Exempt: 32% Non Business)			
1.(s111)	Credit Charge/Banking, etc	1,062.00	738.00	1,800.00
1.(s144)&4.(s19)	Rates	20,500.00	7,100.00	27,600.00
1.(s144)&4.(s19)	Utility Bills & Heating Repairs	18,000.00	6,000.00	24,000.00
1.(s144)&4.(s19)	Alarm Maintenance	1,000.00	3,000.00	4,000.00
1.(s144)&4.(s19)	Waste Services	7,200.00	3,200.00	10,400.00
1.(s144)&4.(s19)	Fire Extinguisher Service	400.00	350.00	750.00
1.(s144)&4.(s19)	Cleaning Materials	2,100.00	1,000.00	3,100.00
1.(s144)&4.(s19)	Repairs Renewals & Maintenance	17,000.00	3,000.00	20,000.00
	SUB TOTAL	**67,262.00**	**24,388.00**	**91,650.00**
	GENERAL EXPENDITURE (Community Rooms only) (Exempt VAT Supplies)			
1.(s142)	Printing, advertising, stationery	1,600.00	1,000.00	2,600.00
1.(s144)&4.(s19)	Performing Rights Society	1,300.00	400.00	1,700.00
1.(s144)&4.(s19)	Telephones /computers/ misc	1300.00	1,000.00	2,300.00
1.(s144)&4.(s19)	Refundable Deposits	12000.00	7,600.00	19,600.00
	SUB TOTAL	**16,200.00**	**10,000.00**	**26,200.00**
	TOTAL EXPENDITURE			**321,934.87**

KEY	INCOME	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL INCOME
	Hirings	89,182.00	47,719.00	136,901.00
	Licensed Bar	19,000.00		19,000.00
	~~Foyer Telephone~~	0.00		0.00
	Library Service Charge	950.00		950.00
	TOTAL INCOME	**109,132.00**	**47,719.00**	**156,851.00**
	NET REQUIREMENT			**165,083.87**

BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
COMMUNITY SERVICES: OPEN SPACES / PARKS MANAGEMENT
DRAFT ESTIMATES 2016/2017

KEY	EXPENDITURE	
	OPEN SPACES & PARKS MANAGEMENT	
	Management & Administration Apportioned to services as follows:-	
	25.24%	**110,998.45**
7.(ss9&10)	**LOAN** (Nos. 481235, 485188, 487506, 501336)	**23,322.00**
4.(s19)	**Capital Programme**	**20,000.00**
	MAINTENANCE/REPAIRS OF SPORTS FACILITIES	
4.(s19)	Laundry Services, etc	2,000.00
4.(s19)	Mossdale Meadows - Building Repairs	4,800.00
4.(s19)	Shakespeare Park - Building Repairs	1,000.00
4.(s19)	Football Pitch Maintenance	1,000.00
4.(s19)	Petrol for equipment	1,000.00
	GENERAL REPAIRS & EXPENDITURE	
4.(s19)	Repairs, General Maintenance/supplies	11,000.00
4.(s19)	Playground Equipment and Surface Repairs	9,000.00
4.(s19)	Machinery Hire	500.00
4.(s19)	Mossdale Meadows Telephone	410.00
4.(s19)	Vehicle Costs	18,000.00
	SUB TOTAL	**48,710.00**
	TOTAL EXPENDITURE	**203,030.45**
KEY	**INCOME**	
	Miscellaneous Income	100.00
	Fees (Standard Rate)	
	Pitch Fees (not including TA)	4,000.00
	Agency Services (Snow Wardens, etc)	150.00
	Thorpe Astley Commuted Sums	23,000.00
	TOTAL INCOME	**27,250.00**
	NET REQUIREMENT	**175,780.45**

BRAUNSTONE TOWN COUNCIL
PLANS & ENVIRONMENT COMMITTEE
DRAFT ESTIMATES 2016/2017

KEY	**EXPENDITURE**	
	Management & Administration Apportioned to services as follows:-	
	5.15%	**22,634.33**
1.(s222)	Professional Fees	250.00
8.(ss5&6)	Dog Waste Collection	5,000.00
8.(ss5&6)	Poop Scoops (0.86p per packet)	1,600.00
2.(ss2&3)	Notice Boards / Street Seats	250.00
13	Grit Bins	200.00
	TOTAL EXPENDITURE	**29,934.33**
KEY	**INCOME**	
	Sale of poop scoops (£1.00p per packet)	1,600.00
	TOTAL INCOME	**1,600.00**
	NET REQUIREMENT	**28,334.33**

BRAUNSTONE TOWN COUNCIL
COMMUNITY DEVELOPMENT COMMITTEE
SOCIAL INCLUSION / YOUNG PEOPLE / CRIME REDUCTION
DRAFT ESTIMATES 2016/2017

KEY	EXPENDITURE	
	SOCIAL INCLUSION	
	Management & Administration Apportioned to services as follows:-	
	13.19%	**57,985.75**
11.(s28)	Summer Fete	2,500.00
1.(s145)	Art & Entertainment	6,000.00
13	Community Grants	6,000.00
13	Civic Functions	2,500.00
1.(s15(5))	Town Mayor's Allowance	750.00
7.(ss9&10)	**LOAN INTEREST & REPAYMENTS** (No.490422)	4,690.00
13	Citizens Advice Bureau	2,563.00
	Library/Service Shop	20,000.00
	TOTAL EXPENDITURE	**102,988.75**
KEY	**INCOME**	
	Summer Fete	1200.00
	Arts & Entertainment	6,000.00
	SLA - Leicestershire County Council	20,000.00
	SLA - Blaby District Council	15,000.00
	TOTAL INCOME	**42,200.00**
	NET REQUIREMENT	**60,788.75**

KEY	EXPENDITURE	
	YOUNG PEOPLE	
	Management & Administration Apportioned to services as follows:-	
	0.56%	**2,445.53**
1.(s112)	Youth Fund	1,200.00
13	Summer Activities	0.00
	TOTAL EXPENDITURE	**3,645.53**
KEY	**INCOME**	
	Summer Activities	0.00
	TOTAL INCOME	**0.00**
	NET REQUIREMENT	**3,645.53**

KEY	EXPENDITURE	
	CRIME REDUCTION	
	Management & Administration Apportioned to services as follows:-	
	4.69%	**20,643.06**
3.(s31)	Printing & Signs	500.00
3.(s31)	Purchase Crime Prevention Equipment	300.00
	TOTAL EXPENDITURE	**21,443.06**
KEY	**INCOME**	
	CRIME REDUCTION	
	Sale Crime Prevention Equipment	300.00
	TOTAL INCOME	**300.00**
	NET REQUIREMENT	**21,143.06**

BRAUNSTONE TOWN COUNCIL

APPORTIONMENT OF SALARIES 2016/2017

	POLICY & RESOURCES			COMMUNITY DEVELOPMENT				TOTAL
	CORPORATE MANAGEMENT	COMMUNITY CENTRES	PARKS	CRIME	YOUTH	SOCIAL INCLUSION	PLANS & ENVRONMENT	
EXECUTIVE OFFICER & TOWN CLERK	18,427.15 35%	5,264.90 10%	5,264.90 10%	2,632.45 5%	526.49 1%	10,003.31 19%	10,530 20%	**52,649**
PERSONAL ASSISTANT & ADMINISTRATIVE OFFICER	9,297.20 55%	845.20 5%	845.20 5%	0.00	0.00	845.20 5%	5,071 30%	**16,904**
DEPUTY EXECUTIVE OFFICER & COMMUNITY SERVICES MANAGER	7,434.80 20%	0.00	11,152.20 30%	5,576.10 15%	743.48 2%	11,152.20 30%	1,115 3%	**37,174**
PARKS & OPEN SPACES STAFF	1,464.20 2%	3,660.50 5%	65,889.00 90%	732.10 1%	0.00	732.10 1%	732 1%	**73,210**
CUSTOMER & INFORMATION SERVICES ADVISORS	1,333.71 3%	13,337.10 30%	4,445.70 10%	2,222.85 5%	0.00	22,228.50 50%	889 2%	**44,457**
COMMUNITY SERVICES & ENGAGEMENT OFFICER	2,010.80 10%	0.00	0.00	8,043.20 40%	1,005.40 5%	8,043.20 40%	1,005 5%	**20,108**
RESOURCES & FACILITIES MANAGER	15,776.00 50%	14,198.40 45%	631.04 2%	0.00	0.00	946.56 3%	0	**31,552**
CLEANER & PREMISES OPERATIVE	0.00	33,107.20 70%	14,188.80 30%	0.00	0.00	0.00	0	**47,296**
DUTY OFFICER - COMMUNITY CENTRES	2,574.84 3%	80,678.32 94%	858.28 1%	0.00	0.00	0.00	1,717 2%	**85,828**
TOTALS	**58,318.70**	**151,091.62**	**103,275.12**	**19,206.70**	**2,275.37**	**53,951.07**	**21,059.42**	**409,178**
	14.25%	**36.93%**	**25.24%**	**4.69%**	**0.56%**	**13.19%**	**5.15%**	

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 5th NOVEMBER 2015 AT 8.55PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Shabbir Aslam, Sam Maxwell, Gary Sanders, Robert Waterton and Bill Wright.

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

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

62. Apologies

Apologies for absence were received from Councillors Anthea Ambrose and Alex DeWinter.

63. Disclosures of Interest

A disclosure of a Non-Pecuniary Interest was made by Councillor Sam Maxwell in agenda item 4, Thorpe Astley Community Centre – Medical Rooms, as a patient at the General Practice which would be running the Thorpe Astley Medical Rooms.

64. 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.

65. Thorpe Astley Community Centre – Medical Rooms

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

The Committee considered a Memorandum of Understanding (MOU) concerning proposed service provision and review for the Thorpe Astley Medical Rooms and whether Braunstone Town Council sign up to its provisions (item 4 on the agenda).

RESOLVED that the Town Council enter into the Memorandum of Understanding, which included a proposed consultation and service review criteria, with the partners involved with the Thorpe Astley Community Centre Medical Rooms, as attached at Appendix 1.

Reason for Decision

To deliver the Town Council's desire to ensure GP services would be provided as soon as possible to the Community and in particular that the community were informed, engaged and involved.

66. Termination of the Meeting

The meeting closed at 9.10pm.

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

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

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

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

SIGNED _____ (CHAIR)

DATED _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANS & ENVIRONMENT COMMITTEE

THURSDAY 19TH NOVEMBER 2015

PRESENT: Councillor Gary Sanders (Chair), Councillor Bill Wright (Vice-Chair) and Councillors Roger Berrington, Berneta Layne, Sam Maxwell (substituting for Stuart Maxwell), Phil Moitt and Robert Waterton.

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

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

59. Apologies

Apologies were received from Councillor Stuart Maxwell.

60. Disclosures of Interest

A disclosure of a Disclosable Non-Pecuniary Interest was made by Councillors Sam Maxwell and Bill Wright in agenda item 9, Blaby District Council – Car Parks Consultation, as members of the Blaby District Scrutiny Group reviewing the Car Parks Strategy.

61. 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 answer questions in respect of any item of business included on the agenda.

There were no members of the public present.

62. Minutes of the Meeting held 15th October 2015

The Minutes of the Meeting held on 15th October 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 15th October 2015 be approved and signed by the Chairperson as a correct record.

63. Planning Applications dealt with under Delegated Authority

The Committee received and noted responses to planning applications taken under Delegated Authority (item 5 on the agenda).

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

1. **Application No:** 15/1301/FUL
   Description: Installation of 1 Temporary Refrigerated (40ft) Container (between 1st November and 31st January annually)

   Location: Marks & Spencers Unit 9 Fosse Park Avenue Enderby Leicestershire.

   Response: *Braunstone Town Council has no observations.*

   Reason: *The temporary refrigerated container was located within the yard with other similar containers and there appeared to be enough space to accommodate it.*

64. Planning Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda).

The Executive Officer and Town Clerk reported that while notice had been given by Blaby District Council of application 15/1321/DOC for determination (listed as application 2 on agenda item 6), the documents had not been made available. This item would therefore be postponed until a subsequent meeting or determined under Delegated Authority.

RESOLVED that the following responses be forwarded to Blaby District Council:

1. **Application No:** 15/1290/HH

   Description: Increase in roof height incorporating dormer windows to front and rear elevations, and single storey front and rear extensions

   Location: 10 Percy Street Braunstone Town Leicestershire LE3 2FL

   Response: *Braunstone Town Council wishes to make the following comments: a condition should be added to the approval which states that the provision for 3 off-road parking spaces must be retained in perpetuity.*

   Reason: *The plans provided for 5 bedrooms and it was essential that these spaces should be retained for future use.*

65. Additional Planning Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda).

RESOLVED that the following responses be forwarded to Blaby District Council:

1. **Application No:** 15/1380/HH

Description: Two storey side extension and demolition of existing conservatory.

Location: 68 Tuffleys Way, Braunstone Town, Leicester, LE3 3UT

Response: *Braunstone Town Council objects to this application since the proposed development would result in over-development of the site due to scale and mass and provided insufficient parking provision.*

Reason: *The proposed development would be detrimental to the amenities enjoyed by the occupants of neighbouring properties due to over-bearing effect and the plans contain four bedrooms, while there was no provision for three off road parking spaces.*

2. **Application No:** 15/1363/HH

Description: Two storey rear extension (Revised Scheme)

Location: 130 Narborough Road South, Braunstone Town, Leicester, LE3 2FQ

Response:

1. *In accordance with Local Plan Policy T7 replacement on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces, 3 or less bedrooms – 2 spaces.*
2. *The upstairs side window in the extension should be obscured glass and the occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

Reasons:

1. *The proposals provided for 4 upstairs rooms, the plans provide no indication of the number of parking spaces.*
2. *It was possible that neighbouring properties would be overlooked, which would be detrimental to the amenity enjoyed by these properties on the grounds of privacy*

66. Lubbesthorpe Development

a) Members noted that a public drop-in had been organised for Wednesday 25th November, between 5pm – 8pm for residents to raise issues concerning the development and in particular the M1 bridge construction.
b) It was noted that a response had been received from Blaby District Council that they would not provide a response on discharge items such as utilities or design.

Members asked that the matter be discussed further at the next meeting of the Plans and Environment Committee.

c) Members were asked to consider issues to raise at the next meeting of the Lubbesthorpe Strategic Consultative Board. Members agreed that to defer this matter until after the public drop-in meeting on Wednesday 25th November. The Town Clerk & Executive Officer had been asked to confirm the date of the next meeting.

67. Blaby District Council – Car Parks Consultation

The Committee considered Blaby District Council's Car Parks Consultation to determine whether to submit a response (item 9 on the agenda).

RESOLVED that the following response be given "the Car Parks Strategy and objectives be supported, subject to parking for disabled people holding blue badges being free of charge".

Reason for Decision

A blue badge holder should not be time limited on free parking and should be entitled to park for free up to the maximum stay for parking in the car park provided the blue badge was displayed.

68. Temporary Road Closure of Beggars Lane, Lubbesthorpe

The Committee received a notice of the closure of Beggars Lane, Lubbesthorpe from 9th November 2015 for up to 7 weeks (item 10 on the agenda).

RESOLVED that the closure be noted.

Reason for Decision

Work was due to be carried out on the construction of a new roundabout for New Lubbesthorpe and the diversion route used was the most appropriate route.

69. Termination of the Meeting

The meeting closed at 7.40pm.

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

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

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

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

SIGNED _____

DATED _____

5900

Item 9c

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

THURSDAY 19th NOVEMBER 2015

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Alex DeWinter (Vice-Chair) and Councillors Ajmer Basra, Nick Brown, David De Palma, Amanda Hack, Sam Maxwell

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

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

50. Apologies

Apologies for absence were received from Councillors Sam Fox-Kennedy and Paul Kennedy.

51. Disclosures of Interest

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

52. 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.

There was one member of the public present.

53. Minutes of the Meeting held 24th September 2015

The Minutes of the Meeting held on 24th September 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 24th September 2015 be approved and signed by the Chairperson as a correct record.

54. Update on Policing Initiatives

PC Leanne Dedmen-Ert provided an update from the Local Police Neighbourhood Beat Team of initiatives currently being undertaken by the Police.

It was noted that there had been an increase in anti-social behaviour in the vicinity of Mossdale Meadows, Franklin Park and Henley Crescent/Hathaway Avenue. Evidence of drug/substance misuse had been gathered and action taken. Letters had been sent out to several young people regarding anti-social behaviour. The BB19 bus had been in attendance once a week at Franklin Park and had been very well attended by young people. No problems had been reported on Halloween with local young people however, groups from other areas had come into the town but police had organised an immediate response to deal with the problems.

It was also reported that Vehicle crime had been reduced but is still an issue due to opportunist thieves targeting unlocked cars and vehicles with items left inside on view.

55. <u>Speeding and Safety on Withers Way</u>

a) To consider the results of the speed sign at Withers Way and to receive an update from the Local Police Neighbourhood Beat Team on follow up actions following the gathering of speed Speeding on Withers Way – the Police will be organising a community speed check on Withers Way with community volunteers and Police officers will be trained in the use of the speed check equipment
b) Fatal 4 – the Police will be arranging for the Fatal4 community initiative to take place on Withers Way. This is an initiative aimed at drivers and the local community that highlights the four key behaviours that cause fatal road accidents including driving whilst using a mobile, drink driving, speeding and not wearing a seatbelt.
c) Sergeant Matt Turner has contacted Leicestershire County Council Highways to discuss the possibility of installing speed management measures.

It was noted that the Speed Sign would be relocated to Braunstone Lane following concerns of speeding on this road.

56. <u>Town Mayor's Report</u>

The Town Mayor, Councillor Sharon Betts, sent her apologies to the meeting.

The Committee received a report from the Deputy Executive Officer & Community Services Manager advising that the Town Mayor had attended the Remembrance Day Service at St Crispin's Church on Sunday 8th November and the Service of Remembrance held at Braunstone Civic Centre on Wednesday 11th November.

57. <u>Local Area Co-ordinator</u>

Roo Peake, Local Area Co-ordinator submitted a written report that was circulated at the meeting (item 8 on the agenda)

Examples of positive work with individuals and groups were noted within the report and work with over 52 local residents had taken place.

Councillors were pleased to note the progress and success of the pilot project but asked for clarification on the remit of the work of the Local Area Co-ordinator.

58. Town Watchers

The Chair of Town Watchers, Councillor Bill Wright, sent his apologies to the meeting.

Members were advised that a meeting of the Town Watchers took place on Monday 16th November. The Crime Reduction Officer had offered assistance to the Secretary of the Town Watchers in producing and distributing the agenda and production of minutes for the meeting. A new Vice Chair had now been elected and the Treasurer was in the process of reactivating the bank account for the group. The Crime Reduction Officer had been asked to make enquiries into the group visiting the Police Helicopter base.

59. Summary of Grant Applications

The Committee received a list of grant applications made to external sources

RESOLVED that the position be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the awarding of grants under the Council's Community Grants Scheme.

60. Community Grant Applications

The Committee received applications requesting Community Grants (Item 11 on the agenda)

RESOLVED that a Community Grant be awarded as follows:

a) Braunstone Swimming Club - £300 to help towards cost of providing swimming hats to club members
b) Save our Library Action Group - £280 toward the cost of purchasing advertising and other material associated with the campaign

Reason for Decision

The application had met the criteria of the grant scheme and the required information had been submitted.

61. Improvements to Parks and Open Spaces

Members received an update on progress to Parks and Open Spaces projects.

a) Holmfield Park
The refurbishment of play equipment on Holmfield Park was progressing and would be completed in approximately one and a half weeks. It was suggested that the Town Mayor may wish to attend a small opening ceremony once the work was completed.

b) Shakespeare Park
A meeting of the Shakespeare Park Improvement Project Working Group was held on 18th November 2015. The meeting was attended by representatives of the Town Council, Shakespeare Park Bowls Club and Braunstone Juniors Football Club. The meeting discussed ideas for capital improvement of the Bowls Pavilion and changing rooms, funding sources, timescales and long term leasing agreements for the clubs. All the representatives attending the meeting were in agreement on the direction of the project and it was agreed that initial enquiries would be made on sourcing a suitable architect firm to draw up plans and researching possible sources of funding for the project.

62. Financial Comparisons

The Financial Comparisons for the period 1st April 2015 to 31st October 2015 (item 13 on the agenda) were received and noted.

63. Capital Plan and Budget Estimates 2015/2016

A Statement of Expenditure for 1st April 2014 to 31st March 2015, a list of capital projects for 2016/2017 and beyond and a proposed budget for 2015/2016 for recommendation to Policy & Resources Committee (item 14 on the agenda) was received and noted.

64. Termination of Meeting
The meeting closed at 8.40pm.

LOCAL COUNCIL AWARD SCHEME FOUNDATION

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

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

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

These minutes are a draft and a subject to consideration for approval at the next meeting, scheduled for 4th February 2016.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANS & ENVIRONMENT COMMITTEE

THURSDAY 17TH DECEMBER 2015

PRESENT: Councillor Gary Sanders (Chair), Councillor Bill Wright (Vice-Chair) and Councillors Roger Berrington, Stuart Maxwell, Phil Moitt, Chetan Parmar and Robert Waterton.

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

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

70. Apologies

Apologies for absence were received from Councillor Berneta Layne and Mr John Dodd (Ex-Officio).

71. Disclosures of Interest

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

72. 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 answer questions in respect of any item of business included on the agenda.

There were no members of the public present.

73. Minutes of the Meeting held 19th November 2015

The Minutes of the Meeting held on 19th November 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 19th November 2015 be approved and signed by the Chairperson as a correct record.

74. Planning Applications dealt with under Delegated Authority

The Committee received and noted responses to planning applications taken under Delegated Authority (item 5 on the agenda).

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

DRAFT

1. Application No: 15/1406/LBC
Description: Change of use to include ancillary A5 Use (Hot Food Takeaway) (Retrospective). Listed Building Consent.
Location: Shakespeare Inn Braunstone Lane Braunstone Town Leicestershire

Response: *Braunstone Town Council wishes to make the following comment: that a condition of consent should be that any changes/additions to signage on the exterior of the building and premises must receive the prior consent of the Local Planning Authority.*

Reason: *The change of use was contained entirely within the interior of the building, however, providing a take away may result in changes to exterior signage and any such changes would have an impact upon the Listed Building.*

2. Application No: 15/1405/FUL
Description: Change of use to include ancillary A5 Use (Hot Food Takeaway) (Retrospective). Retrospective Planning Consent.
Location: Shakespeare Inn Braunstone Lane Braunstone Town Leicestershire

Response: *Braunstone Town Council wishes to make the following comments:*

a) there was an inconsistency between the closing times on Friday and Saturday listed on the application form and that of paragraph 12 of the design and access statement, no decision should be made until the precise opening hours have been clarified; and
b) a condition of consent should be that a litter bin must be provided on the car park forecourt and should be retained.

Reasons:

a) To ensure no ambiguity around the opening hours upon which consent had been granted.
b) To ensure that the impact of rubbish upon Shakespeare Park and Highway would be mitigated.

3. Application No: 15/1421/HH
Description: Single storey side and rear extensions
Location: 7 Hilcot Green Braunstone Town Leicestershire LE3 3SY

Response: *Braunstone Town Council wishes to make the following comment: that the occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

Reason: *The side extension would be close to the boundary of the neighbouring property and may impact upon the amenity*

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of this property.

4. Application No: 15/0832/RM
Description: Revised layout with revised house types.
Location: North & South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane Lubbesthorpe Leicester

Response: *Braunstone Town Council wishes to make the following comments:*

a) Applications for the site now exceed 565 houses, the Planning Authority should ensure that the developer has advanced plans and a timetable for ensuring the first Primary School is built;
b) the land around the deserted medieval village of Lubbesthorpe should not be used as land for community purposes, but should be retained as farmland;
c) the design of Main Street should either take into account traffic calming measures and a weight limit in order to reduce the amount of through traffic or the District Centre and the School should be located off Main Street on a separate side street and an appropriate traffic junction and crossing facilities installed at Main Street;
d) small areas of green space within Housing Developments, which are not recreational nor play space should not be designated open space but included as shared space, along with the access and parking, within the title deeds of the residential properties;
e) boundaries between residential properties and public open space should be the responsibility of the individual residential units; and
f) the Landscape Plans should only include indigenous species recommended by the Royal Horticultural Society for use in sustainable urban developments.

Reasons:

a) To ensure compliance with the Section 106 agreement of January 2014 requiring the school to be available for the first day of the September term prior to the occupation of the 300th dwelling.
b) To prevent a loss of open space to the development should the land be required for a direct link road from the M1 south onto the M69;
c) Main Street had the potential to become a rat-run, therefore either mitigation measures should be taken to prevent this or if the route forms part of a wider access from the west into the principal urban area, then the location of the school and community facilities along it should be relocated in order to ensure the safety of users;

DRAFT

d) *the Thorpe Astley development included a number of small parcels of open space which due to the small size had no recreation/play purpose or value but had not been included as part of the shared responsibilities of the surrounding properties, this land has become the responsibility of the Parish Council but has limited wider community value;*

e) *the Thorpe Astley development boundaries between residential properties and public open space were all designated as shared, however, the fences are to protect the privacy and security of the residential dwellings and should be the responsibility of the individual residential units; and*

f) *Some of the species listed was foreign and would be inappropriate for use since they were invasive species which could spread unsustainably if not regularly maintained at a significant cost.*

5. Application No: 15/0799/RM
Description: Revised layout with revised house types.
Location: Land To The North And South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane, Lubbesthorpe

Response: *Braunstone Town Council wishes to make the following comments:*

a) *the land around the deserted medieval village of Lubbesthorpe should not be used as land for community purposes, but should be retained as farmland;*

b) *the design of Main Street should either take into account traffic calming measures and a weight limit in order to reduce the amount of through traffic or the District Centre and the School should be located off Main Street on a separate side street and an appropriate traffic junction and crossing facilities installed at Main Street;*

c) *small areas of green space within Housing Developments, which are not recreational nor play space should not be designated open space but included as shared space, along with the access and parking, within the title deeds of the residential properties;*

d) *boundaries between residential properties and public open space should be the responsibility of the individual residential units; and*

e) *the Landscape Plans should only include indigenous species recommended by the Royal Horticultural Society for use in sustainable urban developments.*

Reasons: a) *To prevent a loss of open space to the development should the land be required for a direct link road from*

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the M1 south onto the M69;

b) Main Street had the potential to become a rat-run, therefore either mitigation measures should be taken to prevent this or if the route forms part of a wider access from the west into the principal urban area, then the location of the school and community facilities along it should be relocated in order to ensure the safety of users;

c) the Thorpe Astley development included a number of small parcels of open space which due to the small size had no recreation/play purpose or value but had not been included as part of the shared responsibilities of the surrounding properties, this land has become the responsibility of the Parish Council but has limited wider community value;

d) the Thorpe Astley development boundaries between residential properties and public open space were all designated as shared, however, the fences are to protect the privacy and security of the residential dwellings and should be the responsibility of the individual residential units; and

e) Some of the species listed was foreign and would be inappropriate for use since they were invasive species which could spread unsustainably if not regularly maintained at a significant cost.

6. Application No: 15/0873/RM

Description: Revisions to Landscaping layout including relocation of footpaths and redesign of drainage ponds.

Location: North And South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane, Lubbesthorpe Leicester

Response: *Braunstone Town Council wishes to make the following comments:*

1. the Landscape Plans should only include indigenous species recommended by the Royal Horticultural Society for use in sustainable urban developments, Bryony was not suitable for use in public open spaces; and

2. the details, timescales and works for the Landscaping taking place east of the M1 adjacent to Meridian Way should be undertaken in consultation and liaison with Braunstone Town Council and arrangements for the future management and legal transfer (along with associated commuted sums) should be undertaken in consultation and liaison with Braunstone Town Council.

Reasons: *1. Some of the species listed was foreign and would be inappropriate for use since they were invasive species which could spread unsustainably if not*

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regularly maintained at a significant cost. Bryony grows rapidly and would swamp other plants, it is poisonous and the sap it produces reacts with human skin.

2. *While it was understood that a Community Trust may manage the Lubbesthorpe Open Spaces; the landscaping on land to the East of the M1 was adjacent to Thorpe Astley and within the Parish of Braunstone, which currently had operational arrangements in place for managing Thorpe Astley Open Spaces. The involvement of Braunstone Town Council in the landscaping arrangements and future of the land adjacent to Meridian Way would ensure that the interests of the residents adjacent to the site were represented.*

75. Planning Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda).

The Executive Officer & Town Clerk advised that the Town Council had received notification of the 2nd planning application on the list for consideration, 15/1466/DOC, Request for confirmation that conditions be discharged from 02/0795/1/PX in respect of Development At Watergate Lane Braunstone Town Leicestershire; however, the plans were still unavailable for viewing. Once the plans became available, the item would be rescheduled for the forthcoming Committee or taken under delegated powers as appropriate.

RESOLVED that the following responses be forwarded to Blaby District Council:

1. Application No: 15/1415/DOC
Description: Discharge of conditions 3, 4, and 5 attached to planning permission 15/0821/FUL.
Location: 16 Bidford Road Braunstone Town Leicestershire LE3 3AE

Response: *Braunstone Town Council wishes to make the following comments:*

i. *that condition 3, Internal Floor Layout should only be discharged subject to a fire safety audit and the full implication of the recommendations;*
ii. *that Condition 4, Noise/Insulation Proposals, should not be discharged; and*
iii. *that Condition 5, extraction equipment, be discharged.*

Reasons: *i. While suitable internal layouts showing signage, doors and exit routes had been submitted, it was unclear whether there were alternative fire exits from the upper floors, e.g. via the back of the building; the use of the premises would require heat producing electrical equipment, which posed a fire risk and*

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should be mitigated;

ii. the documentation submitted was a company brochure, not as required by the condition a scheme of works for the party wall at these premises; and

iii. the applicant had confirmed no extraction equipment would be required.

76. Additional Planning Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda).

RESOLVED that the following responses be forwarded to Blaby District Council:

1. Application No: 15/1510/HH

Description: Single storey side and rear extension, additions to the roof space and extension of existing dropped kerb

Location: 20 Percy Street Braunstone Town Leicestershire LE3 2FL

Response:

1. *Braunstone Town Council wishes to object to this application because the proposed development would have an unsatisfactory relationship with other nearby uses that would be significantly detrimental to the amenities enjoyed by the occupiers of those properties due to considerations of Privacy; and*
2. *Braunstone Town Council wishes to make the following comments:*
   i. *in accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided – dwellings with 3 bedrooms – 2 spaces; and*
   ii. *the occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

Reasons:

1. *The proposed rear elevation contained doors onto an outside upper level patio, which would overlook neighbouring properties and the side elevation upper window overlooked number 22 and would be intrusive to the amenity enjoyed by that property.*
2. *There would be 3 bedrooms at the property and the location of windows and a balcony in the proposals could impact the amenity of the neighbouring properties.*

2. Application No: 15/1523/FUL

Description: External access ramp.

Location: 532 Braunstone Lane Braunstone Town Leicestershire LE3 3DH

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Response: *Braunstone Town Council wishes to support the application, subject to the following observation: that should the installation of the ramp affect the number of car parking spaces, then the car park should be reorganised in order to retain the existing number of parking spaces.*

Reason: *The Town Council fully supports and encourages the provision of access to shops and services for those with disabilities. The shop was located at a busy junction where parking was potentially difficult and steps should be taken to ensure existing parking provision was retained.*

3. Application No: 15/1380/HH
Description: Two storey side extension and demolition of existing conservatory.

Location: 68 Tuffleys Way Thorpe Astley Leicester LE3 3UT

Response: *Braunstone Town Council objects to this application since the proposed development would result in over-development of the site due to scale and mass and provided insufficient parking provision.*

Reason: *The proposed development would be detrimental to the amenities enjoyed by the occupants of neighbouring properties due to over-bearing effect and the plans contain four bedrooms, while there was no provision for three off road parking spaces.*

4. Application No: 15/1522/ADV

Description: Display of internally illuminated fascia sign and digital display screen within store window. Repositioning of existing pharmacy sign.

Location: 532 Braunstone Lane Braunstone Town Leicestershire LE3 3DH

Response: *Braunstone Town Council supports this application.*

Reason: *The proposed signage was in keeping with the shops and services provided at this Neighbourhood Services and Shopping location.*

77. Planning Decisions

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

RESOLVED that the decisions be noted.

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Reason for Decision

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

78. Transport Scheme Improvements - Narborough Road South - West Service Road

The Committee considered issues raised concerning safety and traffic calming on Narborough Road South West Service Road, since the Fosse Park Roundabout Improvement Scheme and to request a stage 4 safety audit be undertaken to assess the effectiveness of the scheme and amended calming measures in relation to the Service Road. (Item 9 on the agenda).

RESOLVED

1. that the Town Council formally write to Leicestershire County Council expressing its concern and requesting that options 1 to 6 above be considered and actioned; and
2. **that it be recommended to Community Development Committee** that the Town Council's Speed Sign be allocated on the Narborough Road South West Service Road south of Lubbesthorpe Road to assess the level of traffic flow and speed.

Reasons for Decision

1. *It appeared that the traffic calming scheme had become unbalanced following the improvements to Fosse Park Island and this had resulted in adverse speed and problems with traffic flows; these issues needed to be assessed and mitigated since there would be a risk of fatalities.*
2. *To enable the Town Council to assess the level of traffic flow and speed and where issues were identified to address these in partnership with the Police and County Council*

79. Lubbesthorpe and M1 Bridge Construction

The Committee received issues highlighted by residents, concerning the Lubbesthorpe Development Construction and M1 Bridge Construction and considered arrangements for seeking to resolve the issues raised (item 10 on the agenda).

RESOLVED

1. that the issues highlighted from the engagement session and online form be pursued by the Town Council as follows:
    a) Future Highways Improvements – issues to be raised and options explored with Leicestershire County Council Transport Policy & Strategy Officers;
    b) Watergate Lane – reassurance and full details of the scheme be sought from Blaby District Council Planning Officers; and

DRAFT

c) Construction of the M1 Bridge (traffic, noise, privacy, timings) – a meeting be held between the Executive Officer & Town Clerk and the Public Liaison Officer for the M1 Bridge construction work to seek to resolve the issues raised; and

2. that progress reports be given to future meetings of Plans & Environment Committee, setting out where appropriate, further action and decisions to be made by the Town Council.

Reasons for Decision

1. *To ensure that relevant bodies were aware of the issues raised and to enable the Town Council to constructively work with each relevant organisation as appropriate to resolve these issues.*
2. *To keep a watching brief on progress and to enable further decisions to be made where necessary to facilitate a resolution.*

80. Blaby District Council Consultation - Draft Gambling Act Statement of Licensing Principles 2016 – 2019

The Committee considered the Draft Blaby District Gambling Act Statement of Licensing Principles 2016-2019 and whether to respond to the consultation (item 11 on the agenda).

RESOLVED that the Draft Blaby District Gambling Act Statement of Licensing Principles 2016-2019 be noted.

Reason for Decision

The Statement of Licensing Principles proposed seemed reasonable, proportionate and comprehensive.

81. Feedback from Planning Nuts and Bolts Training

The Committee received feedback from Councillor Waterton on the Planning Nuts and Bolts Training held on 26th November 2015.

A copy of the slides from the training undertaken by Lance Wiggins of Landmark Planning, were circulated.

Councillor Waterton made the following points:

a) the National Planning Policy Framework had been introduced and guided planning strategies and decisions, previously covered by a number of statements and guidance notes;
b) Regional Strategies and Plans had been abolished, however, there remained a requirement to have full regard to the need for housing;
c) Neighbourhood Planning was encouraged as a way in which Parishes could direct development and identify sites for each type of development and service within the Parish;
d) undertaking site visits was a way in which members of the Committee could appreciate impact of a development on the surrounding community in terms of size and character; and

e) additional ways Parishes could get involved in Planning included participation in appeal hearings.

82. Feedback on Planning Application Comments

The Committee received an update on whether feedback could be provided by the District Planning Authority on comments made by the Town Council on Planning Applications.

The Chair advised the Committee that an offer had been made by the Director of Place and the Director of People at Blaby District Council to attend a future meeting of the Committee to understand and discuss the Committee's needs.

RESOLVED that an invitation be sent to the Director of Place and the Director of People at Blaby District Council to attend a future meeting of the Committee.

Reason for Decision

To enable the Town Council to seek a response from the District Planning Authority on planning applications where the Town Council's comments had not been accommodated into the decision, so that the Town Council was aware of why this was the case and could inform residents an engage effectively with the consultation for future planning applications.

83. Lubbesthorpe Strategic Consultative Board

The Committee considered any items for the next meeting of the Lubbesthorpe Strategic Consultative Board, which was scheduled for Thursday 14th January 2016.

RESOLVED that issues highlighted by residents, concerning the Lubbesthorpe Development Construction and M1 Bridge Construction be bought to the attention of the Group alongside how the Town Council was seeking to resolve these.

Reason for Decision

To ensure that all relevant stakeholders were aware of the issues raised and how the Town Council was seeking to work with each relevant organisation as appropriate to resolve the issues.

84. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2015 to 30th November 2015 (item 15 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

The Council's actual income was higher than predicted for the period and expenditure was lower than predicted for the period.

85. Capital Plan and Budget Estimates 2016/17

The Committee considered a statement of Expenditure for 1st April 2014 to 31st March 2015, a list of capital projects for 2016/2017 and beyond, and a proposed budget for 2016/2017 for recommendation to Policy & Resources Committee (item 16 on the agenda).

RESOLVED that it be recommended to Policy and Resources Committee that the draft Estimates for the Plans and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2016/2017.

Reason for Decision

To ensure appropriate resources for Planning and Environment Services.

86. Termination of the Meeting

The meeting closed at 9.05pm.

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 4th February 2016.

DRAFT

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 14th JANUARY 2016 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Alex DeWinter, Stuart Maxwell, Phil Moitt, Gary Sanders, Robert Waterton and Bill Wright.

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

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

67. Apologies

An apology for absence was received from Councillor Sam Maxwell.

68. Disclosures of Interest

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

69. 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.

70. Minutes of the Meeting held 1st October 2015

The Minutes of the Meeting held on 1st October 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 1st October 2015 be approved and signed by the Chairperson as a correct record.

71. Minutes of the Meeting held 5th November 2015

The Minutes of the Meeting held on 5th November 2015 were circulated (item 5 on the agenda).

RESOLVED that the Minutes of the meeting held on 5th November 2015 be approved and signed by the Chairperson as a correct record.

72. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April to 31st December 2015 (item 6 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

The Council's actual income was higher than predicted for the period. While expenditure exceeded income the Council had undertaken large Capital Projects in the period and money would be transferred from the reserves and income from Grants for the Capital Projects was still to be received.

73. Capital Plan 2016/17

The Committee considered priorities and projects for 2016/2017 Capital Programme (item 7 on the agenda).

RESOLVED that it be recommended to Council:

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the Current Projects (section b) be rolled forward on to the 2016/2017 Capital Plan;
3. that the Proposed New Projects (section c) be added to the 2016/2017 Capital Plan; and
4. that the Projects proposed for Deletion (section d) be removed from the rolling programme of Capital Projects.

Reasons for Decision

1. *To determine the work has been completed and to confirm there was no further work outstanding.*
2. *To confirm that the projects were outstanding and were still required.*
3. *To recognise the need to undertake investment and improvement as identified.*
4. *To recognise that, following review, these Projects were no longer required.*

74. Estimates for Budget and Precept 2016/2017 and beyond

The Committee considered the budget and precept for 2016/2017 along with proposed estimates for beyond (item 8 on the agenda).

RESOLVED that it be recommended to Council:

1. that the Estimates for 2016/2017 as attached at Appendix 1 of the report be approved as the Council's Budget for 2016/2017; and
2. that a Net Precept Requirement for £495,653 for the financial year 2016/2017 be submitted to Blaby District Council.

Reasons for Decision

1. *To meet the Town Council's operating budgets for 2016/2017 along with funding for the Capital Plan and contingency for service pressures as identified in the report on Medium to Long Term Priorities and Financial Planning, adopted by Council on 5th November 2015.*
2. *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.*

75. Future options for the Library and Customer Service Shop

The Committee received an update concerning the Council's proposals to combine Library, Customer Service and Social Inclusion activities at Braunstone Town Library; along with the Town Council's response to the County Council consultation to replace the Town Library with a mobile Library Service (item 9 on the agenda).

The Executive Officer & Town Clerk provided an update on recent discussions with Leicestershire County Council. The Lease agreement, along with alternative services and partners were now being considered in order to find a solution. Once details were available, this would be reported to Committee for consideration.

RESOLVED

1. that Braunstone Town Council's response to Leicestershire County Council's consultation on the proposal to replace Braunstone Town Library with a mobile library service be approved, as attached at Appendix 1 of the report, and be submitted to Leicestershire County Council's Cabinet Lead Member responsible for Libraries and copied to Leicester City Council and local press and media outlets; and
2. that delegated authority be given to the Executive Officer & Town Clerk to make minor modifications to the grammar, punctuation and spelling, prior to submission.

Reasons for Decision

1. *To ensure that the Leicestershire County Council had a full response on both the specific mobile library proposal as well as the context for the Town Council's proposals and that Leicester City Council were made aware of the mobile library proposal since it may have an impact upon Library Services provided by them and to ensure the local community were kept informed of events.*
2. *To enable the correction of typos and rewording of long sentences in order to add clarity to the meaning.*

76. Thorpe Astley Community Centre – Medical Rooms

The Committee received an update on progress for opening the Medical Facility at Thorpe Astley Community Centre and determined whether the Town Council needed to take any further action (item 10 on the agenda).

RESOLVED that a Press Release be issued by Monday 18th January 2016 concerning the current position with the Medical Rooms at Thorpe Astley Community Centre and expressing the Town Council's dissatisfaction with how the process had been handled by the NHS.

Reason for Decision

The medical rooms were identified as part of the Section 106 agreement for the Thorpe Astley Development as being required, provision for the facility was made within the Community Centre, which opened in 2010. The NHS undertook a procurement exercise to find a practice to deliver services in July 2014. The Town Council has supported and facilitated the process, including working with the NHS and the practice to agree a Memorandum of Understanding and timetable for engagement and implementation of services to be delivered from the Community Centre. It was now two and a half months since the Town Council agreed to the Memorandum of Understanding and timetable and there has been no progress.

77. Shakespeare Park – Improvement & Development

The Committee considered the next stages of the Improvement and Development Project for Shakespeare Park (item 11 on the agenda).

RESOLVED that the agreed approach and timescales as set out in the report be approved.

Reason for Decision

To facilitate the delivery of the project.

78. Narborough Road South Subways

The Committee considered progress with launching a community art project for the subways under Narborough Road South (item 12 on the agenda).

RESOLVED

1. that no further action be taken;
2. that the Council's partners be thanked for their support and involvement; and
3. that a summary of the work undertaken and the survey responses, along with the Council's decision and reasons for taking no further action be communicated to residents through the Braunstone Life and the Council's website and social media and also directly to those who responded to the consultation.

Reasons for Decision

1. *The cost and time involved in delivering a Community Art Project for the Narborough Road South Subways would be disproportionate given the number of local residents that engaged with the consultation was small and from among those that did, there was limited support for the proposals.*

2. *To recognise the support of both Blaby District Council and the Local Police Beat Team in working in partnership with the Town Council to respond positively when the issue of the standard of the subways was highlighted by residents' letters in the local press.*
3. *To ensure that those residents who had initially raised the issue of the standard of the subways and those that were involved in the consultation were informed of the work and the reasons for reaching the decision*.

79. Financial Procedures

The Committee received an update on resolving the transaction errors recorded on the system and action taken to ensure that processes were efficient to prevent future reoccurrences (item 13 on the agenda).

RESOLVED that a report covering the position and action taken during the 2015/2016 financial year, including the year end processes be given to Corporate Governance Sub-Committee when it considers the Statement of Accounts and Internal Audit, scheduled for June 2016.

Reason for Decision

To report on the effectiveness of the actions taken and to ensure that the processes put in place were sufficient to prevent future reoccurrences.

80. External Audit arrangements from 2017

The Committee considered determining the External Audit arrangements from 2017 following the abolition of the Audit Commission (item 14 on the agenda).

RESOLVED that Braunstone Town Council be part of the sector led body of The National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities for appointment of external auditors for a five year period from 2017.

Reason for Decision

The external audit fee of £1,300 - £1,600 was affordable and represented best value for the Council, since if the Council was to participate in its own or another arrangement it was unlikely to achieve the same economies of scale while incurring the governance and administration costs of managing the arrangements.

81. Provision of Website

The Committee considered Leicestershire County Council joint parishes procurement offer for website services beyond August 2016 (item 15 on the agenda).

RESOLVED that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to enter into the joint parishes' website framework agreement for Leicestershire & Rutland from August 2016.

Reason for Decision

The basic and premium packages identified by the focus group were supported by Policy & Resources Committee on 1st October 2015 as meeting the Council's website requirements. The indicative costs outlined in this report were affordable. Should the Executive Officer & Town Clerk, having consulted the Leader and Deputy Leader, be satisfied that the selected supplier could deliver the Town Council's requirements then the Council would confirm participation in the framework to avoid any undue delay.

82. Organisation Review of Crime Reduction and Community Engagement & Events

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

RESOLVED

1. that the post of Community Services & Engagement Officer (30 hours per week) be created for a probationary period on Monday 18th January 2016 until Friday 17th July 2016, with a Job Description, Person Specification and NJC pay scale as set out at Appendix 1 of the report;
2. that the Crime Reduction Coordinator post holder be slotted into the role of Community Services & Engagement Officer for the probationary period at the scale point identified in the section "Implementation" of the report;
3. that delegated authority be given to the Executive Officer & Town Clerk to determine whether the post holder slotted into the role of Community Services & Engagement Officer had successfully completed the probation;
4. that should the probationary period be successful, the following changes to the Organisation Structure be made permanent:
   a) the post of Community Services & Engagement Officer (30 hours per week) be created with a Job Description, Person Specification and NJC pay scale as set out at Appendix 1 of the report,
   b) the posts of Crime Reduction Coordinator and Community Engagement & Events Coordinator be deleted,
   c) the Organisation Structure, attached as Appendix 2, including line management and reporting lines, establishment hours and salary scale points be adopted, and
   d) the post holder of Community Services & Engagement Officer during the probationary period be slotted into the post; and
5. that should the probationary period not prove successful, the post holder be returned to their substantive post of Crime Reduction Coordinator on the previously established hours and NJC salary point.

Reasons for Decision

1. *To assess the practicality of a combined post of Community Services & Engagement Officer in line with the Council's Vision and objectives.*
2. *To enable the post holder to demonstrate competency in the role.*
3. *To undertake the probation assessment in accordance with the normal procedure.*
4. *To provide greater flexibility and efficiency by creating a synergy between Crime Reduction and Community Engagement and enabling a broader approach to partnership working and the development of social inclusion initiatives.*
5. *To avoid any compulsory redundancies and minimise the service impact of a vacancy by ensuring the continuation of the post holder in successfully delivering Crime Reduction initiatives.*

83. Termination of the Meeting

The meeting closed at 9.30pm.

NOTE:
CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010
Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

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

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

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

DRAFT

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
		11195/1	£165.23	£7.87	£157.36	TACC	Corona Energy	SEPT - OCT 15	784/2
		11195/2	£125.45	£5.97	£119.48	TACC	Corona Energy	AUG - SEPT 15	784/2
BACS150901 GAS01	28/10/15	11195	£290.68	£13.84	£276.84		Corona Energy	GAS TA	784/2
110260	29/10/15	11199	£200.00	£0.00	£200.00	SI	Braunstone Ivy Club	grant	619
		11200/1	£60.98	£10.16	£50.82	CC	ESPO	CC CLEAN	184/6
		11200/2	£141.23	£23.54	£117.69	CC	ESPO	CC CLEAN	184/6
		11200/3	£45.43	£7.57	£37.86	CC	ESPO	CC STATIONARY	185/1
		11200/4	£47.74	£7.96	£39.78	CC	ESPO	CC CLEAN	184/6
		11200/5	£100.84	£16.81	£84.03	TACC	ESPO	TA CLEAN	784/6
		11200/6	£10.62	£1.77	£8.85	CC	ESPO	CC STATIONARY	185/1
		11200/7	£165.65	£27.61	£138.04	CC	ESPO	CC CLEAN	184/6
DD151029ESPO	29/10/15	11200	£572.49	£95.42	£477.07		ESPO	SUPPLIES	184/6
BACS151026 RECORD	02/11/15	10975	£204.00	£34.00	£170.00	CC	Record 24		184/7
110273	02/11/15	10977	£175.00	£0.00	£175.00	SI	Mr A Shah	Diwali Disco	616
BACS151102EDGE	02/11/15	10980	£72.00	£12.00	£60.00	P&R	Edge Designs Ltd	TRAINING	141
BACS151026 NPS	02/11/15	10981	£1,392.00	£232.00	£1,160.00	TACC	NPS NIGEL SUMMERFIELD	heat exchanger on hot water at TA	784/2
BACS151102KINGS	02/11/15	10982	£83.46	£13.91	£69.55	CC	Kings Amoured Security	cash transit	198
BACS151026LOCAL	02/11/15	10983	£678.00	£113.00	£565.00	P&R	Local World Ltd	ADVERTISING	121
BACS151102SAGE	02/11/15	10984	£215.86	£35.98	£179.88	P&R	Sage (UK) Ltd		112
BACS151026KW	02/11/15	10985	£2.40	£0.00	£2.40	TACC	Kirby and West	SUPPLIES	785/4
BACS151026 CHILLI1	02/11/15	10986	£61.11	£0.00	£61.11	CC	Chilliclean Window Cleaning		184/6
DD151102LEX	02/11/15	11004	£3,214.23	£535.71	£2,678.52	P&G	Lex Autolease Limited		155/5
BACS151026 CHILLI	02/11/15	11031	£63.60	£0.00	£63.60	TACC	Chilliclean Window Cleaning		784/7
BACS151019 DORIAN	02/11/15	11033	£95.00	£0.00	£95.00	SI	Dorian Rose	ADVERTISING	616

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151102ALEX	02/11/15	11034	£69.30	£11.55	£57.75	CC	Alexandra		184/6
110269	02/11/15	11036	£51.00	£8.50	£42.50	SI	POPPY APPEAL	POPPY APPEAL WREATH	616
DD151102BDCRATESTA	02/11/15	11201	£600.00	£0.00	£600.00	TACC	Blaby District Council	N030084745	784/1
DD151102BDC01	02/11/15	11202	£1,750.00	£0.00	£1,750.00	CC	Blaby District Council	N030002639	184/1
DD151102XEROX	02/11/15	11203	£199.88	£33.31	£166.57	P&R	Xerox	PHOTOCOPIER	111
DD151102BT	02/11/15	11204	£60.12	£10.02	£50.10	P&R	British Telecom	BT BILL EM13370033	106
DD151102BT1	02/11/15	11205	£133.99	£22.33	£111.66	P&R	British Telecom	BT BILL EM13370033	106
BACS151026NEWCOMBE	02/11/15	11206	£100.00	£0.00	£100.00	TACC	Newcombe	REF DEP 24.10.2015	797
BACS151026FONJONG	02/11/15	11207	£100.00	£0.00	£100.00	TACC	FONJONG	REF DEP 24.10.2015	797
BACS151026LEWIN	02/11/15	11208	£100.00	£0.00	£100.00	TACC	LEWIN	REF DEP 25.10.2015	797
DD151102ENTA	02/11/15	11223	£32.10	£5.35	£26.75	P&R	Entanet International Ltd		112
110274	04/11/15	10978	£100.00	£0.00	£100.00	CC	Allen	REF DEP 24.10.2015	197
CONTRA REVAT	04/11/15	11037	£63.60	£0.00	£63.60	TACC	Chilliclean Window Cleaning		784/7
CONTRA REVAT	04/11/15	11038	-£63.60	-£10.60	-£53.00	TACC	Chilliclean Window Cleaning	Contra 10532,	784/7
BACS150611CHADCONTRA	04/11/15	11042	£63.60	£0.00	£63.60	TACC	Chilliclean Window Cleaning		784/7
CONTRA VAT	04/11/15	11043	-£63.60	-£10.60	-£53.00	TACC	Chilliclean Window Cleaning	Contra 10532,	784/7
DD151102BT1	05/11/15	11000	£20.02	£3.34	£16.68	P&R	British Telecom	BT BILL WM36040764	106
BACS151105ITSOL	05/11/15	11065	£570.00	£95.00	£475.00	P&R	IT Solutions	site visit VoIP systems & handset	106
BACS151105ITSOL1	05/11/15	11066	£633.60	£105.60	£528.00	P&R	IT Solutions	site visit VoIP systems & handset	106
100917	05/11/15	11249	£5,852.37	£0.00	£5,852.37	P&R	H M Revenue & Customs	NATIONAL INSURANCE .	101
110272	06/11/15	10976	£20.00	£0.00	£20.00	P&R	Blaby District Council	Small lotteries registeration	123
BACS151102LCC01	06/11/15	10996	£28.50	£4.75	£23.75	P&G	Leicestershire County Council	trade refuse	155/1
BACS151102ADT	06/11/15	10997	£392.70	£65.45	£327.25	CC	ADT Fire & Security		184/3

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151102MM	06/11/15	10998	£59.96	£9.99	£49.97	P&G	MACHINE MART		155/1
BACS151102BQ	06/11/15	11001	£144.00	£24.00	£120.00	P&G	Trade UK		155/1
BACS151103WPS	06/11/15	11003	£11,384.06	£0.00	£11,384.06	P&R	Wps Insurance Brokers & Risk Services Ltd	Commercial combined policy	109
BACS151103BRAUNLIFE	06/11/15	11027	£60.00	£0.00	£60.00	P&R	Braunstone Life	NOV ADVERTISING	121
BACS151103WPS01	06/11/15	11028	£386.60	£0.00	£386.60	P&R	Wps Insurance Brokers & Risk Services Ltd	Eng. Contingency Policy	109
BACS151103LOCAL	06/11/15	11029	£636.00	£106.00	£530.00	P&R	Local World Ltd	ADVERTISING	121
BACS151103COMM	06/11/15	11030	£60.30	£10.05	£50.25	TACC	Commercial Fire and Training		784/5
BACS151104CCA	06/11/15	11032	£82.08	£13.68	£68.40	P&R	CCA Occasions Ltd	Mayors Christmas cards 2015	133
BACS151028ARCO1	06/11/15	11059	£92.35	£15.39	£76.96	P&G	Arco		155/1
BACS151103WPS02	06/11/15	11063	£274.08	£0.00	£274.08	P&R	Wps Insurance Brokers & Risk Services Ltd	Commercial combined policy cvr amends	109
BACS151102ADT1	06/11/15	11067	£162.00	£27.00	£135.00	CC	ADT Fire & Security		184/3
109871	07/11/15	11070	-£100.00	£0.00	-£100.00	TACC	Public	Contra 9777, ref dep - N Ehson -	797
109904	07/11/15	11071	-£100.00	£0.00	-£100.00	CC	Refund Deposit	Contra 9901, L&R Haemophilia Group ref dep	197
DD151102SE	09/11/15	10999	£2,402.95	£400.49	£2,002.46	CC	Southern Electric		184/2
BACS150612Iam	09/11/15	11072	-£100.00	£0.00	-£100.00	CC	Public	Contra 10524, ref dep	197
bacs 2015.06.26turv	09/11/15	11073	-£100.00	£0.00	-£100.00	TACC	Public	Contra 10626, REF DEP RE 20.06.2015	797
BACS150806unpaid	09/11/15	11074	-£30.00	£0.00	-£30.00	P&R	Co operative Bank	Contra 10840, fee unpaid ITEMS	3
BACS151112LCC01	09/11/15	11095	£28.50	£4.75	£23.75	P&G	Leicestershire County Council	trade refuse	155/1
BACS151109PBLWRKLOAN	09/11/15	11222	£32,003.46	£0.00	£32,003.46	CC	Public Works Loan Board		181
BACS151110CHAP	10/11/15	11075	£24.00	£4.00	£20.00	P&G	Chapmans Garden Machinery Limited		155/1
BACS151110ITSOL1	10/11/15	11079	£610.20	£101.70	£508.50	P&R	IT Solutions		112

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151110 NPS02	10/11/15	11082	£70.80	£11.80	£59.00	TACC	NPS NIGEL SUMMERFIELD		784/7
BACS151110 NPS2	10/11/15	11083	£89.34	£14.89	£74.45	TACC	NPS NIGEL SUMMERFIELD		784/7
110271	10/11/15	11300	£175.00	£29.17	£145.83	SI	SHAH. A	REPLACE LOST CHQ 109860 DIWALI DISCO 2014	616
BACS151110 NPS1	11/11/15	11069	£99.60	£16.60	£83.00	TACC	NPS NIGEL SUMMERFIELD		784/7
100916	11/11/15	11250	£46.85	£0.00	£46.85	P&R	Unison	UNISON -	101
DD151102ENT A	11/11/15	11301	£86.80	£14.47	£72.33	P&R	Entanet International Ltd		112
DD151112BT	12/11/15	11026	£4.90	£0.82	£4.08	P&R	British Telecom	BT BILL EM13370033	106
BACS151102K BPACKAGIN	12/11/15	11080	£309.60	£51.60	£258.00	P&E	KB Packaging	POOP BAGS	501/2
DD151116BD CWASTE	16/11/15	11302	£1,388.23	£0.00	£1,388.23	CC	Blaby District Council	Trade Waste Collection	184/4
DD151116ENT 1	16/11/15	11303	£49.79	£8.30	£41.49	P&R	Entanet International Ltd		112
		11304/1	£29.40	£4.90	£24.50	CC	Global Payments	Card processing and Transit fees	198
		11304/2	£28.15	£0.00	£28.15	CC	Global Payments	Card processing and Transit fees	198
BACS151117 GLOBAL	17/11/15	11304	£57.55	£4.90	£52.65		Global Payments	01.10.15 - 30.10.15	198
		11305/1	£177.60	£29.60	£148.00	P&R	ESPO	CHAIRS - OFFICE	104
		11305/2	£106.80	£17.80	£89.00	P&R	ESPO	TABLE - OFFICE	104
		11305/3	£153.35	£25.56	£127.79	CC	ESPO	STATIONARY	185/1
		11305/4	£134.40	£22.40	£112.00	P&R	ESPO	DRAWER UNIT - OFFICE	104
		11305/5	£106.80	£17.80	£89.00	SI	ESPO	CAMERA	616
		11305/6	£187.73	£31.29	£156.44	CC	ESPO	CLEANING	184/6
		11305/7	£29.88	£4.98	£24.90	TACC	ESPO	CLEANING	784/6
		11305/8	£89.37	£14.89	£74.48	TACC	ESPO	CLEANING	784/6
		11305/9	£61.20	£10.20	£51.00	CC	ESPO	STATIONARY	185/1
DD151117ES PO	17/11/15	11305	£1,047.13	£174.52	£872.61		ESPO	ASS	104
110267	18/11/15	10988	£100.00	£0.00	£100.00	CC	Townsend	REF DEP 16.10.2015	197
110268	18/11/15	10989	£100.00	£0.00	£100.00	CC	Akram	REF DEP 18.10.2015	197

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151110 MASIH	18/11/15	11084	£100.00	£0.00	£100.00	CC	Seema Masih	REF DEP 07.11.2015	197
BACS151120I KPETROL	20/11/15	11251	£34.20	£0.00	£34.20	P&R		PETROL ALLOWANCE	101
BACS151120K	20/11/15	11252	£105.35	£0.00	£105.35	P&R	Wages		101
BACS151120P	20/11/15	11253	£105.35	£0.00	£105.35	P&R	Wages		101
BACS151120E K	20/11/15	11254	£319.28	£0.00	£319.28	P&R	Wages		101
BACS151120 CY	20/11/15	11255	£597.17	£0.00	£597.17	P&R	Wages		101
BACS1501120 KD1	20/11/15	11256	£607.08	£0.00	£607.08	P&R	Wages		101
BACS1501120 ABARRAND	20/11/15	11257	£623.44	£0.00	£623.44	P&R	Wages		101
BACS151120P C1	20/11/15	11258	£680.21	£0.00	£680.21	P&R	Wages		101
BACS151120 DH	20/11/15	11259	£829.35	£0.00	£829.35	P&R	Wages		101
BACS151120E B	20/11/15	11260	£876.90	£0.00	£876.90	P&R	Wages		101
BACS151120A M	20/11/15	11261	£879.96	£0.00	£879.96	P&R	Wages		101
BACS151120K CUSACK	20/11/15	11262	£983.83	£0.00	£983.83	P&R	Wages		101
BACS151120 DJ	20/11/15	11263	£1,020.81	£0.00	£1,020.81	P&R	Wages		101
BACS151120E W	20/11/15	11264	£1,037.39	£0.00	£1,037.39	P&R	Wages		101
BACS151120A D	20/11/15	11265	£1,176.89	£0.00	£1,176.89	P&R	Wages		101
BACS151120A B	20/11/15	11266	£1,213.45	£0.00	£1,213.45	P&R	Wages		101
BACS151120J G	20/11/15	11267	£1,215.17	£0.00	£1,215.17	P&R	Wages		101
BACS151120K R	20/11/15	11268	£1,327.27	£0.00	£1,327.27	P&R	Wages		101
BACS151120I K	20/11/15	11269	£1,483.64	£0.00	£1,483.64	P&R	Wages		101

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151120PJ	20/11/15	11270	£1,488.32	£0.00	£1,488.32	P&R	Wages		101
BACS151120LA	20/11/15	11271	£1,621.89	£0.00	£1,621.89	P&R	Wages		101
BACS151220PH	20/11/15	11272	£1,907.86	£0.00	£1,907.86	P&R	Wages		101
BACS151120DT	20/11/15	11273	£2,596.58	£0.00	£2,596.58	P&R	Wages		101
110276	23/11/15	11064	£40.50	£0.00	£40.50	CC	Ratby Co-Operative Mid Band	over payment	197
BACS151112MANKU	23/11/15	11086	£112.46	£0.00	£112.46	TACC	E.L Manku	REF DEP 07.11.2015	797
BACS151016FIRSTAID	23/11/15	11087	£478.80	£79.80	£399.00	P&R	SkillBase First Aid	FIRST AID TRAINING	112
BACS151112ALEX	23/11/15	11088	£34.68	£5.78	£28.90	CC	Alexandra		184/6
BACS151112SEVERN	23/11/15	11089	£98.23	£0.00	£98.23	P&G	Severn Trent Water Ltd	WATER BILL - AVON ROAD	154/4
BACS151112BT01	23/11/15	11090	£60.22	£10.03	£50.19	P&R	British Telecom	BT BILL -EM15369632 - 2824968	106
BACS151112BT5	23/11/15	11091	£708.30	£118.05	£590.25	P&R	British Telecom	BT BILL -EM16631367 - 0116 2824785	106
BACS151112BT02	23/11/15	11092	£73.86	£12.31	£61.55	P&R	British Telecom	BT BILL - EM19572346 - 2893973	106
BACS151112BT13	23/11/15	11093	£45.46	£7.57	£37.89	P&R	British Telecom	BT BILL -EM22853976 - 2893934	106
BACS151112BT04	23/11/15	11094	£45.46	£7.57	£37.89	P&R	British Telecom	BT BILL - EM22854032 - 2892108	106
DD151112TOTALGASPO	23/11/15	11097	£1,311.67	£218.61	£1,093.06	CC	Total Gas & Power		184/2
BACS151117FASTBANNER	23/11/15	11100	£81.50	£0.00	£81.50	SI	Fast Banners		616
BACS151117BT01	23/11/15	11101	£122.76	£20.46	£102.30	P&R	British Telecom	BT BILL - EM1313 0189	106
BACS151207SEVERN	23/11/15	11102	£995.99	£0.00	£995.99	TACC	Severn Trent Water Ltd	WATER BILL - TA	784/2
DD151123ENT1	23/11/15	11287	£49.79	£8.30	£41.49	P&R	Entanet International Ltd		112
		11307/1	£20.00	£3.33	£16.67	P&G	Braunstone Town Council	UNLEADED EQUIP	154/7
		11307/2	£4.00	£0.00	£4.00	SI	Braunstone Town Council	SUPPLIES DIWALI	616

Paid Expenditure Transactions between 28/10/15 and 19/01/16

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Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
		11307/3	£31.23	£5.21	£26.02	P&G	Braunstone Town Council	BUFFETT - PIZZA HUT FIRST AID	155/5
		11307/4	£4.32	£0.72	£3.60	P&G	Braunstone Town Council	PARTS - PARKS	155/1
		11307/5	£6.05	£0.00	£6.05	SI	Braunstone Town Council	SUPPLIES DIWALI	616
		11307/6	£19.98	£3.33	£16.65	SI	Braunstone Town Council	SUPPLIES DIWALI	616
		11307/7	£0.00	£0.00	£0.00	CC	Braunstone Town Council	SUPPLIES FOR HIRERS	185/4
		11307/8	£4.50	£0.00	£4.50	CC	Braunstone Town Council	SUPPLIES FOR HIRERS	185/4
		11307/9	£2.99	£0.50	£2.49	P&G	Braunstone Town Council	PARTS - PARKS	155/1
		11307/10	£4.99	£0.83	£4.16	P&G	Braunstone Town Council	PARTS - PARKS	155/1
		11307/11	£4.00	£0.67	£3.33	P&G	Braunstone Town Council	CLEANER PARKS	155/1
		11307/12	£35.52	£5.92	£29.60	P&G	Braunstone Town Council	PARTS - PARKS	155/1
110277	23/11/15	11307	£137.58	£20.51	£117.07		Braunstone Town Council	PETTY CASH	154/7
BACS151131 CORONA	23/11/15	11308	£269.16	£44.86	£224.30	TACC	Corona Energy	OCT15 - NOV 15	784/2
DD151123PA	23/11/15	11309	£120.00	£20.00	£100.00	P&R	PERSONAL ADVICE	NOVEMBER 2015	117
110281	25/11/15	11103	£1,211.91	£102.41	£1,109.50	P&R	Towergate Underwriting Group Ltd	Insurance - BRAU04CV06	109
110279	26/11/15	11096	£100.00	£0.00	£100.00	P&G	J Coates (Garage Services)	Service - REG YK51 NVT	155/5
110280	26/11/15	11104	£4,906.80	£817.80	£4,089.00	CC	Capital Floors Ltd	MILLFIELD HALL FLOOR	184/7
110275	30/11/15	11002	£450.00	£75.00	£375.00	SI	Sharmilee	DIWALI FOOD	616
DD151113SE	30/11/15	11098	£1,025.50	£170.91	£854.59	CC	Southern Electric	TACC	184/2
DD151201BD CRATES	01/12/15	11314	£1,750.00	£0.00	£1,750.00	CC	Blaby District Council	N030002639	184/1
110266	02/12/15	10987	£26.80	£0.00	£26.80	TACC	NEL	REF DEP 17.10.2015	797
110278	02/12/15	11085	£147.04	£0.00	£147.04	TACC	Neil Golightly	refund cancelled booking	797
DD151201BD CA	02/12/15	11312	£600.00	£0.00	£600.00	TACC	Blaby District Council	N030084745	784/1
BACS151110X EROX	04/12/15	11076	£83.00	£13.83	£69.17	P&R	Xerox		111
BACS151130K INGS	07/12/15	11105	£83.46	£13.91	£69.55	CC	Kings Amoured Security	cash transit	198
BACS151130A RCO	07/12/15	11106	£73.31	£12.22	£61.09	P&G	Arco		155/1
BACS151130 NALC	07/12/15	11111	£30.00	£5.00	£25.00	P&R	NALC	Local Councils Award Scheme Registeration	123

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151130PENSIONS	07/12/15	11114	£5,277.98	£0.00	£5,277.98	P&R	Leicestershire County Council	PENSIONS - NOVEMBER 2015	103
BACS151130LRALC	07/12/15	11117	£35.00	£0.00	£35.00	P&R	LRALC	finding & bidding for project fund training	112
BACS150820MORGANS	07/12/15	11118	£45.48	£7.58	£37.90	P&G	MORGANS		155/1
BACS151130THURMAN	07/12/15	11120	£100.00	£0.00	£100.00	TACC	N. Thurman	REF DEP re 14.11.2015	797
BACS151130EDE	07/12/15	11121	£100.00	£0.00	£100.00	TACC	SAMANTHA EDE	REF DEP re 15.11.2015	797
BACS151130MAYOR	07/12/15	11129	£100.00	£0.00	£100.00	CC	KERRY MAYOR	REF DEP re 28.11.2015	197
BACS151130SLCCPS	07/12/15	11130	£235.00	£0.00	£235.00	P&R	SLCC	SLCC MEMBERSHIP RENEWAL - PS	123
BACS151130SLCCDT	07/12/15	11131	£284.00	£0.00	£284.00	P&R	SLCC	SLCC MEMBERSHIP RENEWAL - DT	123
BACS151130WALKER	07/12/15	11132	£46.80	£7.80	£39.00	P&G	George Walker Ltd	Timber	155/1
BACS151201WPS	07/12/15	11133	£11.75	£0.00	£11.75	P&R	Wps Insurance Brokers & Risk Services Ltd	Commercial combined policy	109
BACS151201FENLAND	07/12/15	11134	£1,400.40	£233.40	£1,167.00	P&G	FENLAND		155/2
DD151201ENTAA	08/12/15	11135	£32.10	£5.35	£26.75	P&R	Entanet International Ltd		112
110282	09/12/15	11119	£478.00	£0.00	£478.00	SI	Kingsway Flower Club	Flower club demo	616
DD1511207ENTA	10/12/15	11160	£96.82	£16.14	£80.68	P&R	Entanet International Ltd		112
110285	15/12/15	11124	£100.00	£0.00	£100.00	CC	BAHLAY	REF DEP re 21.11.2015	197
DD151208ENTANET	15/12/15	11176	£49.79	£8.30	£41.49	P&R	Entanet International Ltd		112
100919	16/12/15	11116	£6,063.06	£0.00	£6,063.06	P&R	H M Revenue & Customs	NATIONAL INSURANCE .	101
110283	16/12/15	11122	£100.00	£0.00	£100.00	CC	SUMARIA	REF DEP re 15.11.2015	197
110289	16/12/15	11128	£100.00	£0.00	£100.00	CC	VALAND	REF DEP re 28.11.2015	197
		11177/1	£29.40	£4.90	£24.50	CC	Global Payments	Card processing and Transit fees	198
		11177/2	£42.07	£0.00	£42.07	CC	Global Payments	Card processing and Transit fees	198
BACS151208GLOBAL	16/12/15	11177	£71.47	£4.90	£66.57		Global Payments		198
DD151207BARCLAY	16/12/15	11182	£99.20	£0.00	£99.20	CC	Barclaycard Direct Debit Payment		184/7

Paid Expenditure Transactions between 28/10/15 and 19/01/16

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Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
		11190/1	£10.00	£1.67	£8.33	P&G	Braunstone Town Council	UNLEADED EQUIP	154/7
		11190/2	£3.00	£0.00	£3.00	P&R	Braunstone Town Council	POSTAGE SHORTAGE CHARGE	104
		11190/3	£12.00	£2.00	£10.00	P&G	Braunstone Town Council	UNLEADED FOR TIPPER	155/5
		11190/4	£20.00	£3.33	£16.67	P&G	Braunstone Town Council	FUEL FOR TIPPER	155/1
		11190/5	£3.00	£0.00	£3.00	P&R	Braunstone Town Council	POSTAGE SHORTAGE CHARGE	104
		11190/6	£4.74	£0.00	£4.74	CC	Braunstone Town Council	MINCE PIES FOT TOWNWATCHERS MEETING	185/4
		11190/7	£20.20	£3.37	£16.83	P&G	Braunstone Town Council	UNLEADED FOR TIPPER	155/5
		11190/8	£15.00	£2.50	£12.50	P&G	Braunstone Town Council	UNLEADED FOR TIPPER	155/5
		11190/9	£15.00	£2.50	£12.50	P&G	Braunstone Town Council	UNLEADED FOR TIPPER	155/5
		11190/10	£12.00	£2.00	£10.00	P&G	Braunstone Town Council	CAR PARKING TICKET - STAFF TRAIN	155/1
		11190/11	£7.00	£0.00	£7.00	CC	Braunstone Town Council	EXTENSION LEAD	184/7
CASH151209 BTCPETTY	17/12/15	11190	£121.94	£17.37	£104.57		Braunstone Town Council	PETTY CASH	154/7
100918	18/12/15	11115	£46.85	£0.00	£46.85	P&R	Unison	unison membership	101
BACS151217E MERSON	18/12/15	11218	£180.00	£30.00	£150.00	CC	Emmerson Doors Ltd	Work on shutter at Civic	184/7
110286	21/12/15	11125	£92.40	£0.00	£92.40	CC	DAVID HUTCHINS	REF DEP re 21.11.2015	197
BACS151207 NPS	21/12/15	11157	£84.00	£14.00	£70.00	CC	NPS NIGEL SUMMERFIELD		184/7
BACS151207 NPS1	21/12/15	11159	£72.00	£12.00	£60.00	TACC	NPS NIGEL SUMMERFIELD		784/7
BACS151208 MENDIS	21/12/15	11169	£95.70	£0.00	£95.70	CC	Mendis	Ref Dep 21.11.2015	197
BACS151206 MESSIAH	21/12/15	11174	£100.00	£0.00	£100.00	CC	Messiah	Ref Dep 06.12.2015	197
BACS151206P ARMAR	21/12/15	11175	£100.00	£0.00	£100.00	CC	PARMAR	Ref Dep 05.12.2015	197
BACS151208X MA	21/12/15	11178	£54.64	£9.11	£45.53	P&R	XMA Limited		104
BACS151208S TAMPSA	21/12/15	11179	£103.08	£17.17	£85.91	P&R	Royal Mail	stamps	104
BACS151208A LEX	21/12/15	11184	£13.73	£2.29	£11.44	TACC	Alexandra		784/6
BACS151208A LEX1	21/12/15	11185	£13.73	£2.29	£11.44	TACC	Alexandra		784/6

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Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151208ITSOL	21/12/15	11187	£45.53	£7.59	£37.94	P&R	IT Solutions		112
BACS151208STAMP	21/12/15	11188	£55.99	£0.33	£55.66	P&R	Royal Mail	stamps	104
BACS151217OKONKWO	21/12/15	11210	£100.00	£0.00	£100.00	TACC	F Okonkwo	REF DEP 12.12.2015	797
BACS151217CHAPMAN	21/12/15	11211	£100.00	£0.00	£100.00	CC	Chapman	REF DEP 13.12.2015	197
BACS151217DAVDA	21/12/15	11212	£100.00	£0.00	£100.00	TACC	Davda	REF DEP 04.12.2015	797
BACS151208LRAC	21/12/15	11216	£75.00	£0.00	£75.00	P&R	LRALC	TRAINING Nuts & Bolts and Code of Conduct	112
BACS151217BRAND	21/12/15	11217	£31.93	£5.32	£26.61	P&G	Brandon Hire Plc	PLATE COMPACTOR PETROL	155/3
BACS151217ALEX1	21/12/15	11219	£11.23	£1.87	£9.36	CC	Alexandra	Clothing for cleaners	184/6
BACS151217ALEX	21/12/15	11220	£17.28	£2.88	£14.40	CC	Alexandra	Clothing for cleaners	184/6
BACS151221AD	21/12/15	11316	£1,178.53	£0.00	£1,178.53	P&R	Wages		101
BACS1511221EK	21/12/15	11317	£319.28	£0.00	£319.28	P&R	Wages		101
BACS1501221	21/12/15	11318	£331.51	£0.00	£331.51	P&R	Wages		101
BACS1501221	21/12/15	11319	£355.60	£0.00	£355.60	P&R	Wages		101
BACS151221KCH	21/12/15	11320	£355.60	£0.00	£355.60	P&R	Wages		101
BACS151221CY	21/12/15	11321	£597.17	£0.00	£597.17	P&R	Wages		101
BACS151221KD1	21/12/15	11322	£668.30	£0.00	£668.30	P&R	Wages		101
BACS151221PC1	21/12/15	11323	£680.21	£0.00	£680.21	P&R	Wages		101
BACS151221DH	21/12/15	11324	£829.55	£0.00	£829.55	P&R	Wages		101
BACS151221EB	21/12/15	11325	£877.10	£0.00	£877.10	P&R	Wages		101
BACS151221AM	21/12/15	11326	£879.96	£0.00	£879.96	P&R	Wages		101

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Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS151221KC	21/12/15	11327	£983.83	£0.00	£983.83	P&R	Wages		101
BACS151221DJ	21/12/15	11328	£1,020.61	£0.00	£1,020.61	P&R	Wages		101
BACS151221EW	21/12/15	11329	£1,037.59	£0.00	£1,037.59	P&R	Wages		101
BACS151221KR	21/12/15	11330	£1,205.33	£0.00	£1,205.33	P&R	Wages		101
BACS151221AB	21/12/15	11331	£1,213.45	£0.00	£1,213.45	P&R	Wages		101
BACS151221JG	21/12/15	11332	£1,215.37	£0.00	£1,215.37	P&R	Wages		101
BACS151221IK	21/12/15	11333	£1,470.36	£0.00	£1,470.36	P&R	Wages		101
BACS151221PJ	21/12/15	11334	£1,488.52	£0.00	£1,488.52	P&R	Wages		101
BACS151221DENISMILE	21/12/15	11335	£3.69	£0.61	£3.08	P&R	Anna Denis	mileage	101
BACS151221HURDMILEAG	21/12/15	11336	£30.38	£5.06	£25.32	P&R	P Hurd	MILEAGE	101
BACS151207VIPANS	22/12/15	11162	£132.00	£22.00	£110.00	P&G	Vipans Ltd	PARTS	155/1
BACS151130SISSONS	23/12/15	11107	£6,958.64	£1,159.77	£5,798.87	CC	Sissons & Allen Ltd	MH LED LIGHTS AND TILES	800/1/1/1
110284	23/12/15	11123	£100.00	£0.00	£100.00	CC	RSCDS	REF DEP re 14.11.2015	197
110288	23/12/15	11127	£100.00	£0.00	£100.00	CC	PAYNE	REF DEP re 29.11.2015	197
BACS151207PRIN	23/12/15	11156	£508.09	£84.68	£423.41	TACC	Principal Hygiene Systems Ltd	PERIOD (01.10.2015-31.12.2015)	784/4
BACS151207ADT	23/12/15	11158	£410.38	£68.40	£341.98	CC	ADT Fire & Security	PERIOD 12.12.2015 - 11.12.2016	184/3
BACS151207ADT1	23/12/15	11163	£162.00	£27.00	£135.00	CC	ADT Fire & Security	CALL OUT RE 27.11.2015	184/3
BACS151209SWIM	23/12/15	11164	£300.00	£0.00	£300.00	SI	Braunstone Swimming Club	GRANT	619
BACS151207SES	23/12/15	11166	£421.44	£70.24	£351.20	CC	Ses Technical Ltd	BLACK STAGE FRONT CURTAINS	184/7
BACS151209SES1	23/12/15	11167	£5,468.89	£911.48	£4,557.41	CC	Ses Technical Ltd	INSTALLATION DRAPES	184/7
BACS151209TRACTOR	23/12/15	11168	£283.20	£47.20	£236.00	P&G	Tractor Guard LTD	New Holland tractor guard	155/1

Paid Expenditure Transactions between 28/10/15 and 19/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
110290	23/12/15	11170	£100.00	£0.00	£100.00	CC	Ashby	Ref Dep 05.12.2015	197
110292	23/12/15	11172	£100.00	£0.00	£100.00	CC	HIRST	Ref Dep 05.12.2015	197
BACS151207PROTYRE	23/12/15	11183	£401.66	£66.94	£334.72	P&G	PROTYRE		155/1
BACS151208MELA	23/12/15	11186	£185.00	£0.00	£185.00	SI	Leicester Mela	Rangoli workshop - Diwali	616
BACS151209NPS	23/12/15	11191	£159.60	£26.60	£133.00	CC	NPS NIGEL SUMMERFIELD	Repairs to bar tap and new water heater	184/7
110299	23/12/15	11214	£2,887.20	£481.20	£2,406.00	P&G	Steven Heane	Works carried out at bowling club	154/4
BACS151217BRAUNLIFE	23/12/15	11215	£1,710.00	£0.00	£1,710.00	P&R	Braunstone Life	Feb - June 2016 Advertising	121
BACS151217PEAR	23/12/15	11221	£240.00	£40.00	£200.00	P&R	Pear Technology Services Ltd	tech support	112
		11306/1	£201.60	£33.60	£168.00	P&R	ESPO	DRAWERS	104
		11306/2	£134.36	£22.39	£111.97	CC	ESPO	STATIONARY	185/1
		11306/3	£19.42	£3.24	£16.18	CC	ESPO	STATIONARY	185/1
		11306/4	£189.21	£31.54	£157.67	CC	ESPO	CLEANING	184/6
		11306/5	£139.89	£23.32	£116.57	CC	ESPO	CLEANING	184/6
DD151222ESPO	23/12/15	11306	£684.48	£114.09	£570.39		ESPO	ASS	104
DD151223PA	23/12/15	11341	£120.00	£20.00	£100.00	P&R	PERSONAL ADVICE	DECEMBER 2015	117
DD151222ENTANET	23/12/15	11342	£49.79	£8.30	£41.49	P&R	Entanet International Ltd		112
110298	24/12/15	11209	£100.00	£0.00	£100.00	CC	BRADSHAW	REF DEP 12.12.2015	197
BACS151222CORONA	24/12/15	11286	£345.20	£57.53	£287.67	TACC	Corona Energy	NOV - DEC 15	784/2
110295	29/12/15	11165	£280.00	£0.00	£280.00	SI	Braunstone Heritage Archive Group		619
110294	30/12/15	11161	£94.30	£15.72	£78.58	P&G	Sunningdale Landscape Supplies Ltd		155/1
BACS160109SE	09/01/16	11338	£84.00	£4.00	£80.00	P&G	Southern Electric	SHAKESPEARE PARK 30/09/15-22/12/15	154/4
DD1601176SA	17/01/16	11337	£176.61	£8.41	£168.20	P&G	Southern Electric	PAVILLION OCT 15 - 30 DEC 15	154/3
Total			£163,591.47	£7,903.83	£155,687.64				