



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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1<sup>st</sup> June 2016

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

Dear Councillor

You are summonsed to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 9th June 2016** commencing at **7.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

## AGENDA

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Public Participation**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes of the Meeting held 14th April 2016**  
To confirm the accuracy of the Minutes of the meeting held 14th April 2016 to be signed by the Chairperson (**Enclosed**).

5. **Library and Customer Service Shop - Update on Progress**  
To consider implementation of an agreement with Blaby District Council on the Customer Service Shop and an update on progress with Leicestershire County Council in respect of the future of Braunstone Town Library. (Enclosed).
6. **Thorpe Astley Community Centre Options Appraisal**  
To consider consultation feedback and determine which options should be pursued in respect of the use of the Medical Rooms and provision of other services at the Centre. (Enclosed).
7. **Internal Audit Report 2015/2016**  
To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2016 (Enclosed).
8. **Appointment of Internal Auditor for 2016/2017**  
To appoint an Internal Auditor for 2016/2017 in accordance with the Terms of Reference set out in 'Governance and Accountability for Local Councils – A Practitioners Guide' (Enclosed).
9. **Annual Governance Statement 2015/2016**  
To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2016 and to recommend that Council completes and submits the Annual Governance Statement 2015/2016 accordingly. (Enclosed).
10. **Accounting Statements 2015/2016**  
To receive the End of Year Accounts for the financial year ended 31st March 2016 and to recommend that Council adopts and submits the Accounting Statements 2015/2016 accordingly. (Enclosed).
11. **Financial Regulations**  
To review the Council's Financial Regulations and recommend for adoption at Council. (Enclosed).
12. **Land adjacent to the New M1 Bridge, Thorpe Astley**  
To receive and consider a recommendation from Plans & Environment Committee that the Town Council enter discussions with the relevant parties to determine whether the land adjacent to the new road and bridge at Thorpe Astley could be transferred to the Town Council and to consider the possibility of planting trees to provide screening from the new road and woodland walks. (Enclosed).
13. **Sports Pitch Allocations 2016/2017**  
To receive applications for sports pitches for 2016/2017 season and to determine their allocation. (Enclosed).

14. **Shakespeare Park - Improvement & Development**  
To receive a progress report on the design options for the Pavilion and playground and updated timescales for the project. To authorise a public consultation and applications for funding. **(Enclosed)**.
15. **ROSPA Reports**  
To receive a report concerning the Annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken. **(Enclosed)**.
16. **Website Options**  
To consider options for renewal of a Website provider. **(Enclosed)**.
17. **Blaby District Scrutiny**  
To consider any suggestions for Blaby District Scrutiny in the forthcoming year. **(Enclosed)**.
18. **Budget Headings**  
To consider and approve a revised budget heading structure for 2016/2017 and beyond. **(Enclosed)**.
19. **Financial Comparisons**  
To receive Financial Comparisons for the period 1st April 2015 to 31st May 2016. **(Enclosed)**.
20. **Termination of the Meeting**



**NOTE:**

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

*EQUALITIES ACT 2010*

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 14th APRIL 2016 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sharon Betts (substituting for Stuart Maxwell), Sam Maxwell, Phil Moitt, Gary Sanders, Robert Waterton and Bill Wright.

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

There were 13 members of the public present at the meeting.

**96. Apologies**

Apologies for absence were received from Councillor Stuart Maxwell.

**97. Disclosures of Interest**

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

**98. 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 13 members of the public at the meeting.

In respect of item 5 on the agenda, Future options for the Library and Customer Service Shop, members of the Save our Library Action Group (SoLAG) highlighted the following points for the Committee's consideration:

- a) SoLAG fully supported Braunstone Town Council's proposals for a Community Hub;
- b) Fabula's proposal did not meet Leicestershire County Council's criteria for a Community Managed Library and it appeared that Leicestershire County Council were applying the criteria inconsistently;
- c) Fabula propose to reduce the adult stock, this was not consistent with a community library but appears to be a dedicated children's library;
- d) proposals for structural alterations and moving adult book stock to the Civic Centre were a cause for concern;
- e) proposals would result in less adults using the Library, which would also result in less children being introduced to the Library and reading;
- f) Fabula's submission depended heavily on Braunstone Town Council's cooperation and support, however, there was concern that support to the Town Council and the Community was not being offered in return.

Members of SoLAG concluded that they hoped the Committee would communicate the points raised to Leicestershire County Council.

**99. Minutes of the Meeting held 11th February 2016**

The Minutes of the Meeting held on 11th February 2016 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 11th February 2016 be approved and signed by the Chairperson as a correct record.

**100. Future options for the Library and Customer Service Shop**

The Committee considered implementation of an agreement with Blaby District Council on the Customer Service Shop and an update on progress with Leicestershire County Council in respect of the future of Braunstone Town Library (item 5 on the agenda).

An extract, relevant to Braunstone Town, from the Leicestershire County Council Cabinet report for the meeting on 19th April 2016 on the Future Strategy for the Delivery of Library Services, was circulated.

**RESOLVED**

1. that the outline business cases submitted in September 2015 by Braunstone Town Council to run Braunstone Town Library remain offers available to Leicestershire County Council to accept;
2. that the Town Council's proposals for a joint Community Hub facility with partners and community organisations offering public, community and social inclusion services remain the Town Council's preferred solution for Braunstone Town Library and Braunstone Joint Customer Service Shop;
3. that the following points be submitted to the members of Leicestershire County Council's Cabinet, County Councillor for Braunstone Division and copied to relevant County Council officers, in respect of the report of the Director of Adults and Communities on the Future Strategy for the Delivery of Library Services (Cabinet item 7, 19th April 2016):
  - a) paragraph 35 was factually incorrect, the paragraph states "*BTC were not compliant with the funding package proposed by the County Council as they assumed continued County Council funding to cover the building running costs for a period in excess of its offer*"; Braunstone Town Council have not made any assumptions, there was a separate legal party agreement in place, which had been signed and sealed by both parties, which required Leicestershire County Council to meet certain premises costs, which as set out in Appendix A equates to £124k over 10 years; at no stage has Leicestershire County Council as the tenant sought to renegotiate or vary the terms of the agreement, and to that extent the decision of Cabinet in November 2014 in respect of the elements of the support package relating to Braunstone Town Library's premises costs was ultra virus; and therefore, the second submission by Braunstone Town Council (Appendix A) was compliant with the applicable elements of the

- support package;
- b) paragraph 37, this paragraph is incomplete since it did not clarify that Fabula submitted a bid outside the Register of Interest process, and therefore, other organisations would not be aware of the opportunity to submit a bid; the last sentence was also incorrect, the reason the bid required an amendment to the Council's support package was not because of any assumption by Fabula but because the support package timescales were linked to Register of Interest process and did not take into account receiving bids outside this framework;
  - c) paragraph 40 and Appendix A, states that Fabula propose "*some reduction of the adult lending stock*" and "*the reduction of adult library services for non-protected age ranges*"; this implies non-compliance with the community managed libraries "*condition of the grant funding that the community body uses the Council's book-stock in the community-managed library. This means it will need to be available on the same terms as in County Council Libraries*"; and
  - d) the report does not mention opening hours, which it was understood would be reduced in school term time, Cabinet members were urged to seek clarity on this from officers against the community managed libraries condition that "*the minimum level of provision in hours will need to be equal to the current opening hours. You can however vary the opening times from the current timetable and you can also increase the overall number of opening hours*";
4. that it be noted that the Committee supported the comments of members of the public, raised during the Public Participation part of the meeting (see minute 98) and that it was noted that there had been no public consultation on the process which considered Fabula's submission and that these comments be forwarded to members of Leicestershire County Council's Cabinet, County Councillor for Braunstone Division and copied to relevant County Council officers;
  5. that having had three submissions rejected by Leicestershire County Council as not being compliant with the community managed libraries model, Braunstone Town Council take steps to ensure that any proposed offer accepted by Leicestershire County Council had been considered using the same rules and approach and that should it appear that there was an inconsistent approach or unfair procurement rules were being applied, that legal advice be sought;
  6. that the principles set out in Braunstone Town Council's Mission Statement and the motion approved by the Annual Towns Meeting on 15th May 2014, be the basis upon which the Town Council works with Leicestershire County Council and any organisation selected by the County Council to manage Braunstone Town Library, to reach agreement on future partnership arrangements and collaborative working; and
  7. that the position in respect of the Service Level Agreement with Blaby District Council concerning the Joint Customer Service Shop and Social Inclusion services be received and noted.

### *Reasons for Decision*

- 1. The Town Council's proposals were viable, fully costed and were supported by the local community. The second option to manage the service based on the current service provision was compliant with the County Council's support package, since the premises lease represented an existing and separate party legal agreement.*
- 2. The option for a Community Hub provided savings to all partners while providing for both additional and enhanced services around a service model which had the potential to deliver more effective and efficient services to the Community and therefore represented best value to the Council Tax payer overall.*
- 3. The report of the Director of Adults and Communities contained factual errors and omissions, which may give rise to a different understanding of the context by Cabinet members.*
- 4. To enable the Town Council to ensure that the Community's views were represented.*
- 5. To determine whether the process was consistent and fair and to make a judgement whether any challenge to the process would be in the public interest.*
- 6. It was recognised that Leicestershire County Council as the commissioning and responsible authority was able to determine who the service provider for Braunstone Town Library would be and as both the premises landlord and an elected body representing the community, Braunstone Town Council would work with public bodies, service providers and the community to meet its aims and objectives to protect and enhance public services, including the Library service.*
- 7. To enable agreement to be in place to implement the shared vision for providing local access to Council and social inclusion services.*

### **101. Thorpe Astley Community Centre - Medical Rooms**

The Committee considered an options appraisal for the use of Thorpe Astley Medical Rooms, including proposals from stakeholders and timescales for consultation and implementation (item 6 on the agenda).

#### **RESOLVED**

1. that the potential options and timetable for the options appraisal, as set out in the report, be approved; and
2. that should detailed proposals with timescales be received from East Leicestershire and Rutland Clinical Commissioning Group for providing Primary Care / NHS Services from the Thorpe Astley Medical Rooms, these be considered by the Town Council as part of the options appraisal.

*Reason for Decision*

- 1. To enable the Town Council to identify community needs and aspirations, potential options for using the Thorpe Astley Medical Rooms space, and to focus its activity on delivering a solution for the benefit of the community.*
- 2. To allow for 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.*

**102. Shakespeare Park – Improvement & Development**

The Committee considered options for rebuilding the Pavilion and for improvements to the play area and tennis courts, along with revised project timescales (item 7 on the agenda).

**RESOLVED**

1. that the proposals for rebuilding of the Shakespeare Park Sports Pavilion on a new site between the Bowling Green, Tennis Courts and Recreation field (option 2) with an extension of the car park where the existing building stands be approved as the preferred option and that the Architect be asked to produce final layout and elevations taking into account the issues identified by the Shakespeare Park Improvement Working Group;
2. that the approach to improvements to the Playground and Tennis Courts, as summarised in the report and in accordance with the preferred options of the Shakespeare Park Improvement Working Group be endorsed; and
3. that, subject to the inclusion of reporting to the Citizens' Advisory Panel, the revised indicative Project Timescales, as set out in the report, be approved.

*Reasons for Decision*

- 1. Rebuilding the Pavilion on a different part of the site avoided the need for a temporary building since the existing building would be used during the construction and then demolished once the new building was available for use. It also avoided the need to find temporary storage. The Pavilion would overlook the sports field, bowls green and tennis courts. In addition, the option would allow for planning delays, construction delays or any other snags, which if the existing building was taken out of action would potentially put the project back into the same winter time slot the following year.*
- 2. To provide play equipment suitable for children with disabilities and allow the tennis courts to be closed during the construction works for the Pavilion since there was likely to be a need for a secure compound. Improvement works to the tennis courts would be the final part of the*

*project.*

- 3. To provide a guide for the progression of the project, which could be amended accordingly by the Working Group as appropriate, and to ensure suitable engagement with the community.*

### **103. Draft Schedule of Meetings**

The Committee received a draft schedule of Meetings for 2016/2017 for recommendation to Full Council for adoption (item 8 on the agenda).

**RESOLVED** THAT IT BE RECOMMENDED TO COUNCIL that the schedule of Council and Committee meetings for 2016/2017, as attached at Appendix 1 of the report, be approved.

*Reasons for Decision*

*To enable the Town Council to undertake its business and meet its statutory obligations.*

### **104. Annual Report 2015/2016**

The Committee received the draft Annual Report 2015/2016, including the draft Annual Survey, for recommending for adoption at the next meeting of the Full Council (item 9 on the agenda).

**RESOLVED**

1. that delegated authority be given to the Executive Officer and Town Clerk to include final data and information, reduce the content and to finalise the presentation, formatting and text to the proposed Annual Report 2015/2016 (Appendix 1) and Annual Survey 2016 (Appendix 2);
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2015/2016 (attached as Appendix 1) be received and adopted; and
3. that subject to 1 above, and subject to the adoption of the Annual Report for 2015/2016, that the Annual Survey 2016 (attached as Appendix 2) be approved and circulated.

*Reasons for Decision*

- 1. To enable the inclusion of the provisional year end accounts and ensure that the documents were finalised and presented for public consumption.*
- 2. To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*
- 3. To enable the Town Council to review the effectiveness of its services and seek feedback on its forthcoming priorities.*

**105. Standing Orders, Financial Regulations and Scheme of Delegation**

The Committee reviewed the Council's Standing Orders, Financial Regulations and scheme of delegation in order to recommend adoption at the Annual Council Meeting (item 10 on the agenda).

**RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that the proposed amendments to Standing Order 6.6 (d), (e) and (g), as set out in the report, be approved; and
2. that delegated authority be given to the Executive Officer & Town Clerk to correct cross-referencing errors with some of the Standing Orders;
3. that a full review of the Financial Regulations be undertaken and reported to Corporate Governance Sub-Committee and Policy & Resources Committee, prior to consideration by Council in June 2016;
4. that the Performance Indicator tables, set out in the appendices of the Scheme of Delegation, be deleted; and that the referencing to performance monitoring in the Scheme of Delegation to Standing Committees be amended to read "Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting" (Plans & Environment (m), Community Development (g) and Policy & Resources (v));
5. that specific delegation 16 to the Executive Officer & Town Clerk be amended to read "To take action to remove trespassers from property and premises owned and managed by the Council" and that this delegation be titled "All Property and Premises"; and
6. that paragraph 6.3 of the Member Code of Conduct be amended to read "Requests must be made at least one clear day prior to the meeting at which Dispensation is required. Councillors should seek advice from the Executive Officer & Town Clerk or the Monitoring Officer at the earliest opportunity".

*Reason for Decision*

1. *To comply with The Public Contracts Regulations 2015.*
2. *Some of the cross-referencing had been overlooked when the structure of the Standing Orders was amended in 2015.*
3. *To comply with The Public Contracts Regulations 2015, other legislative changes and enable some procedures to be clarified and codified following a review of the financial and governance procedures for 2015/2016 by Corporate Governance Sub-Committee in June 2016.*
4. *To enable each Standing Committee to set its own performance measures and targets and amend these according to its priorities.*

5. *To clarify the intention that this rule was intended to apply to all Town Council property and premises, both owned and managed.*
6. *It was not possible to ascertain whether a dispensation would be required without a copy of the agenda, which would not be published until 5 days prior to the meeting.*

**106. Open Spaces & Parks Winter Works Programme – Progress Report**

The Committee received a progress report on the Winter Works Programme 2015/2016 (item 11 on the agenda).

**RESOLVED** that the progress with the Winter Works Programme be received and noted.

*Reason for Decision*

*The work highlighted in the programme was on schedule for completion as planned.*

**107. Financial Comparisons**

The Committee received Financial Comparisons for the period 1<sup>st</sup> April to 31<sup>st</sup> March 2016 (item 12 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*The Council's actual income was higher than predicted for the year. While expenditure exceeded the predicted amounts, this was due to payment for large capital projects, for which grant funding and monies from reserves had been used.*

**108. Franklin Park Playground – Replacement Balance Trail**

**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 temporarily excluded and be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interests.*

The Committee considered quotes for the replacement of the Balance Trail at Franklin Park Playground, along with funding options (item 13 on the agenda).

**RESOLVED**

1. that the quote from Company C to install product 5 to replace the Balance Beams at Franklin Park Playground, as detailed in the tender specification be accepted;
2. that in the event of the preferred supplier being unable to accept or withdrawing from the process, the quote from Company E to install

product 8 to replace the Balance Beams at Franklin Park Playground, as detailed in the tender specification be accepted;

3. that a contract be issued for the works, subject to obtaining Section 106 monies of £6,238.34, with the balance of monies, up to £2,500, be allocated from the Council's Reserves; and
4. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to liaise with the successful contractor, award the contract and determine the layout of the equipment, detailed timings, and arrangements for the works;

*Reasons for Decision*

1. *The quote from Company C for product 5 represented best value when balanced against cost, durability and the type of equipment to be supplied.*
2. *Failure to identify a reserve contractor would require resubmission to Committee for approval, identifying a reserve contractor at this stage would avoid delaying the project in the event of withdrawal by the preferred contractor.*
3. *To ensure that sufficient funding was available to fund the work prior to the contact being issued.*
4. *To ensure the equipment selected was laid out appropriately providing adequate space between equipment on the site and to allow flexibility for the work to be carried out minimising disruption to service users.*

**109. Organisation Review – 6 Month Review of Implementation (Community Centres Staff)**

**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.*

The Committee considered the results of a 6 month review of the implementation of the Organisation Review for Duty Officer – Community Centres and Cleaner & Premises Operatives and considered proposals to address the issues identified.

**RESOLVED** that the review proposals 1 – 8, listed in the report (highlighted bold) be approved with an implementation date of 1st May 2016.

*Reason for Decision*

*To adjust the establishment hours of the posts identified to take account of increased usage of the Community Centres and increased income, to modify the terms and conditions to allow for some paid additional hours as part of the Annualised Hours/ToiL system for staff, and to further review the position*

*in 6 months to enable any amendments to be made to ensure a practical and deliverable solution.*

**110. 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.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 9th JUNE 2016

#### Item 5 – Library and Customer Service Shop - Update on Progress

##### Purpose

To consider implementation of an agreement with Blaby District Council on the Customer Service Shop and an update on progress with Leicestershire County Council in respect of the future of Braunstone Town Library.

##### Update on the Library

On 14th April 2016, the Town Council's Policy & Resources Committee considered the position and agreed the following (minute 100):

1. that the outline business cases submitted in September 2015 by Braunstone Town Council to run Braunstone Town Library remain offers available to Leicestershire County Council to accept;
2. that the Town Council's proposals for a joint Community Hub facility with partners and community organisations offering public, community and social inclusion services remain the Town Council's preferred solution for Braunstone Town Library and Braunstone Joint Customer Service Shop;
3. that the following points be submitted to the members of Leicestershire County Council's Cabinet, County Councillor for Braunstone Division and copied to relevant County Council officers, in respect of the report of the Director of Adults and Communities on the Future Strategy for the Delivery of Library Services (Cabinet item 7, 19th April 2016):
  - a) paragraph 35 was factually incorrect, the paragraph states "*BTC were not compliant with the funding package proposed by the County Council as they assumed continued County Council funding to cover the building running costs for a period in excess of its offer*"; Braunstone Town Council have not made any assumptions, there was a separate legal party agreement in place, which had been signed and sealed by both parties, which required Leicestershire County Council to meet certain premises costs, which as set out in Appendix A equates to £124k over 10 years; at no stage has Leicestershire County Council as the tenant sought to renegotiate or vary the terms of the agreement, and to that extent the decision of Cabinet in November 2014 in respect of the elements of the support package relating to Braunstone Town Library's premises costs was ultra virus; and therefore, the second submission by Braunstone Town Council (Appendix A) was compliant with the applicable elements of the support package;
  - b) paragraph 37, this paragraph is incomplete since it did not clarify that Fabula submitted a bid outside the Register of Interest process, and therefore, other organisations would not be aware of the opportunity to submit a bid; the last sentence was also incorrect, the reason the bid required an amendment to the Council's support package was not because of any assumption by

Fabula but because the support package timescales were linked to Register of Interest process and did not take into account receiving bids outside this framework;

- c) paragraph 40 and Appendix A, states that Fabula propose “*some reduction of the adult lending stock*” and “*the reduction of adult library services for non-protected age ranges*”; this implies non-compliance with the community managed libraries “*condition of the grant funding that the community body uses the Council’s book-stock in the community-managed library. This means it will need to be available on the same terms as in County Council Libraries*”; and
  - d) the report does not mention opening hours, which it was understood would be reduced in school term time, Cabinet members were urged to seek clarity on this from officers against the community managed libraries condition that “*the minimum level of provision in hours will need to be equal to the current opening hours. You can however vary the opening times from the current timetable and you can also increase the overall number of opening hours*”;
4. that it be noted that the Committee supported the comments of members of the public, raised during the Public Participation part of the meeting (see minute 98) and that it was noted that there had been no public consultation on the process which considered Fabula’s submission and that these comments be forwarded to members of Leicestershire County Council’s Cabinet, County Councillor for Braunstone Division and copied to relevant County Council officers;
  5. that having had three submissions rejected by Leicestershire County Council as not being compliant with the community managed libraries model, Braunstone Town Council take steps to ensure that any proposed offer accepted by Leicestershire County Council had been considered using the same rules and approach and that should it appear that there was an inconsistent approach or unfair procurement rules were being applied, that legal advice be sought;
  6. that the principles set out in Braunstone Town Council’s Mission Statement and the motion approved by the Annual Towns Meeting on 15th May 2014, be the basis upon which the Town Council works with Leicestershire County Council and any organisation selected by the County Council to manage Braunstone Town Library, to reach agreement on future partnership arrangements and collaborative working; and
  7. that the position in respect of the Service Level Agreement with Blaby District Council concerning the Joint Customer Service Shop and Social Inclusion services be received and noted.

The Reasons for the Committee’s Decision are recorded as follows:

1. The Town Council’s proposals were viable, fully costed and were supported by the local community. The second option to manage the service based on the current service provision was compliant with the County Council’s support package, since the premises lease represented an existing and separate party legal agreement.
2. The option for a Community Hub provided savings to all partners while providing

for both additional and enhanced services around a service model which had the potential to deliver more effective and efficient services to the Community and therefore represented best value to the Council Tax payer overall.

3. The report of the Director of Adults and Communities contained factual errors and omissions, which may give rise to a different understanding of the context by Cabinet members.
4. To enable the Town Council to ensure that the Community's views were represented.
5. To determine whether the process was consistent and fair and to make a judgement whether any challenge to the process would be in the public interest.
6. It was recognised that Leicestershire County Council as the commissioning and responsible authority was able to determine who the service provider for Braunstone Town Library would be and as both the premises landlord and an elected body representing the community, Braunstone Town Council would work with public bodies, service providers and the community to meet its aims and objectives to protect and enhance public services, including the Library service.
7. To enable agreement to be in place to implement the shared vision for providing local access to Council and social inclusion services.

On 19th April, the County Council Cabinet agreed "that the proposal from Fabula Social Enterprise in relation to Braunstone Town library be accepted and arrangements be made to progress to formal agreements to enable the group to manage the library".

The reason for the County Council's decision was recorded as "The plan submitted by Fabula presents the most cost-effective way forward and, subject to a minor adjustment, is compliant with the Council's published support package. Acceptance of the plan will enable the public library service in Braunstone Town to continue with the provision of a more targeted service to those most in need of support".

Fabula Reading is an existing social enterprise who has submitted a business plan as Fabula Libraries to take over the management of Braunstone Town Library. Fabula propose to relocate their base to the Library as part of the proposal.

While Fabula's Business Plan is Leicestershire County Council's preferred option, the Town Council has three roles in respect of its delivery:

1. as the landlord for the premises, Leicestershire County Council is the tenant and is seeking to locate another service provider at the premises who will manage the Library on its behalf; any arrangement in this respect will need to be the subject of legal advice prior to any decision by the Town Council as the Landlord;
2. as the local council, the Town Council as a public body has a role in working collaboratively to influence service design and provision, and consider ways in which services can be delivered more efficiently and effectively, including alongside our own services; and
3. as a community leader, Town Councillors and the Town Council have a role ensuring that the community's views and concerns are represented and that

Leicestershire County Council in accepting Fabula's business plan complies with the approach it applied to Braunstone Town Council's business plans.

Fabula have approached the Town Council as a prospective organisation to be providing services from the Braunstone Civic Centre site to explore potential ways as service providers we could work together for the benefit of Library users, Civic Centre users and the community as a whole. The potential areas identified for exploring include:

- the role of the Customer Service Shop with Library enquiries, book issuing and returns; the use of the public access computers in the Library as part of Customer Service Shop provision;
- premises services such as cleaning and building maintenance;
- utilities and services (includes using the same suppliers, phone network etc),
- insurance cover; and
- engagement with the community and the Citizens' Advisory Panel.

Sharing services would result in a charge being levied in proportion to the costs based on operational floor space and opening hours, similar to the arrangement proposed in the Town Council's business plan for managing the Library.

As with the Town Council's proposals, any arrangements would be the subject of legal advice to ensure that they were compliant with the premises lease.

Leicestershire County Council are currently making arrangements for a discussion between the Town Council, Fabula and themselves on the matters raised by the Town Council, in particular opening hours and book stock as referred to in 3c and 3d on page 2 above.

There is currently no official transfer date.

#### Update on Customer Service Shop

A Service Level Agreement has been approved in May 2016 between Blaby District Council and Braunstone Town Council to continue the services of the Braunstone Customer Service Shop and associated social inclusion initiatives until 2019. A separate agreement was approved between Braunstone Town Council and the Citizens Advice Bureau in July 2015 to continue weekly advice surgeries until 2019.

Both service level agreements are flexible enough to accommodate joint working with a Library service provider and to accommodate the Town Council's preferred service delivery model for the Library and Customer Service Shop through a combined Community Hub providing public services.

The Service Level Agreement with Blaby District Council includes provision of housing and benefits services as well as various social inclusion services around employment, health and wellbeing. The agreement, provides for use of both Braunstone Civic Centre and Thorpe Astley Community Centre for these services.

Blaby District Council has made a separate decision no longer to accept cash payments for its services at any of its customer service outlets, which means services such as payment of Council Tax by cash are no longer accepted at

Braunstone Civic Centre.

Given changes in how customer and payment services are delivered and the wider vision of both the Town and District Councils to create a community/service hub, it is proposed to undertake a customer survey to understand customer's needs and aspirations.

### Recommendations

1. That a provisional offer be made to Fabula for the purchasing of staffing support and services from Braunstone Civic Centre based on the standard formula of salary cost plus on-cost per hour and a management recharge based on total operational cost attributed to the number of hours of support based on the percentage of floor space and hours of operation compared to Braunstone Civic Centre overall; and
2. that performance and improvement initiatives, including undertaking a customer survey to understand customer's needs and aspirations, for the Braunstone Customer Service Shop be endorsed.

### Reasons

1. To work with Leicestershire County Council as the commissioning body, Fabula as the service provider and the community to meet the Town Council's aims and objectives to protect and enhance the Library service.
2. To ensure that the service continues to develop and improve and meet the needs of the residents of the Town.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 6 – Thorpe Astley Community Centre Options Appraisal**

##### **Purpose**

To consider consultation feedback and determine which options should be pursued in respect of the use of the Medical Rooms and provision of other services at the Centre.

##### **Background**

At its meeting on 11th February 2016, Policy & Resources Committee agreed that to enable the Town Council to identify community needs and aspirations, the potential options for using the Thorpe Astley Medical Rooms space, and to focus its activity on delivering a solution for the benefit of the community, that an options appraisal be developed for the use of Thorpe Astley Community Centre and in particular the Medical Rooms. On 14th April 2016, Policy & Resources Committee agreed some provisional options and the consultation process. Information concerning the consultation was made available on the Town Council's website, at Thorpe Astley Community Centre and in various local outlets such as the Pharmacy and Doctor's surgeries.

The consultation closes on 6th June 2016 and a summary of responses received will be presented to the Policy & Resources Committee.

##### **Identifying the needs of a Community**

Based on discussions with the Community Development Committee, the Leader and Deputy Leader of the Council, Town Councillors generally, community representatives and users of the Thorpe Astley Community Centre, it is clear that the Thorpe Astley area of the Town has distinctive needs based on its demographics and higher transient population. Braunstone Civic Centre is based in an established community and while there is a turnover of community groups, most are well established and have been using Braunstone Civic Centre for several years. In contrast the Thorpe Astley Community Centre, like its community is less established, nonetheless there is a community spirit and willingness among the community to establish more community activity in the area.

The Town Council needs to consider how it can both encourage and support community groups using the Centre to become established and self-sufficient, as well as involve the Community in using the facility. There are limitations on what the Community Centre can be used for, the facility is a multi-use, multi-function facility providing community space, sports and leisure changing facilities for the pitches and recreation facilities on the park and is also hireable space for private events.

There is also an active community using the park and recreation/sporting facilities,

particularly during the summer months.

### Responding to the Consultation

While at the time of writing the consultation hasn't formally closed, a reasonable number of responses have been received indicating that there are many in the community who care about the Community Centre and the services and facilities it provides. It is important that the Town Council considers and provides for an opportunity for the wider community to respond in order to identify clearly the Community's aspirations and priorities for the Centre, which may involve trialling some initiatives to ascertain the Community's response, alongside implementing some temporary arrangements.

The Medical Rooms are not currently being used and could be put to use on a temporary basis, along the lines suggested in the survey:

- Meeting / interview / counselling
- Storage
- bar / café facilities

### Next Stages

The following is proposed for the next stages:

- utilise the space in the Medical Rooms on a temporary basis along the lines set out in the consultation to provide for better service provision and use of space at the Centre as a whole;
- extend the closing date of the consultation to Monday 1st August 2016;
- trial individual initiatives at the Community Centre over the summer period;
- full report to Policy & Resources Committee on 25th August 2016 setting out proposals alongside an implementation timetable.

### Recommendations

1. That delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council:
  - a) to utilise the space in the Medical Rooms on a temporary basis and in the Centre as a whole and to determine any costs and terms & conditions of use,
  - b) to trial individual initiatives at the Community Centre over the summer period;and
2. that the Options Appraisal consultation be extended to Monday 1st August 2016.

### Reasons

1. To allow for effective use of the space in order to maximise the services and use of the Community Centre and to assess the viability of some of the proposed solutions.
2. To provide for an opportunity for the wider community to respond in order to identify clearly the Community's aspirations and priorities for the Centre.

**BRAUNSTONE TOWN COUNCIL**

**POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

**SUPPLEMENTARY REPORT**

**Item 6 – Thorpe Astley Community Centre Options Appraisal**

Purpose of the Supplementary Report

To present the results of the consultation on options for the Thorpe Astley Community Centre, particularly in respect of the use of the Medical Rooms.

Survey

Information concerning the consultation and the questionnaire was sent to users and stakeholders of the Thorpe Astley Community Centre and was made available at the Community Centre, in various local outlets such as the Pharmacy and Kingsway Doctor's surgery and at Braunstone Civic Centre Service Shop. In addition information about the consultation and survey was available on the Town Council's website and was notified in the Braunstone Life and on social media.

The consultation closed on 6th June and a summary of the results and the comments made are attached at Appendix 1.

Assessment of the Options

*Health Facilities* – Clearly at the top and highly ranked, featured heavily in the comments. There may be explanations for this, firstly one venue for the questionnaire was the Pharmacy, another was Kingsway Surgery. The second, is that in publicity and awareness terms, most of the activity surrounding the community centre and its services has been around attracting a GP Surgery. Nonetheless it is a clear preference and while the provision of a GP Surgery is outside the powers of the Town Council, the Town Council will wish to consider its response in terms of continued working with the NHS, which may in the absence of a GP mean exploring other primary care services, and also how permanent the Town Council could make any arrangement to use the Medical Room space in the absence of its use by the NHS.

*Social Inclusion/ Customer Services and interview/meeting rooms* – Ranked upper middle, with only one social inclusion comment. An explanation for this could be similar to a consultation on the importance of the Post Office, very few people would argue that Customer Access and Social Inclusion Services are a bad thing and the community is very likely to feel that it should have them. The big question of course is would they use it in sufficient numbers to justify it.

*Small Bar and café area* – even spread across the ranks, with several comments about a Café / Community meeting space and bringing the community together and the park. There is a disproportionately high number of comments compared to the

steady/average ranking. This maybe because in the comments there is no mention of the bar per se, where as the bar/café are lumped together in the options, there is one comment which mentions that the café shouldn't serve alcohol.

*Office Space and Storage* – ranked low. A couple of comments relating to storage suggest it should be available and better in a reorganised Centre rather than the Medical Rooms. While there are some genuine requests for storage from users, the Town Council needs to balance this against supply and demand and the fact that by providing storage presents an easy option for the user against the overall purpose for the Centre as a multi-function community facility.

### Options for Moving Forward

The main report sets out proposed next steps for moving forward and some recommendations. The Committee will need to consider the following:

1. was the consultation available for long enough and were the community reasonably aware of it in order to obtain a balanced set of results?
2. would extending the consultation provide any further information which would be useful to the Town Council or is it likely to return a similar pattern of results?
3. if the consultation is not extended is there any merit in trialling any of the options or should the Town Council focus its resources on working with the NHS to find alternative NHS services in the absence of a GP to run the facility?

**Appendix 1**  
**Thorpe Astley Community Centre Options Appraisal Consultation Results**

51 responses received.

**1. How important is it that Health Services are provided from Thorpe Astley Community Centre?**

Very important	35 responses	69%
Important	7 responses	13%
Not important	0 responses	0%
Not answered	9 respondents	18%

**2. Below are potential options for service provision and usage of the medical rooms. Please rank these 1 to 6, where 1 is the highest importance:**

OPTIONS	IMPORTANCE							NOT RATED	RESPONSES
	1	2	3	4	5	6			
<i>Extending customer access to Council Services and Social Inclusion Services</i>	2	7	11	7	2	3	19	32	
<i>Converting into meeting/interview/counselling rooms</i>	1	11	10	6	1	2	20	31	
<i>Office Space</i>	1	2	2	3	13	8	23	29	
<i>Storage Space for Hires</i>	1	3	4	5	7	10	20	30	
<i>Small Bar / café area</i>	7	8	4	8	2	6	15	35	
<i>Health Facilities</i>	34	5	1	0	1	2	8	43	
<b>TOTAL</b>	46	36	32	29	26	31			

**Any other suggestions?**

<b>Health Facilities</b>	<ul style="list-style-type: none"> <li>➤ Dentist and opticians as well as GP;</li> <li>➤ Medical facilities are much needed;</li> <li>➤ GP surgery – 11 suggestions;</li> <li>➤ We need surgery, important for the community needs are met by the building, there are limited provisions for community owned space;</li> <li>➤ The medical rooms should be kept until a GP is found. I have used one of the rooms when I was seeking help for stopping smoking, so both rooms are multifunctional. There is already a small kitchen and reception area large enough for a few chairs/ tables to create a cafe area.</li> </ul>
<b>Social Inclusion/Customer Services and Interview/Meeting Rooms</b>	<ul style="list-style-type: none"> <li>➤ Education holiday club for 10-14 years old / 11-15 years old, youth club for 11-15 years old, youth club for 7-14 years old;</li> </ul>
<b>Small Bar and Café Area</b>	<ul style="list-style-type: none"> <li>➤ Café would bring community together then people could go to park;</li> <li>➤ Café would really bring the community together;</li> <li>➤ Café area – no alcohol, lots of activities for children and parents;</li> <li>➤ Outside seating area get community together, outside benches, tables;</li> </ul>
<b>Office Space and Storage</b>	<ul style="list-style-type: none"> <li>➤ Storage – not within the medical rooms – a rejigged centre with more storage would be preferable;</li> <li>➤ Storage should be provided regardless;</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ Local shop i.e. Tesco express;</li> </ul>

**3. What, in your opinion, are the biggest needs for the community at Thorpe Astley at present which could be provided at the Community Centre?**

<p><b><i>Health Facilities</i></b></p>	<ul style="list-style-type: none"> <li>➤ Health services;</li> <li>➤ A doctor's surgery is essential; our house was bought on the understanding we would get one;</li> <li>➤ Before me moved here we were told there would be a local surgery;</li> <li>➤ GP facilities and playgroups for pre-schools;</li> <li>➤ Doctors – 17 responses;</li> <li>➤ Some kind of Drs or Nurse presence is vital; I don't drive so I would be reliant on other people if forest house closed or even if I was not able to walk;</li> <li>➤ Surgery – if forest house were to close no surgery is within walking distance;</li> <li>➤ Medical facilities, parent and baby drop in/ groups;</li> <li>➤ Necessity for TA residents' Drs surgery high importance;</li> <li>➤ Doctors which has been promised from years;</li> <li>➤ A GP surgery has been promised for years, it's about this promise was upheld;</li> <li>➤ A GP and health service. I have had two major illnesses where for example presently I am going to see a practice nurse every day in Braunstone town, I not allowed to drive for 6 weeks so are having to rely on others to take me or taxis. The Thorpe Astley community centre is within walking distance for me. NHS England please give an incentive to encourage a GP to Thorpe Astley;</li> <li>➤ A Drs! Can't get appointments at local service – Kingsway;</li> <li>➤ We were promised doctors for this area;</li> </ul>
<p><b><i>Social Inclusion/ Customer Services and Interview/Meeting Rooms</i></b></p>	<ul style="list-style-type: none"> <li>➤ Greater provision at community events, reorganisation of space within the centre to incorporate more community options;</li> <li>➤ To all be using it;</li> <li>➤ Gathering community fun events for all ages;</li> <li>➤ Sport facilities and health care – 3 responses;</li> <li>➤ Local meeting space for residents;</li> <li>➤ There are lots of charities out there that might jump at the chance to deliver satellite services from the centre meeting local need and enhancing the services offered. I also think the plumbing should be fixed. The noisy pipes are awful;</li> <li>➤ A meeting area, shops and health facilities are all lacking in the area;</li> </ul>
<p><b><i>Small Bar and Café Area</i></b></p>	<ul style="list-style-type: none"> <li>➤ A café would be great with seating outside;</li> <li>➤ Now there is a lovely park and walking routes, nice little café to attract people in, afternoon teas/ morning coffee;</li> <li>➤ A café would be absolutely amazing;</li> <li>➤ Café to bring community together, the park in near so good for parents;</li> <li>➤ Braunstone has so much more, nothing for the community, if we had a café money would go into centre;</li> </ul>

## **INTERNAL AUDIT SERVICES**

**BRAUNSTONE TOWN COUNCIL  
2015/16**

**FINAL INTERNAL AUDIT REPORT**

## Contents

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### **Auditor:**

Lisa Cotton

### **Date of Issue:**

27<sup>th</sup> May 2016

### **Circulation:**

	<b>Draft</b>	<b>Final</b>
<b>Mr D Tilley</b> <b>Executive Officer &amp; Town Clerk</b>	√	√
<b>Councillor Nick Brown</b> <b>Leader</b>		√

## **1. Executive Summary**

### **1.1 Introduction**

This audit was undertaken in accordance with the agreement to provide an Internal Audit Service to Braunstone Town Council for 2015/16.

### **1.2 Scope**

The programme of work was undertaken to support Section 4 of the Council's Annual Return.

The following transactions/documents were sampled and examined:

- bookings agreed to invoices and receipts;
- bookings income agreed to the current schedule of charges;
- bookings income and miscellaneous income received agreed to the daily banking summaries and to the bank account statements;
- confirmation of receipt and banking of monies received from Blaby District Council, including the Precept;
- petty cash and expenditure records to ensure that payments are supported by receipts, expenditure is approved and any VAT content correctly accounted for;
- VAT returns;
- salary and timesheet records to ensure payments are in accordance with Council approvals and PAYE and NI contributions have been applied and paid over correctly;
- asset register and insurance policy to ensure compatible and accurate;
- risk register;
- Financial Accounts for year ending 31<sup>st</sup> March 2016; and
- bank reconciliations for year ending 31<sup>st</sup> March 2016.

### **1.3 Conclusion**

The overall opinion is that systems are operating efficiently and effectively. Three recommendations have been made (see the action plan at the end of the report).

## **2. Detailed Findings**

### **2.1 Bookings Diary and Income**

A review of the bookings diary and income for 2015/16 was undertaken and a sample of ten bookings were selected. Tests relating to the bookings statements, receipts and daily income summaries were carried out.

Two of the bookings sampled contained incorrect treatment of VAT. The bookings included items which were subject to VAT at standard rate. The items were set out on the invoice however they were not detailed on the cash summary forms which meant the full value of the booking was allocated to a zero rated category on the applicable VAT return (sales). The total effect of the errors is £11.60 which should have been included at standard rate therefore the VAT return was £2.32 under. In order to understand and explore the frequency of this type of error I extended the testing by selecting another 5 bookings from a report which identified those bookings which included extras that could be subject to VAT. The results of the extra testing found correct VAT treatment therefore I have reasonable assurance that the original errors identified were due to the manual nature of the completion of the cash summary forms and were not systematic. Following the recent integration of the booking and finance system which took place during quarter 3 of 2015/16, I would recommend that current manual processes are reviewed to identify those which could be automated as reducing manual intervention could reduce the likelihood of errors.

One of the bookings sampled was charged at the incorrect rate – a resident rate was applied instead of a private function rate. The Resources and Facilities Manager had already identified this issue on another booking prior to the audit and had clarified the correct treatment with officers therefore no recommendation will be made in relation to this error.

### **2.2 Income Receipts**

A sample of 10 Banking and Income Analysis sheets were reviewed and verified to the receipts, bank statements and VAT records. In addition to the VAT issue identified above, one item for £3.80 (tea/coffee relating to one booking) was correctly recorded on the Banking and Income Analysis sheet however when the transaction was created on the system a zero rate of VAT was allocated instead of a standard rate. This meant that the VAT was £0.63 under (sales).

### **2.3 Precept Payments**

Precept payments were agreed to minutes and bank statements.

## **2.4 Petty Cash**

A sample of four petty cash claims processed during the financial year were reviewed. All had been authorised in line with current procedures however on one claim dated 17.12.15 two items which should have been claimed at the standard VAT rate were claimed at zero rate. This totalled £8.60 under claimed on purchases.

One claim, transaction number 10687, was subsequently reversed in January 2016 as the associated cheque (109835) had not been presented. The transaction was incorrectly assumed to be a duplicate so the reversal was the incorrect treatment and meant that the expenditure was excluded from the VAT return. The cheque had not been presented as it had not been included and adjusted for in the banking for that day. Scan review of a number of other petty cash returns and banking and income analysis sheets gives me reasonable assurance that this was due to human error and is a one-off. However, this could have been identified prior to the audit had the reversal been properly reviewed and justified at the time so that correct remedial action could be taken.

## **2.5 Expenditure**

A sample of four high value items of expenditure were selected and tested. All were found to have been appropriately authorised and accounted for correctly, including VAT.

## **2.6 Financial Accounts**

A review of the annual accounts for the year ending 31<sup>st</sup> March 2016 was carried out and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

## **2.7 VAT Return**

The issues identified with the VAT returns have been detailed at 2.1, 2.2 and 2.4 above.

## **2.8 Salaries**

The Income Tax and National Insurance records for the year were examined for accuracy and to ensure that payments have been paid over correctly. All testing proved satisfactory.

A sample of employee payslips from June 2015 and September 2015 have been reviewed and compared to the employee's timesheet. Testing identified one case where an employee was paid at double time for 2 hours and time and a half for 2 hours when it should have been 4 hours for each. Details have been passed to the Executive Officer and Town Clerk.

## **2.9 Insurance Cover**

The Asset Register was compared to the current insurance policy. This confirmed that the Council is adequately insured.

## **2.10 Risk Management**

A review of the risk register presented annually to the Corporate Governance Sub Committee and the Policy and Resources Committee meeting minutes concluded that risk management arrangements are adequate.

## **2.11 Bank Reconciliations**

Testing found that the bank reconciliations have been completed for the financial year in a timely manner although there were some delays in reviewing the reconciliations. Overall there has been an improvement since last year with each reconciliation being signed and dated by the preparer and reviewer.

### 3. Improvement Action Plan

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium/Low	Officer Responsible	Action Date
2.1 & 2.2 Bookings Diary and Income and Analysis Sheets	Cash summary forms are not always completed correctly which can lead to incorrect VAT treatment for sales items.	Should a VAT inspection be carried out by HMRC it could result in fines being imposed.	Manual processes for cashing up and reconciling income to bookings should be reviewed as the recently integrated booking and finance systems may have created opportunities for automating more processes.	High	Darren Tilley	September 2016
2.4 Petty Cash	The VAT element of petty cash purchases is not always entered onto the system.	Should a VAT inspection be carried out by HMRC it could result in fines being imposed.	Staff should take care when entering petty cash records onto the system ensuring that VAT rates and amounts agree to receipts.	High	Lydia Assi	June 2016
2.4 Petty Cash	Incorrect remedial action was taken to correct an error.	Transactions are reversed without fully understanding the consequences.	Before any transactions are reversed the cause should be properly investigated to ensure the correct remedial action is being taken. The action taken and associated transaction references should be recorded to provide a satisfactory audit trail.	High	Darren Tilley	June 2016

## **BRAUNSTONE TOWN COUNCIL**

### **CORPORATE GOVERNANCE SUB-COMMITTEE – 9th JUNE 2016** **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 8 – Appointment of Internal Auditor for 2016/2017**

##### Purpose

To appoint an Internal Auditor for 2016/2017 in accordance with the Terms of Reference set out in 'Governance and Accountability for Local Councils – A Practitioners Guide'.

##### Roles and Responsibilities

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the 'Local Councils in England – Annual Return'.

The Council is required to appoint an Internal Auditor who is independent of the Council's Governance and Financial arrangements.

The internal auditor is responsible for reporting to the Council on the adequacy of the systems of internal control.

##### Scope of Audit and Reporting Requirements

The detailed scope of the internal audit is set out in the schedule attached as an Appendix. The Internal Auditor will have full regard to this guidance, which is set out in '*Governance and Accountability for Local Councils – A Practitioners' Guide 2014 (England)*' published by NALC and the SLCC. *Appendix 9 – An approach to Internal Audit Testing.*

In addition to this work, the Council requires the Internal Auditor to:-

- Complete and sign Section 4 of the Annual Return; and
- Provide the Council with a written report of findings upon completion of the audit.

##### Audit Timetable

Unless specifically required by the Council at any other stage during the financial year, the internal audit will commence after the end of year accounts have been finalised by the Responsible Financial Officer and prior to the meetings of Corporate Governance Sub-Committee and Policy & Resources Committee in June which will consider the Annual Governance Statement, Accounting Statements alongside the Internal Audit Report.

### Appointment of Internal Auditor

The Council currently uses North West Leicestershire's Internal Audit Services, who also provide Audit Services to Blaby District Council under a shared services arrangement. North West Leicestershire District Council provide both a competent and independent Internal Audit Service.

### Recommendation

That North West Leicestershire District Council be requested to undertake the Town Council's Internal Audit for the Year Ending 31st March 2017.

### Reason

To ensure arrangements were in place for compliance with Accounts and Audit Regulations.

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## **Appendix 9 – An approach to internal audit testing**

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- 1 The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of internal controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.
- 2 In completing the annual report at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.
- 3 Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.
- 4 The following schedule suggests an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

<b>Internal Control</b>	<b>Suggested testing</b>
Proper bookkeeping	<ul style="list-style-type: none"> <li>• Is the cashbook maintained and up to date?</li> <li>• Is the cashbook arithmetic correct?</li> <li>• Is the cashbook regularly balanced?</li> </ul>
a) standing orders and financial regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> <li>• Has the council formally adopted standing orders and financial regulations?</li> <li>• Has a Responsible finance officer been appointed with specific duties?</li> <li>• Have items or services above the de minimus amount been competitively purchased?</li> <li>• Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>• Has VAT on payments been identified, recorded and reclaimed?</li> <li>• Is s137 expenditure separately recorded and within statutory limits?</li> </ul>
Risk management arrangements	<ul style="list-style-type: none"> <li>• Does a review of the minutes identify any unusual financial activity?</li> <li>• Do minutes record the council carrying out an annual risk assessment?</li> <li>• Is insurance cover appropriate and adequate?</li> <li>• Are internal financial controls documented and regularly reviewed?</li> </ul>

**Continued**

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<b>Internal Control</b>	<b>Suggested testing</b>
Budgetary Controls	<ul style="list-style-type: none"> <li>• Has the council prepared an annual budget in support of its precept?</li> <li>• Is actual expenditure against the budget regularly reported to the council?</li> <li>• Are there any significant unexplained variances from budget?</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• Is income properly recorded and promptly banked?</li> <li>• Does the precept recorded agree to the Council Tax authority's notification?</li> <li>• Are security controls over cash and near-cash adequate and effective?</li> </ul>
Petty cash procedures	<ul style="list-style-type: none"> <li>• Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>• Is petty cash expenditure reported to each council meeting?</li> <li>• Is petty cash reimbursement carried out regularly?</li> </ul>
Payroll Controls	<ul style="list-style-type: none"> <li>• Do all employees have contracts of employment with clear terms and conditions?</li> <li>• Do salaries paid agree with those approved by the council?</li> <li>• Are other payments to employees reasonable and approved by the council?</li> <li>• Have PAYE/NIC been properly operated by the council as an employer?</li> </ul>
Assets controls	<ul style="list-style-type: none"> <li>• Does the council maintain a register of all material assets owned or in its care?</li> <li>• Are the assets and Investments registers up to date?</li> <li>• Do asset insurance valuations agree with those in the asset register?</li> </ul>
Bank Reconciliation	<ul style="list-style-type: none"> <li>• Is there a bank reconciliation for each account?</li> <li>• Is a bank reconciliation carried out regularly and in a timely fashion?</li> <li>• Are there any unexplained balancing entries in any reconciliation?</li> <li>• Is the value of investments held summarised on the reconciliation?</li> </ul>
Year-end procedures	<ul style="list-style-type: none"> <li>• Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?</li> <li>• Do accounts agree with the cashbook?</li> <li>• Is there an audit trail from underlying financial records to the accounts?</li> <li>• Where appropriate, have debtors and creditors been properly recorded?</li> </ul>

## BRAUNSTONE TOWN COUNCIL

### CORPORATE GOVERNANCE SUB-COMMITTEE – 9th JUNE 2016 POLICY & RESOURCES COMMITTEE – 9th JUNE 2016

#### Item 9 – Annual Governance Statement 2015/2016

##### Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2016 and to recommend (to Policy & Resources Committee) that Council completes and submits the Annual Governance Statement 2015/2016 accordingly.

##### Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that their financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

##### Annual Governance Statement

As part of the Annual Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

**1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

*Prepared accounting statements in accordance with the Accounts and Audit Regulations.*

The accounting statements have been produced and have formed part of the Internal Audit, which reported “A review of the annual accounts for the year ending 31st March 2016 was carried out and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records” (section 2.6 of the Internal Audit Report).

The accounting statements have been submitted:

- Corporate Governance Sub-Committee, 9th June 2016 (item 10);
- Policy & Resources Committee, 9th June 2016 (item 9); and
- will be submitted to Full Council on 30th June 2016 (the deadline date for determining the Accounting Statements).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller relevant body (as defined by the Accounts and Audit Regulations 2011) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the Audit Commission’s limited assurance approach.

Throughout the year, the Responsible Financial Officer has reviewed the operation of the Financial Procedures and taken action to ensure the implementation of proper practices. The issues and actions have been reported to the Council's Policy & Resources Committee on 1st October 2015 (minute 57) and 14th January 2016 (minute 79) and also to Corporate Governance Sub-Committee (9th June 2016).

- 2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

*Made proper arrangements and accepted responsibility for safeguarding public money and resources.*

The Council's systems of internal control are set out in the Financial Regulations, which were reviewed by Policy & Resources Committee on 16<sup>th</sup> April 2015 following publication of NALC's Model Financial Regulations and adopted by the Annual Meeting of the Council on 14<sup>th</sup> May 2015. Prior to this date, the Financial Regulations had been adopted on 8th September 2011. In addition we have adopted the 'Braunstone Area Office – Operational Instructions and Procedures' for Customer Service Shop transactions.

Operational expenditure transactions are authorised by two account signatories and each ordinary Full Council meeting receives a list of all expenditure transactions since the previous report

- 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.**

*Only done what it has the legal power to do and has complied with proper practices in doing so.*

The relevant legal powers for all the Council's activities are listed in the Budget and Precept for 2016/2017 and future estimates report and appendices considered by Policy & Resources Committee on 14th January 2016 and approved by Full Council on 28th January 2016.

- 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

*During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*

For the Year Ending 31<sup>st</sup> March 2015, the External Auditor required us to publish the period during which electors may inspect the accounting records from 27th May to 26th June 2015. The External Audit was completed on 17th September 2015.

**DEADLINE FOR ACCOUNTS TO BE APPROVED BY THE COUNCIL**  
30<sup>th</sup> June 2016.

### NOTICE OF AUDIT & PUBLIC INSPECTION OF ACCOUNTS

The Accounts & Audit Regulations 2015 requires the Responsible Financial Officer (instead of the External Auditor) to set the period during which electors may inspect the accounting records. It must be a period of 30 consecutive working days (i.e. excluding weekends and public holidays) and must include the first ten working days in July). Since the Council is not considering the Annual Governance Statement and Accounting Statements until 30th June, the inspection period will therefore be Friday 1st July until Thursday 11th August 2016. The unaudited Annual Return must be published on the website before the start of the inspection period, and it will be published initially as part of the meeting Agenda, which for Corporate Governance Sub-Committee and Policy & Resources Committee was on Wednesday 1st June 2016.

### PUBLICATION OF CONCLUSION OF AUDIT - AUDITOR'S REPORT & ACCOUNTS

Before 30<sup>th</sup> September

Sections 1 – 3 of Annual Return to be published on the Town Council notice Board at both Community Centres and on the Website.

5. **We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

*Considered financial and other risks and has dealt with them properly.*

**(REFER TO APPENDIX 'A').**

### PUBLIC LIABILITY CLAIMS

Insurance Claim No. 8715746 dated 22<sup>nd</sup> October 2013 – incident on Shakespeare Park tennis courts causing alleged injury (ONGOING). The Insurers closed this claim in September 2015 since no response had been received from the claimant's solicitors for two years. However, in December 2015, further correspondence was received from the claimants solicitors asking for safety check records and these were provided in February 2016.

### INTERNAL CONTROLS

A review will be undertaken of the Council's Insurance Policy and Assets Register in October when the Policy is due for renewal. It is a requirement of the Policy, that questionnaires are completed and submitted to the Insurers in relation to Councillors over the age of 80 years. Following the elections in 2015, no Councillors are over 80 years of age.

### RISK ASSESSMENTS

An updated Business Continuity Plan was adopted on 12<sup>th</sup> June 2014. Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed on 8<sup>th</sup> April 2008 (Braunstone Civic Centre) and 25<sup>th</sup> October 2010 (Thorpe Astley Community Centre) as a result of these, a Fire Risk Assessment checklist is completed every three months.

An assessment of the following was also undertaken during the year:

- Safety check of Fire Doors
- Water testing for Legionnaires disease
- Asbestos survey
- Safety checks and locations of smoke detectors.

During the year staff who needed their Emergency First Aid at Work certificate renewing and new employees received first aid training. Also during the year staff received the annual training in fire safety, manual handling and the groundstaff the Tractor Action training in accordance with the Council's Health & Safety Statement.

The Health & Safety Consultative Group carried out a review of the Icy Surfaces Risk Assessment. It was decided to discard Entry in to Confined Spaces – drains and also Franklin Park Volunteer Wardens since these were no longer relevant. All risk assessments have been reviewed and updated in the last 3 years. The next review of risk assessments is scheduled for April 2017.

RoSPA Play Area Safety Inspection Reports were received in May 2015 for Mosssdale Meadows, Franklin Park, Holmfield Park, Shakespeare Park, Isobel Close, Priestman Road, Hilcott Green, Marshall Close and Impey Close. There were no High Risk items highlighted.

Banking – Compensation Scheme – with effect from 31<sup>st</sup> December 2010 the Government Scheme offers full compensation up to £85,000 per saver or authorised institution.

#### PROPERTY DAMAGE

<u>COMMUNITY ASSETS LAND VALUES (NOT INSURED)</u>	£
Holmfield Park – 2.42 hectares (6 acres)	NIL
Shakespeare Park – 2.63 hectares (6.5 acres)	NIL
Franklin Park – 3.62 hectares (8.9 acres)	15,731.00
Mosssdale Meadows – 9.51 hectares (23.5 acres)	33,753.00
Merrileys Park – 2.95 hectares (7.31 acres)	10,499.00
Watercourse Walk Thorpe Astley – 102 hectares (2.47 acres)	3,547.00
Thorpe Astley Open Spaces (South) adopted 2011. 2.25 hectares (5.6 acres)	8,040.00
Thorpe Astley Open Spaces	6,289.00
Thorpe Astley Parkland – 7.14 Hectares (17.7 acres)	25,414.00
Thorpe Astley Persimmon Homes Sites (17.61 acres)	24,381.53
	<u>127,654.53</u>
<u>PROPERTY DAMAGE (ALL RISKS)</u>	
Buildings, Street Furniture, Play Equipment, etc (Risk 1 in Policy)	3,256,705.20
Thorpe Astley Community Centre and Contents (Risk 16)	1,097,748.00
Business all Risks, Regalia, CCTV, Garden Machinery (Risk 5 in Policy)	57,340.00
	<u>4,411,793.20</u>
<b>TOTAL</b>	<b><u>4,539,447.73</u></b>

## INSURANCE

The Town Council's insurance policy covered the following risks:-

Public Liability	up to £5m any one claim
Employers Liability	up to £10m any one claim
Money	£10,000 cash in transit, £10,000 in safe
Fidelity Guarantee	£220,000.00
Wage roll	£386,000.00

Business Interruption Gross Rentals (Including Thorpe Astley Community Centre)	£153,559.00
Braunstone Civic Centre (Maximum Indemnity Period:- 12 months)	£51,000.00

Official Indemnity, Libel and Slander	£374,000.00
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**6. We have maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

*Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.*

An Internal Audit undertaken by North West Leicestershire District Council' Internal Audit Services and was completed on 27th May 2016.

**7. We took appropriate action on all matters raised in reports from internal and external audit.**

*Responded to matters brought to its attention by internal and external audit.*

## INTERNAL AUDITOR'S REPORT 2014/2015

The Internal Auditor was asked to have full regard to the guidance on Internal Audit set out in "Governance and Accountability for Local Councils – A Practitioners' Guide 2008 (England)" published by NALC and the SLCC. In particular, to have due regard to Section 4 of the Annual Return. The Internal Auditor confirmed that the programme of work undertaken was based on suggested tests detailed by the Audit Commission.

The overall opinion was that systems are operating efficiently and effectively. A copy of the action plan is attached (**Appendix 'B'**)

## EXTERNAL AUDITOR'S REPORT

The external audit was concluded on 17<sup>th</sup> September 2015 and an unqualified audit opinion given.

## MATTERS ARISING FROM CORPORATE GOVERNANCE SUB-COMMITTEE MEETING HELD 11<sup>TH</sup> JUNE 2015

*None*

**8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.**

*Disclosed everything the Council should have about its business activity during the year including events taking place after the year-end if relevant.*

Council considered medium to long term priorities and financial planning on 5<sup>th</sup> November 2015. This document forms the framework for assessing the Council's priorities and future financial risks when developing its budget estimates for 2016/2017.

The Council's Medium to Long Term Priorities and Financial Planning strategy assessed the impact of the following Financial Pressures:

- Council Tax Support Grant – Each year the District Council will formulate a Council Tax Support Grant Scheme. In future this presents a financial risk to the Town Council should the grant be withheld or is insufficient.
- Local Government Pension Scheme (Auto Enrolment) from 1<sup>st</sup> October 2015 the Town Council was required to auto-enrol all eligible employees.
- Thorpe Astley Open Spaces – the current level of reserves allocated to the Thorpe Astley open spaces monitored, along with maintenance and wages costs.
- Pressures on Principal Authorities and other public bodies, presenting a risk to services in the community, such as Library Services, and potential costs implications to be considered by the Town Council.

The strategy sets these within the political and economic context and expected changes to the provision of services.

**9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.**

*Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*

None.

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)  
THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual governance statement 2015/16, of the Annual Return for the year ended 31st March 2016 be completed and submitted accordingly.

## Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect of the accounting statements for the year ended 31st March 2016, there were sound systems of internal control and management of risk.

BRAUNSTONE TOWN COUNCIL: RISK MANAGEMENT – 1st JUNE 2016

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Buildings, Street Furniture, Play Equipment, etc (Risk 1 in Policy) £3,256,705.20; Business all Risks, Regalia, CCTV, Garden Machinery (Risk 5 in Policy) £57,340.00; Thorpe Astley Community Centre £1,097,748.00.
	Security of buildings, equipment etc	L	Civic Centre and Thorpe Astley Community Centre protected by CCTV and 'Redcare' call-out alarm system. Shakespeare Park Store and Mosssdale Meadows Garage have stand alone alarm systems.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained on an ad hoc basis. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Community Development & Centres Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)

Area	Risk	Level	Controls <b>(bold indicates areas where work is needed)</b>
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account. Banking Arrangements are governed by Para 5 of the Council's Financial Regulations adopted on 14<sup>th</sup> May 2015.</p> <p>Out of £323,741.51 total cash and investments on 31<sup>st</sup> March 2016, £156,037.82 is invested with a Cambridge Building Society 90 Day Notice Account. £58,459.96 was invested in the Co-operative Bank Fixed Term Investment Account, which matured during the year, the funds are currently in the General Account and are due to be reinvested.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two banking institutions (End of Year Balance - £420,480).</p>
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed at the next renewal date to take account of the additional revenue from the Council's Community Centres. Important documents stored in fire proof safe. Council documents backed-up off premises.</p> <p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p>
	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations adopted on 14<sup>th</sup> May 2014. In addition we have adopted the 'Braunstone Area Office – Operational Instructions and Procedures' for Connect Service Shop transactions.</p>

Area	Risk	Level	Controls <b>(bold indicates areas where work is needed)</b>
Finance (cont.)	Loss of cash through theft or dishonesty (cont.)		The Council's Insurance Policy Limit to Employee Dishonesty has remained at £220,000.
	Financial controls and records	L	Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Executive Officer & Town Clerk. Two signatories on cheques and internet banking payments. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by Executive Officer & Town Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	L	Policy & Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Committees quarterly.
	Complying with borrowing restrictions	L	No new borrowing. Potential future borrowing has been identified in relation to large projects on the Council's Capital Plan (approved by Council on 28 <sup>th</sup> January 2016. These include renovation/rebuild of Shakespeare Park Pavilion.

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and written records kept. Annual checks by ROSPA of playgrounds.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including Local Government Employees Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. As reported earlier, the Council has insurance for Employer's Liability. In March 2015, the Council commissioned a professional Human Resource advisor to assist with an Organisation Review and the implementation of the Living Wage, following the review the Human Resource advisor was appointed in October 2015 to advise and support the Council on all employment matters.
	Comply with Inland Revenue requirements	L	Regular advice from IR and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms (Redcare system) and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy Statement reviewed and adopted on 15 <sup>th</sup> May 2013.

Area	Risk	Level	Controls <b>(bold indicates areas where work is needed)</b>
Legal Liability	Ensuring activities are within legal powers	L	Executive Officer & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.
	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours

3. Improvement Action Plan 2014/2015 Internal Auditor’s Report

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium/Low	Officer Responsible	Action Taken and Date
2.1 Bookings Diary and Income	One booking had a discount applied however the qualifying conditions had not been met.	Bookings are not being charged at the correct rates.	Officers are reminded to ensure that qualifying criteria are met before applying discounts. If bookings are subsequently amended charges should be reviewed to ensure they are still correct. The line manager should carry out monthly sample checks on bookings.	High	Lydia Assi	Staff circular sent to all staff that operate the Council’s bookings system. New staff received appropriate training. Sample Checks carried out by Resources & Facilities Manager and individual staff members receive a sheet detailing the checks and any comments. System implemented from June 2015.
2.2 Income Receipts	Two minor errors in recording of information and Banking and Income Analysis Sheets.	Income is not accounted for correctly.	Officers are reminded to take care when completing Banking and Income Analysis Sheets. If errors are identified at a later date the Banking and Income Analysis Sheet should be corrected.	Medium	Darren Tilley	Staff circular sent to all staff that operate the Council’s bookings system. New staff received appropriate training. Resources & Facilities Manager makes any corrections identified by the reconciliation process. System implemented from September 2015

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium/Low	Officer Responsible	Action Taken and Date
2.5 Financial Accounts	The reserves section of the balance sheet does not currently reflect the intended uses of the reserves or the balances for the specified reserves.	The Balance Sheet is misleading.	The reserves section of the balance sheet is updated to reflect the intended uses, the movement during 2014/15 and the current balances.	High	Darren Tilley	Report showing intended uses of Reserves submitted to Policy & Resources Committee on 20th August 2015 and approved. Reserves and their intended uses included in the medium to long term priorities and financial planning report approved by Council on 5th November 2015.
2.11 Bank Reconciliations	Not all bank reconciliations were signed and dated by the preparer and reviewer.	Bank reconciliations are not completed accurately.	All bank reconciliations should be signed and dated by both the preparer and reviewer.	High	Darren Tilley	Process implemented immediately by the Responsible Financial Officer in June 2015.

## BRAUNSTONE TOWN COUNCIL

### CORPORATE GOVERNANCE SUB-COMMITTEE – 9th JUNE 2016 POLICY & RESOURCES COMMITTEE – 9th JUNE 2016

#### Item 10 – Accounting Statements 2015/2016

##### Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2016 and to recommend (to Policy & Resources Committee) that Council adopts and submits the Accounting Statements 2015/2016 accordingly.

##### Accounting Statements

The Year end for the financial year 2015/2016 has now been completed in order to report the following as required by the Annual Return:

1. Balances brought forward	£424,269.43
2. (+) Annual precept	£477,804.00
3. (+) Total other receipts	£329,155.36
4. (-) Staff costs	£373,274.97
5. (-) Loan interest / capital repayments	£64,038.42
6. (-) Total other payments	£443,494.72
7. (=) Balances carried forward	£350,420.68
8. Total cash and investments	£323,741.51
9. Total fixed assets and long term assets	£4,539,447.73
10. Total borrowings	£422,628.08

The following reports form part of the audited year end accounts:

- Consolidated Balance Sheet (Appendix 1)
- Income & Expenditure Account (Appendix 2)
- Financial Summary – Cashbook (Appendix 3)
- Reserves (Appendix 4)
- Financial Budget Comparison (Appendix 5)
- Schedule of Fixed Assets (Appendix 6)
- Details of Borrowing and Repayments (Appendix 7)
- Creditors, Debtors and Receipts in Advance (Appendix 8)

A review of the annual accounts for the year ending 31<sup>st</sup> March 2016 was carried out by the Internal Auditor and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records (internal audit report – paragraph 2.6).

The Internal Auditor has completed appropriate section of the Annual Return to confirm that appropriate accounting arrangements are in place (Appendix 9).

## Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)  
THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2015/16, of the Annual Return for the year ended 31st March 2016 be completed and submitted accordingly.

## Reason

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

# Consolidated Balance Sheet

**Appendix 1**

31/03/15

£

31/03/16

£

<b>Long Term assets</b>		
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	<b>TOTAL LONG TERM ASSETS</b>	<b>0.00</b>
<b>Current assets</b>		
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
650.00	Stocks	0.00
7,472.48	VAT Recoverable	34,541.93
0.00	Debtors	29.20
0.00	Payment in Advance	0.00
420,480.41	Cash in Hand at Bank	323,741.51
428,602.89	<b>TOTAL CURRENT ASSETS</b>	<b>358,312.64</b>
428,602.89	<b>TOTAL ASSETS</b>	<b>358,312.64</b>
<b>Current liabilities</b>		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
4,333.46	Creditors	7,872.76
0.00	Receipts in Advance	19.20
4,333.46	<b>TOTAL CURRENT LIABILITIES</b>	<b>7,891.96</b>
424,269.43	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>350,420.68</b>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
424,269.43	<b>NET ASSETS</b>	<b>350,420.68</b>
<b>Represented by</b>		
287,714.31	General Fund	213,865.56
136,555.12	Thorpe Astley Commuted Sums	136,555.12
<b>Earmarked</b>		
0.00	Millfield Hall Refurbishment	0.00
<b>Earmarked</b>		
0.00	Holmfield Park Improvements	0.00
<b>Earmarked</b>		
0.00	Franklin Park Balance Beams	0.00
424,269.43		350,420.68

Signed \_\_\_\_\_

Chairman

Date

AUDIT OPINION

\_\_\_\_\_  
Responsible Financial Officer

# Income and Expenditure Account

31/03/15 £		31/03/16 £
	<b>INCOME</b>	
136,598.23	Hirings	130,457.98
145,164.51	Income	146,262.90
4,177.31	Interest on Investments	3,369.98
0.00	Loan/Capital Receipts	49,064.50
463,281.00	Precept	477,804.00
<hr/> 749,221.05	<b>INCOME TOTAL</b>	<hr/> 806,959.36
	<b>EXPENDITURE</b>	
242,548.27	Expenditure	409,310.09
21,016.05	General Administration	27,202.43
64,164.42	Interest on Long Term Debts	64,038.42
385,365.55	Salaries	379,607.17
<hr/> 713,094.29	<b>EXPENDITURE TOTAL</b>	<hr/> 880,158.11
251,587.55	Balance as at 01/04/15	287,714.31
749,221.05	Add Total Income	<hr/> 806,959.36
<hr/> 1,000,808.60		1,094,673.67
713,094.29	Deduct Total Expenditure	<hr/> 880,158.11
<hr/> 0.00	Stock Adjustment	-650.00
0.00	Transfer to/ from reserves	0.00
<hr/> 287,714.31	Balance as at 31/03/16	<hr/> <hr/> 213,865.56

# Financial Summary - Cashbook

Summary between 01/04/15 and 31/03/16 inclusive.

Balances at the start of the year

## Ordinary Accounts

Cambridge 90 Day Notice Account	£253,379.94
Cash office floats	£315.00
No. 2 Account	£13,374.63
No. 3 Account Co-op fixed term invest	£58,459.96
No.1 Account	£94,700.88
Petty Cash Account	£250.00
<b>Total</b>	<b>£420,480.41</b>

RECEIPTS	Net	Vat	Gross
Corporate management	£580,787.57	£2.34	£580,789.91
Open Spaces/Parks Management	£11,793.30	£14.16	£11,807.46
Civic Centre	£149,640.58	£115.69	£149,756.27
Planning & Environment	£3,399.66	£274.33	£3,673.99
Crime Reduction	£68.33	£13.17	£81.50
Social Inclusions	£50,202.35	£956.63	£51,158.98
Thorpe Astley Community Centre	£49,717.97	£156.33	£49,874.30
<b>Total Receipts</b>	<b>£845,609.76</b>	<b>£1,532.65</b>	<b>£847,142.41</b>

PAYMENTS	Net	Vat	Gross
Corporate management	£448,480.55	£7,132.97	£455,613.52
Open Spaces/Parks Management	£91,976.60	£17,886.28	£109,862.88
Civic Centre	£281,030.05	£35,902.55	£316,932.60
Planning & Environment	£8,278.12	£1,243.56	£9,521.68
Crime Reduction	£124.90	£24.98	£149.88
Social Inclusions	£13,000.01	£1,072.05	£14,072.06
Thorpe Astley Community Centre	£33,728.58	£4,000.11	£37,728.69
<b>Total Payments</b>	<b>£876,618.81</b>	<b>£67,262.50</b>	<b>£943,881.31</b>

Closing Balances

## Ordinary Accounts

Cambridge 90 Day Notice Account	£156,037.82
Cash office floats	£315.00
No. 2 Account	£10,473.75
No. 3 Account Co-op fixed term invest	£0.00
No.1 Account	£156,664.94
Petty Cash Account	£250.00
<b>Total</b>	<b>£323,741.51</b>

Uncleared and Unpresented effects

No.1 Account	-£100.00
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Statement Closing Balances

## Ordinary Accounts

Cambridge 90 Day Notice Account	£156,037.82
Cash office floats	£315.00
No. 2 Account	£10,473.75

No. 3 Account Co-op fixed term invest	£0.00
No.1 Account	£156,764.94
Petty Cash Account	£250.00
Total	<u>£323,841.51</u>

# Reserves

## Thorpe Astley Commuted Sums

£136,555.12 Start of year value

£136,555.12 Current value

## Millfield Hall Refurbishment

£0.00 Start of year value

20/08/15 £82,693.00 From General Fund, Funding for Replacement Roof - Millfield Hall

23/12/15 -£421.44 Expenditure transaction 11166, Millfield Hall Internal Refurbishment

18/01/16 -£25,000.00 Expenditure transaction 11385, Part Payment for roof refurbishment

18/01/16 -£30,000.00 Expenditure transaction 11384, Part Payment for roof refurbishment

18/01/16 -£25,847.60 Expenditure transaction 11281, Part Payment for roof refurbishment

18/01/16 -£436.25 Expenditure transaction 11282, Part Payment for roof refurbishment

27/02/16 -£987.71 To General Fund, Balance of Refurbishment costs to Grant Funding

£0.00 Current value

## Holmfield Park Improvements

£0.00 Start of year value

20/08/15 £17,010.00 From General Fund, Balance of funding for Holmfield Park Play Area

29/02/16 -£18,049.07 Expenditure transaction 11110, Holmfield Park Playground Improvements

29/02/16 £1,039.07 From General Fund, Part Contribution - Grants

£0.00 Current value

## Franklin Park Balance Beams

£0.00 Start of year value

£0.00 Current value

# Financial Budget Comparison

Comparison between 01/04/15 and 31/03/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/15

	2015/2016	Actual Net	Balance
<b>Corporate management</b>			
<b>Total Income</b>	£536,369.00	£573,315.09	£36,946.09
<b>Total Expenditure</b>	£430,833.00	£447,991.45	-£17,158.45
<b>Open Spaces/Parks Management</b>			
<b>Total Income</b>	£27,046.00	£11,793.30	-£15,252.70
<b>Total Expenditure</b>	£93,192.00	£91,169.86	£2,022.14
<b>Civic Centre</b>			
<b>Total Income</b>	£105,600.00	£149,640.58	£44,040.58
<b>Total Expenditure</b>	£124,956.00	£279,964.25	-£155,008.25
<b>Planning &amp; Environment</b>			
<b>Total Income</b>	£1,600.00	£3,399.66	£1,799.66
<b>Total Expenditure</b>	£10,300.00	£8,278.12	£2,021.88
<b>Crime Reduction</b>			
<b>Total Income</b>	£300.00	£68.33	-£231.67
<b>Total Expenditure</b>	£800.00	£124.90	£675.10
<b>Social Inclusions</b>			
<b>Total Income</b>	£29,200.00	£50,202.35	£21,002.35
<b>Total Expenditure</b>	£48,380.00	£11,435.01	£36,944.99
<b>Young People</b>			
<b>Total Income</b>	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	£1,200.00	£0.00	£1,200.00
<b>Thorpe Astley Community Centre</b>			
<b>Total Income</b>	£46,284.00	£49,717.97	£3,433.97
<b>Total Expenditure</b>	£36,738.00	£33,319.80	£3,418.20
<b>Total Income</b>	£746,399.00	£838,137.28	
<b>Total Expenditure</b>	£746,399.00	£872,283.39	
<b>Total Net Balance</b>	<b>£0.00</b>	<b>-£34,146.11</b>	

## Appendix 6

### BRAUNSTONE TOWN COUNCIL SCHEDULE OF ASSETS YEAR END 2015/2016

REF NO.	DESCRIPTION	OPEN SPACES VALUE	VALUE	AS PER INSURANCE SCHEDULE	ins doc annotate	CUST ODIAN	DATE INSTALLED (IF APPLICABLE)	DISPOSAL OR ESTIMATED REPLACEMENT
	<b>NOMINAL LAND VALUES</b>							
(not included on insurance)	HOLMFIELD PARK 2.42HECTARES (6 ACRES)	£0.00	£0.00			SG	last valued 2005	
	SHAKESPEARE PARK 2.63 HECTARES (6.5 ACRES)	£0.00	£0.00			SG	last valued 2005	
	FRANKLIN PARK 3.62 HECTARES (8 ACRES) (Includes extension)	£15,731.00	£0.00			SG	last valued 2005	
	MOSSDALE MEADOWS 9.51 HECTARES (23.5 ACRES)	£33,753.00	£0.00			SG	last valued 2005	
	MERRILEYS PARK 2.95 HECTARES (7.31 ACRES)	£10,499.00	£0.00			SG	last valued 2005	
	WATERCOURSE WALK TA 1.02 HECTARES (2.47 ACRES)	£3,547.00	£0.00			SG	last valued 2005	
	THORPE ASTLEY (SOUTH) OPEN SPACES 2.25 HECTARES (5.6 ACRES) Isobel Close & Priestman Road (adopted 25/03/11)	£8,040.00	£0.00			EO&TC	Adopted 2011	
	THORPE ASTLEY OPEN SPACES - Cobbett Road, Tuffleys Way, Marshall Close, Hilcot Green, Haskell Close, Cooke Close, Tom Paine Close, Tillet Road, and Collins Close 1.7HECTARES (4.38 ACRES) ADOPTED 31/07/11)	£6,289.00	£0.00			EO&TC	Adopted 2011	
	THORPE ASTLEY PARKLAND 7.14HECTARES (17.7 ACRES) ADOPTED 01/08/11	£25,414.00	£0.00			EO&TC	BDC adopted 2011 (same year BTC agreed lease to maintain)	
	THORPE ASTLEY - PERSIMMON HOMES SITES Goodheart Way, Long Spinney, Foxholes Spinney, Bolus Road Jewsbury Way, Gavin Close, The Green, Smart Close, Seacole, Sherrard Way, Tuffleys Way leading to Murby Way, Open Space north of brook inc leading up to the Green, Imipey Close, Netherfield, Gregories Close; 6.85 HECTARES (17.61 ACRES) ADOPTED 1ST APRIL 2013	£24,381.53	£0.00			EO&TC	Adopted 2013	
				<b>£127,654.53</b>				
	<b>RISK 1 - PROPERTY DAMAGE ALL RISK</b>							

REF NO.	DESCRIPTION				CUSTODIAN		
ITEM 1	CIVIC CENTRE		£2,200,037.00	<b>£2,200,037.00</b>	14	EO&T C/CCM	last updated value November 2012
ITEM 2	GARAGE MM		£50,296.00			SG	last valued 2005
	PAVILION MM		£66,764.00			SG	last valued 2005
	SP BOWLS, CHANGING ROOMS (refurb 04), GARAGE		£124,493.00			SG	last valued 2005 changing rooms refurb 2004
	FOOTBALL CHANGING ROOMS HP		£0.00			SG	refurbished 2005 demolished 2014
				<b>£241,553.00</b>	15		
ITEM 3	5 STREET SEATS		£2,169.00			EO&T C	01 January 2007
	14 NOTICE BOARDS		£5,464.00			EO&T C	01 January 2007
	2 NOTICE BOARDS		£666.00			EO&T C	No info
	8 BT NAME PLATE SIGNS		£6,250.00			EO&T C	No info
	CCTV TOWER + 2 CAMERAS		£7,103.00			EO&T C	No info
	CC CAR PARK LIGHTING		£4,853.00			CCM	No info
	3 LIGHTING COLUMNS FP		£9,266.00			EO&T	No info
	INFORMATION BOARD MERRILEYS		£2,995.00			SG	01 January 2002
	STONE SCULPTURE MERRILEYS		£4,389.00			SG	01 January 2002
	STEEL BENCH FRANKLIN PARK		£1,132.00			SG	01 January 2000
	MEETING POINT MM		£9,379.00			SG	01 June 2005
	BENCH SEATS X 1 TA MARSHALL CLOSE		£435.00			EO&T	01 June 2004
	BENCH SEATS X 8 - TA PARKLAND		£2,930.00			EO&T	01 January 2010
	BENCH / SEAT / PICNIC TABLE / LEAN BACK MM		£2,272.00			SG	01 June 2012
	BENCH SEATS IMPEY CLOSE		£711.00			SG	approx 2004
				<b>£60,014.00</b>	16		
ITEM 4							
Franklin	ROCKING HORSE FP (wicksteed)		£8,605.00			SG	Pre 2000 - no current rospa issues
	CLIMBING FRAME FP		£786.00			SG	Pre 2000 - no current rospa issues
	SEESAW FP (wicksteed)		£1,567.00			SG	Pre 2000 - no current rospa issues
	JUNGLE WALK FP wicksteed		£1,001.00			SG	Pre 2000 - no current rospa issues

	NON MUMP SEESAW FP wicksteed		£2,881.00		SG	Pre 2000 - no current rospa issues
	SWING SET CRADLE FP wicksteed		£1,525.00		SG	Pre 2000 - no current rospa issues
	SWING SET FP wicksteed		£1,591.00		SG	Pre 2000 - no current rospa issues
	KOMPAN CNUPUS FRAME FP (sb mm?)		£11,989.00		SG	01 June 2005
	MULTI GOAL UNITS FP Kompan		£7,595.00		SG	01 June 2005
	SUPER NOVA FP Kompan		£3,338.00		SG	01 June 2005
	CONCORD MID SPACE NET FP kompan		£8,012.00		SG	01 June 2005
	ACTIVITY CLIMB /SLIDE FP Russell play		£8,723.00		SG	01 June 2012
Holmfield	ROUNDABOUT HP		£1,575.00		SG	Pre 2000 - no current rospa issues
	MYSTICAL WORLD MULTI-PLAY Wicksteed		£6,729.00		SG	27 November 2015
	SWING 2 BAY FLAT & 1 BASKET Wicksteed		£4,300.00		SG	27 November 2015
	2DOUBLE BAY SWING SET		£1,362.00		SG	Pre 2000 - no current rospa issues
	ROCKING HORSE HP wicksteed		£8,550.00		SG	Pre 2000 - no current rospa issues
	JNR PARALLEL BAR HP		£544.00		SG	Pre 2000 - no current rospa issues
	MINI SPACENET HP Kompan		£8,171.00		SG	01 June 2004
	MEETING POINT HP kompan		£3,519.00		SG	01 June 2004
	MULTIPLAY AREA HP base leisure		£45,013.00		SG	01 June 2004
Mossdale	SWING SET MM		£1,522.00		SG	pre 2000 - no current rospa issue
	COMBINATION BANK SLIDE MM		£3,482.00		SG	pre 2000 - no current rospa issue
	SADLEMATE MM		£1,041.00		SG	pre 2000 - no current rospa issue
	CRADLESEAT SWING SET MM		£1,824.00		SG	pre 2000 - no current rospa issue
	2 SPINNER BOWLS MM kompan		£1,428.00		SG	01 June 2005
	CLIMBING FRAME KOMPAN MM		£8,703.00		SG	01 June 2005
	SUPERNOVA ROUNDABOUT MM kompan		£3,338.00		SG	01 June 2005
	<b>MOSSDALE MEADOWS 2012 IMPROVEMENT</b>					
	<u>Basketball Court (SMP)</u>					
	2 x Philadelphia Basketball/goal posts		£6,027		SG	01 June 2012
	1 x Maine Goal Arena System		£3,530		SG	01 June 2012
	1 x straight round grinder skate		£199		SG	01 June 2012
	1 x inclined square grinder skate		£189		SG	01 June 2012
	1 x grind box skate		£1,007		SG	01 June 2012
	1 x jump ramp skate		£1,185		SG	01 June 2012
	1 x stepped grind box skate		£1,490		SG	01 June 2012
	1 x driveway street course		£16,013		SG	01 June 2012
	<u>Outdoor Fitness (SMP)</u>					
	2 x Ski Steppers (A)		£3,007		SG	01 June 2012
	1 x Mini Ski (A)		£1,197		SG	01 June 2012
	1 x Leg Stretch (A)		£873		SG	01 June 2012

	1 x fitness sign (A)		£748		SG	01 June 2012
	1 x Sit Up (B)		£1,233		SG	01 June 2012
	1 x Health Walker (B)		£2,410		SG	01 June 2012
	1 x Pull Down Challenger (B)		£2,128		SG	01 June 2012
	1 x Fitness Sign (B)		£747		SG	01 June 2012
	1 x Push Hands (C)		£1,180		SG	01 June 2012
	2 x Handle Boats (C)		£2,788		SG	01 June 2012
	1 x Parallel Rails (C)		£1,009		SG	01 June 2012
	1 x Fitness Sign (C)		£748		SG	01 June 2012
	<u>Children's Play Area (SMP)</u>					
	1 x UniMini Dinghy		£2,133		SG	01 June 2012
	1 x Pull Up Rope		£499		SG	01 June 2012
	1 x Rota Roka		£1,286		SG	01 June 2012
	1 x Roko		£834		SG	01 June 2012
	1 x Zingo Dek Climb		£6,870		SG	01 June 2012
	1 x Pair Talking Tubes		£773		SG	01 June 2012
	1 x Lobster Pot Climbe		£4,902		SG	01 June 2012
	3 x NRG Ross Ice Shelves		£1,119		SG	01 June 2012
	1 x Amazon Basin		£2,370		SG	01 June 2012
	1 x NRG Klondike Double		£1,360		SG	01 June 2012
	Total Play surface area		£4,294		SG	01 June 2012
Shakespeare	SLIDE SP		£2,078.00		SG	pre 2000 - no current rospa issue
	WHIRLWIND CLIMBING FR SP		£9,820.00		SG	pre 2000 - no current rospa issue
	2 DOUBLE BAY SWING SP		£1,890.00		SG	pre 2000 - no current rospa issue
	SADDLEMATE SP		£1,007.00		SG	pre 2000 - no current rospa issue
	PLAY SAFETY SURFACE		£38,908.00		SG	
	ROCKING HORSE SP		£8,278.00		SG	01 June 2002
TA Isobel	SPRING SEESAW TA ISOBEL Kompan		£2,010.00		EO&T C	approx 2004
	SPRING ELEPHANT TA ISOBEL kompan		£679.00		EO&T C	approx 2004
	SPRING LION TA ISOBEL kompan		£679.00		EO&T C	approx 2004
	STEPPING STONES TA ISOBEL kompan		£180.00		EO&T C	approx 2004

TA Priestman	TOWER SLIDE TA PRIESTMAN kompan		£6,524.00		EO&T C	approx 2004
	SWINGS TA PRIESTMAN kompan		£4,634.00		EO&T C	approx 2004
	SPRING PLANE TA PRIESTMAN kompan		£700.00		EO&T C	approx 2004
	SPRING ELEPHANT TA PRIESTMAN kompan		£700.00		EO&T C	approx 2004
	SURFACING TA ISOBEL AND PRIESTMAN komp		£8,487.00		EO&T C	approx 2004
TA Hilcott	SPRING SEESAW - TA HILCOTT GREEN komp		£2,010.00		EO&T C	approx 2004
	ROCKER ELEPHANT - TA HILCOTT GREEN kompa		£700		EO&T C	approx 2004
	SWING TODDLER - TA HILCOTT GREEN komp		£1,550		EO&T C	approx 2004
	MULTI PLAY TOWER/SLIDE TA HILCOTT GREEN		£6,523		EO&T C	approx 2004
	SAFETY SURFACE - TA HILCOTT GREEN komp		£5,062		EO&T C	approx 2004
TA Marshall	IGLOO CLIMBER - TA MARSHALL CLOSE komp		£922		EO&T C	appox 2004
	GAME PANELS X 2 - TA MARSHALL CLOSE komp		£1,437		EO&T C	appox 2004
	BALANCE TRAIL - TA MARSHALL CLOSE komp		£1,183		EO&T C	appox 2004
	PLAY TRAIN - TA MARSHALL CLOSE komp		£6,733		EO&T C	appox 2004
	SAFETY SURFACE - TA MARSHALL CLOSE komp		£4,587		EO&T C	appox 2004
TA Impey	ROCKER HORSE		£642		EO&T C	approx 2004
	MULTIPLAY TOWER AND SLIDE		£6,456		EO&T C	approx 2004
	DOUBLE SWING		£1,824		EO&T C	approx 2004
	SAFETY SURFACE IMPEY		£4,572		EO&T C	approx 2004
TA Parkland	SPACE NET 3144 - TA PARKLAND kompan		£13,754.00		EO&T C	01 June 2011
	ELECTRA GXY 932 FRAME WITH SATELITTE SPINNERS - TA PARKLAND kompan		£16,117.00		EO&T C	01 June 2011
	SUPERNOVA GXY916 ROUNDABOUT - TA PARKLAND komp		£3,720.00		EO&T C	01 June 2011



	GATES AND FENCES (COMMUNITY ORCHARD)		£6,783.00		SG	01 June 2009
	PLAY AREA FENCE - TA PARKLAND		£8,188.00		EO&T C	01 June 2010
	TENNIS COURTS - WELDMESH FENCING AND GATES - TA PARKLAND		£10,495.00		EO&T C	01 June 2010
	12 x FENCING PANELS MM BASKETBALL AREA		£4,531.20		EO&T C	01 June 2012
				<b>£75,092.20</b>	<b>17</b>	
ITEM 6	1 AUTOMATIC WATER SYSTEM SP		£5,470.00		9 SG	No Info
				<b>£5,470.00</b>	<b>19</b>	
ITEM 7	CONTENTS OF CIVIC CENTRE		£195,223.00		5 EO&T C	NA
	CONTENTS OF PAVILION MM		£955.00		6 SG	NA
	CONTENTS OF BOWLS PAV SP		£3,200.00		7 SG	NA
	CONTENTS OF FC CHANGING ROOMS		£510.00		8 SG	NA
	GENERAL OFFICE EQUIPMENT (for Assets list only value included in Contents of Civic Centre)		£0.00		AEO	NA
	GLASS DISPLAY CABINET	£1,221.00			CCM	NA
	CONTENTS OF GLASS DISPLAY CAB	£2,406.00			CCM	NA
	AUTOMATIC DOORS / RECORD	£16,907.00			CCM	01 January 2006
	Divar DIG CCTV Vantage Colour Mon 7 Dig Cams	£1,386.00			CCM	01 June 2006
	RICOH MP 2500 PHOTOCOPIER	£7,149.00			AEO	01 October 2009
	DATA PROJECTOR	£306.00			CCM	01 June 2011
	OVERHEAD TROLLEY SCREEN	£630.00			AEO/C CM	01 June 2013
	<u>COMPUTERS CIVIC CENTRE</u>					
	Digital TV and Associated	£236.00				01 June 2011
	Intel Core 15 (Admin)	£766.00			AEO/C CM	01 June 2013
	Fujitsu S No.YLST013512 PC (Reception)	£766.00			AEO/C CM	01 April 2014
	Fujitsu S No.YLST013355 PC (Centres Manager)	£766.00			AEO/C CM	01 April 2014





	<b>TOTAL ASSETS</b>			£4,411,793.20	(As per Insurance Schedule)	
	<b>TOTAL ALL ASSETS</b>			<b>£4,539,447.73</b>	(Value to show on Annual Return)	

**CUSTODIAN KEY**

EO&TC = Executive Officer & Town Clerk  
 SG = Senior Groundsperson  
 CCM = Civic Centre Manager  
 AEO = Assistant Executive Officer  
 TM = Town Mayor  
 DTM = Deputy Town Mayor

**UPDATED: 27th November 2015**

13th October 2015  
 27th November 2015

**ITEMS CHANGES DURING 2015/2016**

**REMOVED**

Holmfield	JUNGLE WALK HP		£1,103.00	Removed 13/10/2015
	JUNGLE BRIDGE HP		£1,022.00	
	WOBBLE BOARD HP		£702.00	Removed 13/10/2015
	SWING SET		£1,818.00	Removed 13/10/2015
	SLIDE HP		£2,327.00	Removed 27/11/2015

Risk 5	PA41 MCCONNEL HEDGE FLAIL (TRACTOR)		£2,500.00	Removed 13/10/2015
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**ADDED**

Risk 5	McConnel PA5155 Left Hand Cut Hedgecutter		£12,500.00	Added 13/10/2015
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Holmfield	MYSTICAL WORLD MULTI-PLAY Wicksteed		£6,729.00	Added 27/11/2015
	SWING 2 BAY FLAT & 1 BASKET Wicksteed		£4,300.00	Added 27/11/2015



United Kingdom  
Debt Management  
Office

OFFICIAL

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

**Appendix 7**

T 020 7862 6610  
F 020 7862 6509  
E [pwlb@dmo.gsi.gov.uk](mailto:pwlb@dmo.gsi.gov.uk)  
[www.pwlb.gov.uk](http://www.pwlb.gov.uk)

**Public Works Loan Board**

The Clerk  
Braunstone Town Council  
Civic Centre  
Kingsway  
Braunstone  
LEICESTER  
LE3 2PP

**PWLB Reference - 507 07134**

***Loan Payment due 9 November 2015***

Your authority has elected to pay loan repayments by direct debit and therefore the sum of **£32,003.46** detailed on the schedule will be debited from your nominated account on **9 November 2015**. ***You need take no further action.***

If you have any queries relating to this payment please contact the Board either by e-mail or telephone as shown above. The Board's staff will be pleased to supply any further information.

**Schedule of Loan Repayments due 9 November 2015**

Loan Number	Balance Outstanding		Principal Due		Interest Due		Total Due		Interest Rate %
	£	p.	£	p.	£	p.	£	p.	
477930	83,695.43		4,536.45		3,452.44		7,988.89		8.250
480508	30,190.05		1,387.32		905.70		2,293.02		6.000
481235	7,548.09		1,172.40		212.29		1,384.69		5.625
482623	74,318.35		2,872.92		1,950.86		4,823.78		5.250
485188	28,531.66		1,049.61		713.29		1,762.90		5.000
485557	47,862.08		1,635.15		1,256.38		2,891.53		5.250
487506	57,202.81		1,729.59		1,287.06		3,016.65		4.500
490422	42,000.00		1,400.00		945.00		2,345.00		4.500
501336	71,898.58		4,835.53		661.47		5,497.00		1.840
<b>TOTAL:</b>	<b>443,247.05</b>		<b>20,618.97</b>		<b>11,384.49</b>		<b>32,003.46</b>		

Start of year 01/04/15

## Opening Debtors

Tn no	Gross (£)	Vat (£)	Net (£)	Accrued (£)	Opening adjustment	Inv. date	Paid date	Invoice no
HM Customs								
5032	7472.48	0.00	7472.48	7472.48	7472.48	31/03/15	07/05/15	
Total	7472.48	0.00	7472.48	7472.48	7472.48			
Taylor Gemma (Aerobics) (CP)								
6949	-36.76	0.00	-36.76	0.00	-36.76	08/02/15	25/01/16	45276
6562	36.76	0.00	36.76	0.00	36.76	08/02/15	16/12/15	45276
Total	0.00	0.00	0.00	0.00	0.00			
<b>Total</b>	<b>£7,472.48</b>	<b>£0.00</b>	<b>£7,472.48</b>	<b>7472.48</b>	<b>£7,472.48</b>			

# Opening Creditors

Start of year 01/04/15

Tn no	Gross (£)	Vat (£)	Net (£)	Accrued (£)	Opening adjustment	Inv. date	Paid date	Cheque no.
<b>82nd Scouts Leicester</b>								
10362	300.00	0.00	300.00	0.00	300.00	29/03/15	02/04/15	110455
Total	300.00	0.00	300.00	0.00	300.00			
<b>A Shah</b>								
9761	175.00	0.00	175.00	0.00	175.00	18/09/14	01/04/15	109860
Total	175.00	0.00	175.00	0.00	175.00			
<b>AnchorPrint</b>								
10369	312.60	0.00	312.60	0.00	312.60	29/03/15	08/04/15	Bacs2015/04/08 Anc
11604	0.00	52.10	-52.10	0.00	-52.10	29/03/15	31/03/16	Bacs2015/04/08 Anc
Total	312.60	52.10	260.50	0.00	260.50			
<b>Braunstone Swimming Club</b>								
10363	40.00	0.00	40.00	0.00	40.00	29/03/15	02/04/15	110453
Total	40.00	0.00	40.00	0.00	40.00			
<b>Braunstone Town Council</b>								
10364	118.06	19.69	98.37	0.00	98.37	29/03/15	02/04/15	110457
Total	118.06	19.69	98.37	0.00	98.37			
<b>Coalpit Lane Spinney Pals</b>								
9194	150.00	0.00	150.00	0.00	150.00	08/04/14	08/04/15	109605
Total	150.00	0.00	150.00	0.00	150.00			
<b>George Walker Ltd</b>								
10370	858.00	143.00	715.00	0.00	715.00	29/03/15	08/04/15	Bacs2015/04/08 Walk
Total	858.00	143.00	715.00	0.00	715.00			
<b>Kirby and West</b>								
10315	2.40	0.40	2.00	2.42	2.42	17/03/15	01/04/15	109989
10358	4.78	0.00	4.78	2.40	2.40	29/03/15	02/04/15	110451
10352	2.40	0.40	2.00	0.00	2.00	29/03/15	01/04/15	109994
Total	9.58	0.80	8.78	4.82	6.82			
<b>Leicestershire County Council</b>								
10865	94.40	15.73	78.67	0.00	78.67	20/01/15	20/08/15	Bacs150820LC C
11554	-94.40	-15.73	-78.67	0.00	-78.67	20/01/15	29/01/16	BACS150820L CC
Total	0.00	0.00	0.00	0.00	0.00			
<b>LRALC</b>								
10316	60.00	0.00	60.00	0.00	60.00	17/03/15	01/04/15	109990
Total	60.00	0.00	60.00	0.00	60.00			
<b>Meadowcroft</b>								
10366	200.00	0.00	200.00	0.00	200.00	31/03/15	08/04/15	Bacs2015/04/08 Mead
Total	200.00	0.00	200.00	0.00	200.00			

# Opening Creditors

Start of year 01/04/15

Tn no	Gross (£)	Vat (£)	Net (£)	Accrued (£)	Opening adjustment	Inv. date	Paid date	Cheque no.
<b>Public</b>								
9777	100.00	0.00	100.00	0.00	100.00	25/09/14	01/04/15	109871
Total	100.00	0.00	100.00	0.00	100.00			
<b>Radford United</b>								
10372	300.00	0.00	300.00	0.00	300.00	23/03/15	08/04/15	Bacs2015/04/08 R.U
Total	300.00	0.00	300.00	0.00	300.00			
<b>RAFA</b>								
10360	300.00	0.00	300.00	0.00	300.00	29/03/15	02/04/15	110454
Total	300.00	0.00	300.00	0.00	300.00			
<b>Refund Deposit</b>								
9901	100.00	0.00	100.00	0.00	100.00	05/11/14	01/04/15	109904
10031	100.00	0.00	100.00	0.00	100.00	09/12/14	01/04/15	109939
10365	100.00	0.00	100.00	0.00	100.00	29/03/15	08/04/15	Bacs2015/04/08 NIM
10368	100.00	0.00	100.00	0.00	100.00	29/03/15	08/04/15	Bacs2015/04/08 Staff
10359	100.00	0.00	100.00	0.00	100.00	29/03/15	02/04/15	110452
10367	100.00	0.00	100.00	0.00	100.00	29/03/15	08/04/15	Bacs2015/04/08 Shah
10354	100.00	0.00	100.00	0.00	100.00	29/03/15	01/04/15	109996
10355	100.00	0.00	100.00	0.00	100.00	29/03/15	01/04/15	109997
10356	100.00	0.00	100.00	0.00	100.00	29/03/15	01/04/15	109998
10357	100.00	0.00	100.00	0.00	100.00	29/03/15	01/04/15	110000
Total	1000.00	0.00	1000.00	0.00	1000.00			
<b>Servo-Rod</b>								
10209	96.00	16.00	80.00	0.00	80.00	18/02/15	01/04/15	109978
Total	96.00	16.00	80.00	0.00	80.00			
<b>Ses Technical Ltd</b>								
10371	95.00	15.83	79.17	0.00	79.17	29/03/15	08/04/15	Bacs2015/04/08 Ses
Total	95.00	15.83	79.17	0.00	79.17			
<b>SLCC Enterprises Ltd</b>								
10353	125.00	0.00	125.00	0.00	125.00	29/03/15	01/04/15	109995
Total	125.00	0.00	125.00	0.00	125.00			
<b>SWAGAT</b>								
10361	300.00	0.00	300.00	0.00	300.00	29/03/15	02/04/15	110456
Total	300.00	0.00	300.00	0.00	300.00			
<b>Unison</b>								
10215	43.60	0.00	43.60	0.00	43.60	20/02/15	01/04/15	100872
Total	43.60	0.00	43.60	0.00	43.60			
<b>Total</b>	<b>£4,582.84</b>	<b>£247.42</b>	<b>£4,335.42</b>	<b>£4.82</b>	<b>£4,333.46</b>			

# Closing Debtors

Start of year 01/04/15

Tn no	Gross	Vat	Net	Accrued	Closing adjustment	Inv. date	Invoice no	Details
HM Customs								
7379	-£110.00	£0.00	-£110.00	£0.00	-£110.00	06/11/15		VAT 01/07/15 - 30/09/15
7380	-£3,333.33	£0.00	-£3,333.33	£0.00	-£3,333.33	31/03/16		VAT 01/01/16 - 31/03/16
7378	£37,985.26	£0.00	£37,985.26	£0.00	£37,985.26	31/03/16		VAT 01/01/16 - 31/03/16
<b>Total</b>	<b>£34,541.93</b>	<b>£0.00</b>	<b>£34,541.93</b>	<b>£0.00</b>	<b>£34,541.93</b>			
Let's Talk Wellbeing (City) (CP)								
7242	£29.20	£0.00	£29.20	£0.00	£29.20	25/02/16	45567	Facilities Booking Invoice
<b>Total</b>	<b>£29.20</b>	<b>£0.00</b>	<b>£29.20</b>	<b>£0.00</b>	<b>£29.20</b>			
<b>Total</b>	<b>£34,571.13</b>	<b>£0.00</b>	<b>£34,571.13</b>	<b>£0.00</b>	<b>£34,571.13</b>			

# Closing Receipts in Advance

Start of year 01/04/15

Receipts with advance dates on or after 01/04/16

<b>Tn no</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Advance Type</b>	<b>Received from</b>
<hr/>					
7250	£19.20	£0.00	£19.20	06/05/16 Prepayment	Adult Learning Service Brockingto
<b>Total</b>	£19.20	£0.00	£19.20		

For spread prepayments the top line shows the prepaid amount, whilst underneath the full amount is shown.

# Closing Creditors

Start of year 01/04/15

Tn no	Gross	Vat	Net	Accrued	Closing Inv. date	Cheque no	Details
					adjustment		
<b>Alexandra</b>							
11558	£19.19	£3.20	£15.99	£0.00	£15.99	18/03/16	BACS160331 Clothing for cleaners ALEX
<b>Total</b>	<b>£19.19</b>	<b>£3.20</b>	<b>£15.99</b>	<b>£0.00</b>	<b>£15.99</b>		
<b>Blaby District Council</b>							
11566	£1,937.99	£323.00	£1,614.99	£0.00	£1,614.99	18/03/16	BACS150331 POOP BIN EMPTY BDCPOOP
<b>Total</b>	<b>£1,937.99</b>	<b>£323.00</b>	<b>£1,614.99</b>	<b>£0.00</b>	<b>£1,614.99</b>		
<b>Brandon Hire Plc</b>							
11570	£38.47	£6.41	£32.06	£0.00	£32.06	17/03/16	BACS160331 MEDIUM BREAKER 110 BRANDON
<b>Total</b>	<b>£38.47</b>	<b>£6.41</b>	<b>£32.06</b>	<b>£0.00</b>	<b>£32.06</b>		
<b>Braunstone Life</b>							
11580	£100.00	£0.00	£100.00	£0.00	£100.00	31/03/16	110328 GRANT - QUEENS 90TH
<b>Total</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>		
<b>Bridge Coffee Company Ltd</b>							
11563	£95.44	£1.79	£93.65	£0.00	£93.65	17/03/16	BACS160225 supplies BRIDGE
<b>Total</b>	<b>£95.44</b>	<b>£1.79</b>	<b>£93.65</b>	<b>£0.00</b>	<b>£93.65</b>		
<b>George Walker Ltd</b>							
11562	£780.00	£130.00	£650.00	£0.00	£650.00	16/03/16	BACS151130 Timber WALKER
<b>Total</b>	<b>£780.00</b>	<b>£130.00</b>	<b>£650.00</b>	<b>£0.00</b>	<b>£650.00</b>		
<b>KB Packaging</b>							
11541	£309.60	£51.60	£258.00	£0.00	£258.00	09/03/16	BACS160331 KBPACKAGI N
<b>Total</b>	<b>£309.60</b>	<b>£51.60</b>	<b>£258.00</b>	<b>£0.00</b>	<b>£258.00</b>		
<b>Kings Amoured Security</b>							
11557	£83.46	£13.91	£69.55	£0.00	£69.55	29/03/16	BACS160331 cash transit KINGS
<b>Total</b>	<b>£83.46</b>	<b>£13.91</b>	<b>£69.55</b>	<b>£0.00</b>	<b>£69.55</b>		
<b>Legal &amp; General Assurance Society Ltd</b>							
11574	£61.86	£0.00	£61.86	£0.00	£61.86	02/03/16	110327 scheme no G 73551-13 / I
<b>Total</b>	<b>£61.86</b>	<b>£0.00</b>	<b>£61.86</b>	<b>£0.00</b>	<b>£61.86</b>		
<b>Leicestershire Citizens Advice Bureau</b>							
11299	£2,500.00	£416.67	£2,083.33	£0.00	£2,083.33	23/12/15	110304 Grant for CAB serves at
<b>Total</b>	<b>£2,500.00</b>	<b>£416.67</b>	<b>£2,083.33</b>	<b>£0.00</b>	<b>£2,083.33</b>		
<b>MUCKLE</b>							
11576	£40.00	£40.00	£0.00	£0.00	£0.00	08/02/16	BACS160331 LAND REGISTRY SEA MUCKLE
<b>Total</b>	<b>£40.00</b>	<b>£40.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>NPS NIGEL SUMMERFIELD</b>							
11571	£90.00	£15.00	£75.00	£0.00	£75.00	29/03/16	BACS160331 RESET WATER HEATE NPS
<b>Total</b>	<b>£90.00</b>	<b>£15.00</b>	<b>£75.00</b>	<b>£0.00</b>	<b>£75.00</b>		
<b>Principal Hygiene Systems Ltd</b>							

# Closing Creditors

Start of year 01/04/15

Tn no	Gross	Vat	Net	Accrued	Closing Inv. date	Cheque no	Details
					adjustment		
11567	£1,049.41	£174.90	£874.51	£0.00	£874.51	18/03/16	BACS160331 PRIN1 01.04.2016 - 30.06.2016
11568	£508.09	£84.68	£423.41	£0.00	£423.41	18/03/16	BACS160331 PRIN2 01.04.2016 - 30.06.2016
<b>Total</b>	<b>£1,557.50</b>	<b>£259.58</b>	<b>£1,297.92</b>	<b>£0.00</b>	<b>£1,297.92</b>		
<b>Public</b>							
11560	£100.00	£0.00	£100.00	£0.00	£100.00	18/03/16	BACS160331 ref dep re 18.03.16 TEMPLE
11561	£100.00	£0.00	£100.00	£0.00	£100.00	22/03/16	BACS160331 ref dep re 20.03.16 MISTRY
11559	£100.00	£0.00	£100.00	£0.00	£100.00	22/03/16	BACS160331 ref dep re 19.03.16 PHAN
11572	£100.00	£0.00	£100.00	£0.00	£100.00	26/03/16	BACS160331 ref dep re 26.03.2016 POLLOCK
11573	£100.00	£0.00	£100.00	£0.00	£100.00	29/03/16	BACS160331 ref dep re 27.03.2016 LOWE
11578	£100.00	£0.00	£100.00	£0.00	£100.00	29/03/16	BACS160331 ref dep re 25.03.2016 KARIA
11579	£100.00	£0.00	£100.00	£0.00	£100.00	29/03/16	BACS160331 ref dep re 26.03.2016 GODDHALL
<b>Total</b>	<b>£700.00</b>	<b>£0.00</b>	<b>£700.00</b>	<b>£0.00</b>	<b>£700.00</b>		
<b>Severn Trent Water Ltd</b>							
11486	£98.23	£0.00	£98.23	£0.00	£98.23	18/02/16	BACS151112 WATER BILL - AVON R SEVERN
<b>Total</b>	<b>£98.23</b>	<b>£0.00</b>	<b>£98.23</b>	<b>£0.00</b>	<b>£98.23</b>		
<b>SGC Plumbing</b>							
11565	£96.29	£16.05	£80.24	£0.00	£80.24	02/02/16	BACS160331 plumbing - REPLACE KIT SGC
<b>Total</b>	<b>£96.29</b>	<b>£16.05</b>	<b>£80.24</b>	<b>£0.00</b>	<b>£80.24</b>		
<b>Towergate Underwriting Group Ltd</b>							
11577	£770.33	£128.39	£641.94	£0.00	£641.94	29/03/16	BACS160331 Insurance - BRAU04TW0 TOWERGATE
<b>Total</b>	<b>£770.33</b>	<b>£128.39</b>	<b>£641.94</b>	<b>£0.00</b>	<b>£641.94</b>		
<b>Total</b>	<b>£9,278.36</b>	<b>£1,405.60</b>	<b>£7,872.76</b>	<b>£0.00</b>	<b>£7,872.76</b>		

**Annual internal audit report 2015/16 to**

Enter name of smaller authority here:

**BRAUNSTONE TOWN COUNCIL**

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

**NOT APPLICABLE**

Name of person who carried out the internal audit

**LISA COTTON**

Signature of person who carried out the internal audit

*Lisa Cotton*

Date

**26/05/2016**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

**INTERNAL AUDIT SERVICES**  
**BRAUNSTONE TOWN COUNCIL**  
**2015/16**

**Date of Issue 27.05.16**

**Section 4 – Annual Audit Report**

**Not Covered – Point ‘K’**

Coverage was not required as Braunstone Town Council do not have any responsibilities as a trustee.



**Lisa Cotton CPFA**  
**Internal Audit**  
**North West Leicestershire District Council**

Direct line: 01530 454728  
Email: [lisa.cotton@nwleicestershire.gov.uk](mailto:lisa.cotton@nwleicestershire.gov.uk)

## **BRAUNSTONE TOWN COUNCIL**

### **CORPORATE GOVERNANCE SUB-COMMITTEE – 9th JUNE 2016** **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 11 – Financial Regulations**

##### Purpose

To review the Council's Financial Regulations and recommend (to Policy & Resources Committee) for adoption at Council.

##### Background

Policy & Resources Committee on 14th April 2016, reviewed the Council's Standing Orders, Financial Regulations and scheme of delegation, these changes were adopted at the Annual Council Meeting on 12th May 2016.

On 14th May 2015, the Financial Regulations were updated to take account of the repeal of Section 150(5) of the Local Government Act 1972 (the two signatory by Councillors cheque rule) and changes to OJEU thresholds.

Revisions are required to the Financial Regulations this year to take account of The Public Contracts Regulations 2015 (which has already been dealt with in the Standing Orders on 12th May) and other legislative changes and guidance and advice on good practice. In addition, in light of some of the difficulties faced this financial year with the Council's financial management systems, some procedures would benefit from being clarified/codified.

Therefore, both Policy & Resources Committee and Annual Council decided that a full review of the Financial Regulations be undertaken after the completion of the accounts for 2015/2016 and the Internal Audit. Recommendations can then be considered by Corporate Governance Sub Committee alongside the report scheduled on the effectiveness of the actions taken concerning the financial processes.

##### Review of Financial Regulations

Attached as an Appendix are the proposed revised Financial Regulation, which take into account of the following:

- 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct
- 6.4 has been re-written to apply more generally than merely in respect of disclosable interests.
- Incorporation of the specific requirements of The Public Contracts Regulations 2015 in Section 11

In addition, the draft has been clarified and aligned with the Standing Orders and Scheme of Delegation, clarifying the relevant responsible body (Council or Standing Committee) and relevant roles of the RFO, Officers and members of the Council.

Some wording has been changed or added and these are highlighted for ease of reference in the Appendix.

### Recommendations

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)  
THAT IT BE RECOMMENDED TO COUNCIL

1. that the revised Financial Regulations, attached as an Appendix to the report, be approved and adopted; and
2. that delegated authority be given to the Executive Officer & Town Clerk to correct cross-referencing errors and make formatting, presentational, spelling, punctuation and grammatical corrections prior to publication.

### Reasons

1. To comply with The Public Contracts Regulations 2015 and other legislative changes and to codify operational financial processes.
2. To ensure that the document was consistent and user-friendly.



## BRAUNSTONE TOWN COUNCIL

# FINANCIAL REGULATIONS

## *GOVERNING THE CONDUCT OF FINANCIAL MANAGEMENT BY THE COUNCIL*

30th JUNE 2016

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DATE ADOPTED		REVIEW DATE	
REVISED DATE/S			

## 1. **GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
- for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Executive Officer & Town Clerk has been appointed as RFO for Braunstone Town Council and these regulations will apply accordingly.
- 1.9. The RFO;
- acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing; and
  - declaring eligibility for the General Power of Competence.
- 1.14. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.15. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) of National Association of Local Councils and the Society for Local Council Clerks.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once a month for operational accounts and at least once a quarter for reserve accounts, and at each financial year end, bank reconciliations will be produced by a finance/administrative officer and verified by the Responsible Financial Officer. Both officers shall sign the reconciliations and the original bank statements (or similar document) as evidence of production and verification.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

3.1. Each Standing Committee, having regard to the Medium to Long term forecast approved by Council, shall formulate and submit proposals to the Policy & Resources Committee in respect of revenue and capital projects for inclusion in the rolling capital plan not later than the end of December each year.

3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Policy & Resources Committee for all items over £25,000;
- the relevant Standing Committee for items between £3,000 and £24,999; or
- the Executive Officer & Town Clerk for any items below £3,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by Policy & Resources Committee or the Council. During the budget year, and with the approval of the Policy & Resources Committee or the Council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually by January for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Executive Officer & Town Clerk may authorise revenue expenditure on behalf of the council as necessary. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Executive Officer & Town Clerk shall report such action to the Leader of the Council and chairperson of the relevant Standing Committee as soon as possible and to the relevant Standing Committee as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the relevant Standing Committee is satisfied that the project is contained in the Capital Plan and the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide each Standing Committee with a statement of receipts and payments to date under each budget heading, comparing actual income and expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 4.9. Changes in earmarked reserves shall be approved by Policy & Resources Committee or Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Policy & Resources Committee. They shall be regularly reviewed for safety and efficiency. A minimum of two current accounts shall be maintained at the bank, a general account and a payroll account.
- 5.2. A schedule of the payment of money shall be prepared by the RFO and presented to the relevant Standing Committee, supported by relevant invoices. The committee shall review the schedule for compliance and, having satisfied itself shall approve the schedule. A detailed list of all payments shall be disclosed within the agenda or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the officer issuing the order to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents approved expenditure.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order within 30 days of their receipt.
- 5.5. The Executive Officer & Town Clerk shall have delegated authority to authorise the payment of items.
- 5.6. The RFO shall retain a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation, provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two account signatories on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any approved policy statement.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Executive Officer & Town Clerk.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Executive Officer & Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented shall be signed by two members of the council or one member of the council and the Executive Officer & Town Clerk. The Executive Officer & Town Clerk shall not sign a cheque or order for payment where he/she issued the order for the work. A bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment, the signatories shall each also initial the invoice or similar documentation.
- 6.6. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two account signatories and any payments are reported to the relevant Standing Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. Payment for certain items may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two account signatories are retained and any payments are reported to the relevant Standing Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8. Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the relevant Standing Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. Payment for certain items may be made by internet banking transfer provided evidence is retained showing which authorised bank signatories approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, the Responsible Financial Officer and at least one other officer will be given their own PIN and Passwords.
- 6.11. No employee shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the Responsible Financial Officer.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.13. The council, its employees and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Responsible Financial Officer shall be appointed as the Service Administrator. The bank mandate approved by the Policy & Resources Committee shall identify a number of account signatories who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page, and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Responsible Financial Officer or nominated delegate. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Officer to which it has been issued and will also be restricted to a single transaction maximum value of £1,000 unless authorised by the Policy & Resources Committee in writing before any order is placed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy & Resources Committee. Transactions and purchases made will be reported to the Responsible Financial Officer and authority for topping-up shall be at the discretion of the Responsible Financial Officer.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to the Officer to which it has been issued and will also be restricted to a single transaction maximum value of £1,000 unless authorised by the Policy & Resources Committee in writing before any order is placed and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made by the RFO from the payroll account in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Policy & Resources Committee or Council, as appropriate.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

- 7.3. The payroll account shall not be overdrawn at the bank. Transfers to fund it shall be made from the Council's general account, signed by at least two members of the Council who are bank signatories, and shall be shown separately on the Schedule of the payment of money presented to the relevant Standing Committee (under 5.2 above).
- 7.4. No changes shall be made to any employee's pay scale, emoluments, or terms and conditions of employment without the prior consent of the Policy & Resources Committee or Council, as appropriate.
- 7.5. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded as a confidential record, which is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.6. An effective system of personal performance management should be maintained for officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to and authorised by the Employing Committee or Council, as appropriate.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. ~~The terms and conditions of borrowing shall be reviewed at least annually.~~
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Policy & Resources Committee. In each case a report in writing shall be provided in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The Policy and Resources Committee will review all fees and charges at least annually, following a report of the Executive Officer & Town Clerk and will report to Full Council for approval.

- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy & Resources Committee and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall either be paid to the RFO for banking or be banked by the officer collecting the money as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate (e.g. Petty Cash purchases). Copies of orders shall be retained.
- 10.2. An Order will only be issued following receipt of a signed requisition request, which must be counter signed by another officer who has been authorised to do so by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Leader and Deputy Leader of the Council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works

contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Executive Officer & Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer & Town Clerk.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Executive Officer & Town Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 6.5, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer & Town Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 the Executive Officer & Town Clerk shall have delegated authority. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the relevant Standing Committee.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the RFO to the contractor in writing, the relevant Standing Committee being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Executive Officer & Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the relevant standing committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the relevant Standing Committee, together with any other consents required by law. In each case a report in writing shall be provided to the relevant Standing Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the relevant Standing Committee. In each case a report in writing shall be provided to the relevant Standing Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it or make necessary amendments/additions to the insurance as they arise.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the next meeting of the relevant Standing Committee.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the relevant Standing Committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Executive Officer & Town Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the relevant Standing Committee at least annually.
- 16.2. When considering any new activity, the Executive Officer & Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Corporate Health & Safety Group.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Executive Officer & Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 12 – Land adjacent to the New M1 Bridge, Thorpe Astley**

##### **Purpose**

To receive and consider a recommendation from Plans & Environment Committee that the Town Council enter discussions with the relevant parties to determine whether the land adjacent to the new road and bridge at Thorpe Astley could be transferred to the Town Council and to consider the possibility of planting trees to provide screening from the new road and woodland walks.

##### **Lubbesthorpe and M1 Bridge Construction Issues**

On 28th April 2016, Plans & Environment Committee received feedback and considered any further action concerning the issues highlighted by residents in relation to the Lubbesthorpe Development Construction and M1 Bridge Construction, following a consultation in November 2015.

The Committee received confirmation that there were no plans for screening adjacent to the new bridge and road, however, the land adjacent to the new bridge and road was in the schedule of land to be handed over from David Wilson Homes to the Town Council, it was however, signed over to Drummond as part of the Lubbesthorpe construction.

The Plans & Environment Committee suggested that the Town Council should make representations to ensure that this land is transferred to Braunstone Town Council since it is part of Braunstone Parish rather than to the Lubbesthorpe community management committee. Funding is available for tree planting schemes and it may be that working in partnership with the principal Councils and the developer, the Town Council could develop natural woodland for leisure and a sound barrier for the south western part of Thorpe Astley from the motorway and new road. The land in question is shown on the attached plan at Appendix 1.

The Executive Officer & Town Clerk has made informal approaches to the agents of Drummond via the District Council, who have confirmed that in principle they are happy to open discussions with the Town Council on the possible transfer of the land in question.

It is also important to note that a strip of land adjacent to the Bridge and highway would likely be required by County Highways.

In general it must be noted however, that woodland does have high maintenance costs and after some years residents may complain about the height of the trees (south of the housing). Therefore, should the Town Council consider this option then it would need to liaise fully with the developer and principal Councils and consult widely with local residents on potential proposals.

### Recommendation

That Braunstone Town Council enter discussions with the relevant parties to determine whether the land adjacent to the new road and bridge at Thorpe Astley could be transferred to the Town Council and that options for planting trees to provide screening and woodland walks be assessed along with possible sources of funding.

### Reason

To ensure that appropriate plans could be drawn up and implemented which would benefit residents of Thorpe Astley with useable recreation space while providing appropriate screening for local residents.



## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 9th JUNE 2016

#### Item 13 – Sports Pitch Allocations 2016/2017

##### Purpose

To receive applications for sports pitches for 2016/2017 season and to determine their allocation.

##### Pitch Allocations Process

Under the Pitches Policy and Procedure, adopted 15th January 2015, Allocation of pitches will be undertaken by the Executive Officer and Town Clerk in the event that requests for allocations can be met within capacity; where requests for pitch allocations exceeds capacity then allocations will be determined by Policy and Resources Committee.

##### Pitch Capacity and Applications 2016/2017

In accordance with the Pitches Policy and Procedure, Policy & Resources Committee determined pitch capacity for the season at its meeting on 11th February 2016, prior to advertising the availability of pitches and inviting applications.

The Bowling Green is available for one club and one club has applied, Shakespeare Park Bowling Club.

Applications for football pitches have now been received and these are set out against the agreed capacity in the table below:

<b>PARK</b>	<b>PITCH</b>	<b>CAPACITY</b>	<b>REQUESTED</b>	<b>DIFFERENCE</b>
Mossdale Meadows	Senior Pitches	65 matches	100 matches	+35
	Junior Pitches	105 matches	100 matches	-5
	Mini Pitches	80 matches	100 matches	+20
Shakespeare Park	Junior Pitch	40 matches	60 matches	+20
	Mini Pitch*	40 matches *	60 matches	+20
Thorpe Astley Park	Senior Pitch	30 matches	30 matches	0
<b>TOTAL</b>		360 matches	450 matches	+90

\* There are currently two pitches at Shakespeare Park, a Junior Pitch and Mini-Pitch. The Mini-Pitch wasn't included in the Capacity in February since it previously hadn't been used or marked out. The assessment of pitch capacity for the mini-pitch at Shakespeare is similarly 40 matches.

A list of teams, which have applied for pitches, including the pitch, day and time and the number of matches (in the case of football) is attached as Appendix 1.

## Options

The following options are presented for consideration in respect of football:

1. accept the number of matches included in the applications, with an even distribution among the pitches in respect of the Senior Pitches at Mosssdale, this will result in 35 extra matches to capacity on the Senior Pitches and 20 on the mini pitches at Mosssdale and 20 extra matches on each pitch at Shakespeare. The pitches concerned are then closed for ad-hoc bookings until after Christmas, when the Ground Staff will assess pitch quality and the Executive Officer & Town Clerk will determine if the pitches are fit, that ad-hoc bookings will be allowed.
2. Only allow the number of bookings in total related to the capacity agreed and seek the agreement of the Club's on how this should be divided up, if agreement is not reached the Town Council make an offer based on all requests for 20 matches being offered at 15 and 15 matches being offered at 10 (this would result in both pitches at Shakespeare being 5 matches over capacity each, the Senior pitches at Mosssdale being 15 matches over across the two pitches and the Mini Pitches at Mosssdale being 5 matches under across the two pitches.
3. Choose between the Teams.

## Pitch Fees

A query has been raised by two of the clubs, who have applied for under 18s teams to use a senior pitch, that they would only be charged the Junior Pitch price. The notice, which was approved by Policy & Resources Committee on 11th February 2016 (Minute 91, resolution 4 2015/2016) is attached as Appendix 2. In the view of the Executive Officer & Town Clerk it was the Committee's intention to charge for the type of pitch and that reference to the age group for Junior and Mini pitches is the maximum age allowed to be allocated matches on those pitches. However, for the avoidance of doubt, it is appropriate for the Committee to clarify its own intention.

## Recommendations

1. That the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2016 season be approved;
2. that the football pitch application requests received for Shakespeare Park, Thorpe Astley Park and Mosssdale Meadows Junior and Mini pitches for the 2016/2017 season be approved and allocated as submitted;
3. that the football pitch application requests received for Senior Pitches at Mosssdale Meadows for the 2016/2017 season be approved and allocated evenly across the pitches in consultation with the clubs;
4. that football pitches allocated matches in excess of the approved capacity (Mosssdale Meadows Senior Pitches, Mini Pitches and Shakespeare Park Pitches) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Executive Officer & Town Clerk deem that each individual pitch quality is suitable; and
5. that it be clarified that the pricing structure agreed by Policy & Resources Committee on 11th February 2016 (Minute 91, resolution 4 2015/2016) refers to the pitch being allocated not the age group of the team.

## Reasons

1. The Shakespeare Park Bowling Club was the only Club who applied and have a successful track record of operating from the Shakespeare Park site.
2. To enable the clubs to have security of a home ground for the season.
3. To enable the clubs to have security of a home ground for the season and to ensure that the pitches available were used evenly avoiding overuse of one of the pitches.
4. To avoid further overuse of the pitches, which had been allocated above the approved capacity.
5. To ensure clarity around the intention of the Committee to charge for use of the facility rather than for the type of team.

## APPENDIX 1 – PITCH APPLICATIONS 2016 - 2017

CLUB	PARK	PITCH	10.30 - 11.30	12.30 - 1.30	2.00- 4.00	DAY	NO OF MATCHES REQ
BRAUNSTONE JUNIORS U7 BOYS	SHAKESPEARE PARK	MINI	X			SUN	20
BRAUNSTONE JUNIORS U8 BOYS	SHAKESPEARE PARK	MINI		X		SUN	20
BRAUNSTONE JUNIORS U10 BOYS	SHAKESPEARE PARK	MINI			X	SUN	20
BRAUNSTONE JUNIORS U13 GIRLS	SHAKESPEARE PARK	JUNIOR	X			SUN	20
BRAUNSTONE JUNIORS U15 GIRLS	SHAKESPEARE PARK	JUNIOR		X		SUN	20
BRAUNSTONE JUNIORS U16 GIRLS	SHAKESPEARE PARK	JUNIOR			X	SUN	20
BRAUNSTONE TOWN FC U16s	MOSSDALE MEADOWS	SENIOR 1			X	SUN	15
BRAUNSTONE TRINITY ADULTS	MOSSDALE MEADOWS	SENIOR 1	X			SUN	10
MOSSDALE RANGERS	MOSSDALE MEADOWS	SENIOR 1	X			SUN	?
KINGSWAY RANGERS U15	MOSSDALE MEADOWS	SENIOR 1			X	SUN	20
KINGSWAY RANGERS U16	MOSSDALE MEADOWS	SENIOR 1	X			SUN	20
BRAUNSTONE TRINITY ADULTS VETS	MOSSDALE MEADOWS	SENIOR 2			X	SAT	10
KINGSWAY CELTIC	MOSSDALE MEADOWS	SENIOR 2			X	SAT	10
KINGSWAY RANGERS U13	MOSSDALE MEADOWS	JUNIOR 3	X			SUN	20
KINGSWAY RANGERS U14	MOSSDALE MEADOWS	JUNIOR 3	X			SUN	20
KINGSWAY RANGERS U11	MOSSDALE MEADOWS	JUNIOR 4		X		SUN	20
KINGSWAY CELTIC U11	MOSSDALE MEADOWS	JUNIOR 4	X			SUN	20
KINGSWAY RANGERS U12	MOSSDALE MEADOWS	JUNIOR 4	X			SUN	20
KINGSWAY RANGERS U7	MOSSDALE MEADOWS	MINI 1	X			SUN	20
KINGSWAY RANGERS U9	MOSSDALE MEADOWS	MINI 1		X		SUN	20
KINGSWAY CELTIC U10	MOSSDALE MEADOWS	MINI 1			X	SUN	20
KINGSWAY RANGERS U8	MOSSDALE MEADOWS	MINI 2		X		SUN	20
KINGSWAY RANGERS U10	MOSSDALE MEADOWS	MINI 2	X			SUN	20
FOREST EAST FOOTBALL CLUB	THORPE ASTLEY	N/A			X	SAT	15
LEICESTERSHIRE CONSTABULARY FC	THORPE ASTLEY	N/A	X			SUN	15



**BRAUNSTONE TOWN COUNCIL**

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

*Darren Tilley – Executive Officer & Town Clerk*

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

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

Telephone: 0116 2890045 Fax: 0116 2824785

**NOTICE**

**PITCH APPLICATIONS 2016/2017 INVITED**  
**at Mossdale Meadows, Shakespeare Park and Thorpe Astley**

Braunstone Town Council will shortly be considering applications for pitches for the coming season. Applications, in writing, are invited from interested clubs, to be received no later than **Thursday 31st March 2016**. When making applications, clubs should specify (where applicable) the number of matches, the number of teams, senior or junior, day and time of match, etc.

Following assessment of the current pitches, capacity for 2015/2016 is as follows:

- Shakespeare Park Bowling Green – 1 club;
- Shakespeare Park Junior Football Pitch – 40 matches;
- Mossdale Meadows Senior Pitches (1 & 2) – 65 matches;
- Mossdale Meadows Junior Pitches (3 & 4) – 105 matches;
- Mossdale Meadows Mini Pitches (1 & 2) – 80 matches;
- Thorpe Astley Senior Pitch – 30 matches.

	<b>2015/2016</b>
<b><u>Bowls Club Season Fee</u></b>	<b>£5143</b>
The season fee to be reduced subject to the following arrangements being put in place:-	
i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.	<b>Discount £626</b>
ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-	<b>Discount £2103</b>
OCTOBER supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader	
JAN / FEB supply and treat with weedkiller	
MARCH supply and apply Moss/Worm/Turf Tonic Treatment	
APRIL supply and apply fertiliser and weedkiller	
JUNE supply and apply fertiliser and weedkiller	
Every fourth year hollow tine the green and apply additional top dressing	
iii) Summer Green Cutting (3 cuts per week)	<b>Discount £3285 -£871</b>
NET cost to the Council per annum	
<b><u>Soccer - Senior (per team)</u></b>	<b>10 matches: £385 15 matches: £577 20 matches: £769</b>
• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON	
• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31 <sup>ST</sup> MAY	
<b><u>Soccer - Junior Under 18s (per team)</u></b>	<b>10 matches: £119 15 matches: £178 20 matches: £237</b>
• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON	
• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31 <sup>ST</sup> MAY	
<b><u>Soccer - Mini (under 10's) (per team)</u></b>	<b>10 matches: £35 15 matches: £53 20 matches: £70</b>
• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON	
• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31 <sup>ST</sup> MAY	
<b>Casual Hire – Bowls, per person</b>	<b>£1 per hour</b>
<b>Ad-hoc pitch hire – Senior Football Pitches &amp; changing rooms (minimum 2 hours)</b>	<b>£12.85 per hour</b>
<b>Ad-hoc pitch hire – Junior Football Pitches &amp; changing rooms (minimum 2 hours)</b>	<b>£4.00 per hour</b>
<b>Ad-hoc pitch hire – Mini Football Pitches &amp; changing rooms (minimum 2 hours)</b>	<b>£1.20 per hour</b>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 12 – Shakespeare Park - Improvement & Development**

##### Purpose

To receive a progress report on the design options for the Pavilion and playground and updated timescales for the project. To authorise a public consultation and applications for funding.

##### Progress to Date

Following a meeting of the Shakespeare Park Improvement Working Group on 6th April 2016, Policy & Resources Committee on 14th April 2016 approved the recommendations of the Shakespeare Park Improvement Working Group as follows:

1. that the proposals for rebuilding of the Shakespeare Park Sports Pavilion on a new site between the Bowling Green, Tennis Courts and Recreation field (option 2) with an extension of the car park where the existing building stands be approved as the preferred option and that the Architect be asked to produce final layout and elevations taking into account the issues identified by the Shakespeare Park Improvement Working Group;
2. that the approach to improvements to the Playground and Tennis Courts, as summarised in the report and in accordance with the preferred options of the Shakespeare Park Improvement Working Group be endorsed; and
3. that, subject to the inclusion of reporting to the Citizens' Advisory Panel, the revised indicative Project Timescales, as set out in the report, be approved.

Currently Officers are in the process of finalising plans for the Pavilion with the architect, ready for final consideration prior to consultation. The latest designs will be available at the meeting.

The amendments to the building designs relate primarily to storage space for the football club, bowls club and for the parks operations. In addition, a specifically designed chemical storage room needs to be provided in the new building to replace the existing facility in the current pavilion.

Other aspects being considered is tank room space for the bowling green irrigation system, to make use of rain water rather than mains water.

Discussions with the architect have identified slight amendments to the timetable, which are set out below.

June 2016	<ul style="list-style-type: none"> <li>• Architect to finalise plans for Pavilion.</li> <li>• Design options for the playground.</li> <li>• Approval of proposals in principle by Policy &amp; Resources Committee for public consultation and obtaining funding</li> </ul>
July 2016	<ul style="list-style-type: none"> <li>• Working Group meeting to consider final design options for the Pavilion and Playground and a full schedule of work, including timescales</li> <li>• Obtaining estimates for proposals</li> <li>• Public Consultation</li> <li>• Applications for funding</li> </ul>
August 2016	<ul style="list-style-type: none"> <li>• Obtaining estimates for proposals</li> <li>• Public Consultation</li> <li>• Applications for funding</li> <li>• Assessment and modifications following consultation</li> <li>• Exploring options around long term leases with Clubs</li> </ul>
September 2016	<ul style="list-style-type: none"> <li>• Working Group meet to consider consultation responses and potential amendments to the project</li> <li>• Deadline for Quotes and Tenders</li> </ul>
October 2016	<ul style="list-style-type: none"> <li>• Open tendering / quotation process</li> <li>• Approval of final proposals by Policy &amp; Resources Committee, including contracts and funding and timescales for the work</li> </ul>
November 2016	<ul style="list-style-type: none"> <li>• Planning Application</li> </ul>
December 2016	<ul style="list-style-type: none"> <li>• Awarding of Contracts</li> </ul>
January 2017	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts for Plant</li> <li>• Commencement of Building works on Pavilion</li> </ul>
February 2017	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• Completion of Building works on Pavilion</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>• Pavilion becomes fully operational</li> <li>• Demolition of Old Pavilion begins</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>• Works on Car Park and Car Park extension</li> <li>• Commencement of work on Tennis Courts</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>• Completion of work on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

### Recommendations

1. That revised designs for the new Shakespeare Park Pavilion be approved and that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Shakespeare Park Improvement Working Group, to finalise the layout and design of the Pavilion, Playground and site prior to public consultation; and
2. that the revised timetable, as set out in the report, including consultation, exploring applications for funding and obtaining estimates for works, be approved.

### Reasons

1. To ensure that the proposals consider all needs and were fit for purpose.
2. To enable the project to be progressed.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 15 – ROSPA Report**

##### **Purpose**

To receive a report concerning the Annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken.

##### **ROSPA Annual Reports 2016/2017**

During May 2016 ROSPA undertook the annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. The written reports were received on 16<sup>th</sup> May 2016 for each play area inspected. The inspections included reports on fencing, litter bins, safety surfaces and play equipment with priorities for work marked low, medium or high.

No high priority items were noted for any of the Town Council's play areas. A number of medium priority areas were highlighted in the reports with the majority of these items marked as a low risk factor and consisted of compacted bark safety surface or minor shrinkage at the edges of wet pour safety surfaces. The minor works to the safety surfaces will be undertaken during the annual winter works programme.

It had been noted that a 2 seat toddler swing on Mossdale Meadows has one of the swings missing. Replacement parts for the shackles are currently being sought from the manufacturer but due to the age of the equipment there has been difficulty in sourcing the appropriate spare parts.

The wooden Balance beam on Franklin Park has been marked as a medium Risk Level and it has been recommended that the wood is replaced. Complete replacement of this play equipment is currently being arranged.

The wooden base board on play equipment on Marshal Close in Thorpe Astley has been vandalised and smashed. A replacement floor has been ordered from the supplier of the play equipment.

Items of medium priority with a high risk mark will be attended to by the ground staff during the summer Programme of work.

##### **Recommendation**

That repairs to the items noted above be undertaken immediately and a work programme for other medium priority items with a risk factor of 9 and above be approved for completion during the summer. Medium priority items with a risk factor 8 and below to be included in the Winter Works Programme 2016/2017.

## Reason

To ensure that all Braunstone Town Council's play areas and equipment are maintained to a safe standard as recommended by ROSPA.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 16 – Website Options**

##### Purpose

To consider options for renewal of a Website provider.

##### Current Website Provision

Braunstone Town Council's website is provided through the Leicestershire Parish Councils website service operated by Leicestershire County Council, which will cease on the 31st August 2016. On this date the servers hosting the site will be switched off, and any content not migrated from the site will be lost.

##### Background

On 1st October 2015, Policy & Resources Committee considered the Leicestershire County Council joint parishes' procurement offer for website services beyond August 2016 (minute 59), and resolved:

1. that the features identified for the joint parishes website be supported; and
2. that the process be noted.

The reasons for the Committee's decision were:

1. the features identified would provide improvements and meet the online needs of the Town Council; and
2. the Council welcomed the opportunity to procure as part of a joint arrangement and would review its participation once the costs of the arrangement were confirmed.

On 14th January 2016, Policy & Resources Committee agreed that 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 and the Committee agreed "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" (minute 82 2015/2016).

However, since that date it has come to light that Leicestershire County Council removed the requirement from the specification as identified by the Parishes Focus Group, which required the supplier who won the contract to migrate content from the existing servers operated by Leicestershire County Council to the new provider.

2Commune won the contract for the Framework to provide UKLC (UK Local Council) websites to Parish and Town Councils in Leicestershire and Rutland. They have

confirmed that they will not import the content from the existing website into the new version of UKLC (UK Local Councils) supplied under the Framework.

### Options for Consideration

Policy & Resources Committee have already given delegated authority to the Executive Officer & Town Clerk to enter into the joint parishes' website framework agreement for Leicestershire & Rutland. In doing so, 2commune will provide the Council with a template, which we will need to populate from scratch. This will result in a significant loss of information provided on the website.

To manually recreate the website would require around 70 – 80 hours of work, which cannot be found from within the existing staffing resource without having a detrimental impact upon service provision and deadlines. There is an option to buy in temporary support, however, temporary staff would need to be trained and would need to be given management guidance and approval of their work, impacting upon the existing management resource.

Should the Council decide to be part of the joint parishes' website framework agreement for Leicestershire & Rutland and rebuild its website either in part or total, the Council will still not own its website, meaning that should it wish to switch supplier in the future or if the technology provided by 2commune changes, then the Council will find itself in the same position as it does today and will need to resource the rebuilding of its website.

Alternatively the Council could approach a website building company and commission them to build a website to our specification on the Town Council's hosted domain name. While there is a building cost, once the site is established and structured, the Town Council will be able to change supplier and be temporarily without a supplier without any impact upon the website's availability or the content.

Given we don't own our current website, the Town Council would still need to rebuild the content on the new site, however, with the new site build on the Council's hosted domain name, there would be no future reoccurrence.

### Recommendation

That delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to approach alternative web providers and commission a new website provider, subject to compliance with Standing Orders and Financial Regulations.

### Reason

To enable the options currently facing the Town Council concerning future provision of its website to be fully assessed and to ensure continuity of service with a website supplier that could deliver the Town Council's requirements for the future.

**SCRUTINY WORK PROGRAMME  
SUGGESTION FORM**

The Scrutiny Commission is always interested to receive suggestions about issues or concerns relating to how Blaby District Council delivers its services or community issues. Scrutiny is not a complaints system however and specific complaints should be directed to the Council Officer or Service area responsible.

You can e-mail your suggestion to [scrutiny@blaby.gov.uk](mailto:scrutiny@blaby.gov.uk) – alternatively you can use this form and send it to  
**Scrutiny  
Blaby District Council  
The Council Offices, Desford Road,  
Narborough, Leicestershire, LE19 2EP**

**Suggested Work Item**

**Please state why you are putting this suggestion forward**

**Who does this issue affect? Please identify any groups, communities, residents this issue affects.**

**Is there any other information or evidence that you wish to add – you may continue on a separate sheet**

**Your Contact Details**  
In order that we can contact you if we require further information and to keep you informed of whether your suggestion will be reviewed by Scrutiny, please provide us with your contact details

**Name:**  
.....

**Telephone:** .....

**Submission date:** .....

**Address/email:**.....  
.....  
.....  
.....

The information you provide on this form will be used in accordance with the Data Protection Act 1998. Should we require any further information from you regarding your suggestions we will use this information to contact you. Should you have any further questions please contact the Contracts and Information Manager on 0116 272 7558.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 9th JUNE 2016**

#### **Item 18 – Budget Headings**

##### Purpose

To consider and approve a revised budget heading structure for 2016/2017 and beyond.

##### Current Position

The current Budget Committees and Budget Headings have evolved over a period of time, to the extent that there is an inconsistent approach to attributing income and expenditure to the appropriate budget heading. Heading numbers are inconsistent and titles across budget committees are different for similar types of income and expenditure. Over time, a number of budget headings have been created, some superseded but not deleted. This has resulted in lengthy reports to Committee, it being difficult to assess whether allocated budgets to each heading are in need of review and it has become difficult for officers to effectively code and attribute transactions on a daily basis.

##### Proposed Revisions – Budget Headings

For the Budget Heading Codes, income codes are in hundreds and expenditure codes are in thousands. The Committee Heading, which references the relevant Standing Committee of the Council, has a code, which prefixes the generic code for the budget heading to create a unique budget heading with a structure.

A set of Master Budget Committees and Headings is included at Appendix 1. Not all Budget Headings are required for each Committee Heading, but where a similar budget heading is required it would be given the same title and code, with the Committee prefix creating the unique heading. There is room on the Master Budget Committees and Headings for additional Committees and Budget Headings as appropriate.

The links to the old heading structure are contained in Appendix 2, which provides a full audit trail of how the proposed headings in the new structure link to the old headings, alongside those budget headings proposed for transfer to another Committee heading and those budget headings proposed for deletion.

It is proposed that the following headings be deleted:

- Civic Roof Survey (CM 4/4)
- Civic Roof Survey (CM 400/4)
- H P Building Expenditure (OS 154/5)
- Expenditure (OS 1000)
- Foyer Phone (CC 32)
- Civic Centre roof (CC 199/1)

- Roof (CC 800/1)
- Heating (CC 800/1/1)
- Lighting (CC 800/1/1/1)
- Summer Fete 10/11 do not use (SI 152)
- Young People (YP 145)

It is proposed to reduce the number of Committee Headings and merge Crime Reduction and Young People with Social Inclusion and rename as Community Development.

In addition it is recommended that the following Budget Headings be transferred:

<b>Old Code</b>	<b>Old Heading</b>	<b>New Cttee</b>	<b>New Code</b>	<b>New Heading</b>
CM4	Reserves	7 CD	776	Town Mayor's Charity
CM4/3	Town Mayor 13/14	7 CD	776	Town Mayor's Charity - Pre May
CM5	Town Mayor 15/16	7 CD	777	Town Mayor's Charity - after May
CM400	Reserves	7 CD	7760	Town Mayor's Charity - Pre May
CM400/3	Town Mayor 13/14	7 CD	7760	Town Mayor's Charity - Pre May
CM500	Town Mayor 14/15	7 CD	7770	Town Mayor's Charity - after May
CR11	Sale of cycle locks/alarms & Misc.	7 CD	790/2	Crime Prevention
CR131	Printing & Signs	7 CD	7340	Signs
CR132	Crime Prevention, CCTV, Misc	7 CD	7900/2	Crime Prevention
YP128	Young People	7 CD	7860	Young People Grant
TA640/5	Individual Match Fees (VAT)	5 OS	555/2	Individual Match Fees (VAT)
TA640/6	Court/Multi Play (vat)	5 OS	555/3	Court/Multi Play (VAT)
TA640/7	Changing Rooms (VAT)	5 OS	555/4	Changing Rooms (VAT)

Appendix 3 details the new Committee Headings and the Budget Headings currently allocated to each Committee Heading, with the associated budget for the year alongside last year's actual, in accordance with the linking of the new headings to the old, as set out in Appendix 2.

### Recommendations

1. That the Master Committee Headings and Budget Headings and associated coding structure, as set out at Appendix 1, be adopted and that delegated authority be given to the Executive Officer & Town Clerk to add Budget Headings when required as appropriate to the vacant Master Budget codes;
2. that the transfer of Committee Headings and Budget Headings, including deletion, be approved as set out at Appendix 2 and detailed in the report; and
3. that the Budget amounts for 2016/2017 and last year's actuals be attributed as set out at Appendix 3.

### Reasons

1. To implement a simpler and transparent budget structure.
2. To remove headings surplus to requirements.
3. To provide a clear and transparent audit trail to the previous budget structure.

**APPENDIX 1 - MASTER BUDGET COMMITTEES & HEADINGS (with code structure)**

Income	COMMITTEES	Expenditure
100	P&R: Corporate Management (1 CM)	1000
200	P&R: Civic Centre (2 CC)	2000
300	P&R: Thorpe Astley Community Centre (3 TA)	3000
500	P&R: Parks & Open Spaces (5 OS)	5000
700	Community Development (7 CD)	7000
800	Plans & Environment (8 PE)	8000

**Income Codes & Headings**

_01	Precept
_02	Council Tax Support Grant
_03	
_04	
_05	Capital Grants
_06	Revenue Grants
_07	New Homes Bonus
_08	Loans
_09	
_10	General Reserve (transfer from)
_11	Thorpe Astley Commuted Sums (transfer from)
_12	Earmarked Reserves (transfer from)
_13	
_14	VAT Received
_15	
_16	
_17	
_18	
_19	
_20	Sale of Assets
_21	
_22	
_23	
_24	
_25	Service Charges
_26	Service Level Agreements
_27	Agency Fees
_28	
_29	
_30	
_31	
_32	
_33	
_34	
_35	
_36	
_37	
_38	
_39	
_40	
_41	Photocopying
_42	
_43	
_44	
_45	
_46	
_47	
_48	
_49	
_50	Room Hire /1 Community Groups /2 Residents /3 Commercial / Private
_51	Catering for Hirers (VAT)

**Expenditure Codes & Headings**

_010	Staff Salaries
_015	Staff Expenses
_020	Pensions
_030	Councillors Allowances
_035	Councillors Expenses
_040	Town Mayor's Allowance
_050	Capital Projects
_060	Contingency
_070	New Homes Bonus
_080	Loan Interest & Repayments
_090	
_100	General Reserve (transfer to)
_110	Thorpe Astley Commuted Sums (transfer to)
_120	Earmarked Reserves (transfer to)
_130	
_140	
_150	Insurance
_160	Audit
_170	Legal Fees
_180	Elections
_190	Professional Fees
_200	
_210	Staff Training
_220	
_230	Councillor Training
_240	
_250	Service Charges
_260	Service Level Agreements \1 Library & Service Shop \2 Citizens Advice Bureau
_270	Agency Costs
_280	
_290	Clothing
_300	Supplies, Stationary & Postage
_310	Postage
_320	Printing & Copying
_330	Cleaning Materials
_340	Signs
_350	Subscriptions
_360	Advertisements
_370	
_380	
_390	
_400	Telephones
_410	Photocopier
_420	Computer Supplies, Training, Service Contract
_430	Utility Bills
_440	Waste Services
_450	Laundry Services
_460	Rates
_470	
_480	
_490	
_500	Refundable Deposits
_510	Catering for Hirers (VAT)

_52	Miscellaneous Servicers for Hirers (VAT)	_520	Miscellaneous Servicers for Hirers (VAT)
_53		_530	
_54		_540	
_55	Sport Pitches & Facilities	_550	Sports Pitches & Facilities
	/1 Pitch Season Fees (VAT)		
	/2 Individual Match Fees (VAT)		
	/3 Court/Multi Play (VAT)		
	/4 Changing Rooms (VAT)		
_56		_560	
_57	Licensed Bar	_570	Performing Rights Society
_58		_580	Credit Card and Transit Fees
_59		_590	
_60		_600	Building Repairs & Maintenance
			\1 Mossdale Meadows (5600 only)
			\2 Shakespeare Park (5600 only)
_61		_610	Equipment Repairs & Maintenance
			\1 General (2610, 3610 & 5610)
			\2 Fire Extinguisher Service (2610, 3610 & 6610)
			\3 Alarm Maintenance (2610, 3610 & 6610)
			\4 Playgrounds (5610 only)
_62		_620	
_63		_630	
_64		_640	Furniture
_65		_650	Vehicle Costs
_66		_660	Machinery Hire
_67		_670	Petrol
_68		_680	Grit Bins
_69		_690	
_70	Programme of Events	_700	Programme of Events
_71	Summer Fete	_710	Summer Fete
	\1 Current Year		\1 Current Year
	\2 Next Year		\2 Next Year
_72	Summer Activities	_720	Summer Activities
_73		_730	
_74		_740	
_75	Civic Functions	_750	Civic Functions
_76	Town Mayor's Charity - Pre May	_760	Town Mayor's Charity - Pre May
_77	Town Mayor's Charity - after May	_770	Town Mayor's Charity - after May
_78		_780	
_79		_790	
_80		_800	
_81	Interest on No 1 Account	_810	Fees on No 1 Account
_82	Interest on No 2 Account	_820	Fees on No 2 Account
_83	Interest on Cambridge Saver	_830	Fees on Cambridge Saver
_84	Interest on Coop Investment	_840	Fees on Coop Investment
_85		_850	Community Grants
_86		_860	Young People Grant
_87		_870	
_88		_880	
_89		_890	
_90	Consumer Products (sales)	_900	Consumer Products (Purchase for resale)
	\1 General (790 & 890)		\1 General (7900 & 8900)
	\2 Crime Prevention (790 only)		\2 Crime Prevention (7900 only)
	\3 Waste & Garden Bags (790 only)		\3 Waste & Garden Bags (7900 only)
	\2 Poop Scoops (890 only)		\1 Poop Scoops (8900 only)
_91		_910	
_92		_920	
_93		_930	
_94		_940	
_95		_950	
_96		_960	
_97		_970	
_98		_980	
_99	Miscellaneous	_990	Miscellaneous

**APPENDIX 2 - 2016 Revision of Budget Headings**

Old Committee	Old Code	Old Heading	New Cttee	New Code	New Heading	Confidential?
Corporate Management (R&F) Income						
	1	Precept	1 CM	101	Precept	
	2	VAT received	1 CM	114	VAT Received	
	3	Misc & Photocopying	1 CM	141	Photocopying	
	4	Reserves	7 CD	776	Town Mayor's Charity	
	4/3	Town Mayor 13/14	7 CD	776	Town Mayor's Charity - Pre May	
	4/4	Civic Roof Survey			DELETE	
	5	Town Mayor 15/16	7 CD	777	Town Mayor's Charity - after May	
	7	Income from General Reserve	1 CM	110	General Reserve (transfer from)	
	12	Sale Of Assets	1 CM	120	Sale of Assets	
	14	Council Tax Support Grant	1 CM	102	Council Tax Support Grant	
	229	Interest on No 1	1 CM	181	Interest on No 1 Account	
	230	Interest On No 2 Account	1 CM	182	Interest on No 2 Account	
	232	New Homes Bonus	1 CM	107	New Homes Bonus	
	233	Interest on Co-Op Invest Acc	1 CM	184	Interest on Coop Investment	
	234	Interest on The Cambridge Saver	1 CM	183	Interest on Cambridge Saver	
Corporate Management (R&F) Expenditure						
	101	Salaries No.2	1 CM	1010	Staff Salaries	Confidential
	103	Pensions	1 CM	1020	Pensions	Confidential
	104	Supplies, Stationery, Postage	1 CM	1300	Supplies & Stationary	
	106	Telephone	1 CM	1400	Telephones	
	107	Fares Expenses Allowances	1 CM	1015	Staff Expenses	
	109	Insurance	1 CM	1150	Insurance	
	111	Photocopier	1 CM	1410	Photocopier	
	112	Computer Supplies, Training, Service Contract	1 CM	1420	Computer Supplies, Training, Service Contract	
	113	Audit	1 CM	1160	Audit	
	114	Elections	1 CM	1180	Elections	
	117	Legal Fees	1 CM	1170	Legal Fees	
	121	Adverts and Life	1 CM	1360	Advertisements	
	123	Subscriptions	1 CM	1350	Subscriptions	
	125	Contingency (Council Tax Support Grant)	1 CM	1060	Contingency	
	132	Councillors allowance	1 CM	1030	Councillors Allowances	
	133	Councillors Expenses	1 CM	1035	Councillors Expenses	
	141	Council/Staff Training	1 CM	1210	Staff Training	
			1 CM	1230	Councillor Training	
	143	New Homes Bonus	1 CM	1070	New Homes Bonus	
	300	Misc	1 CM	1990	Miscellaneous	
	400	Reserves	7 CD	7760	Town Mayor's Charity - Pre May	
	400/3	Town Mayor 13/14	7 CD	7760	Town Mayor's Charity - Pre May	
	400/4	Civic roof survey			DELETE	
	500	Town Mayor 14/15	7 CD	7770	Town Mayor's Charity - after May	

	900	The Cambridge Savings - Expenditure	1 CM	1830 Fees on Cambridge Saver
Open Spaces/Parks Management (CS) Income				
	20	Misc	5 OS	599 Miscellaneous
	21	Pitch Season Fees (Standard VAT	5 OS	555 Sports Pitches & Facilities
	22	Snow Warden	5 OS	527 Agency Fees
	23	Thorpe Astley Commuted Sums	5 OS	511 Thorpe Astley Commuted Sums (transfer from)
	24	Holmfield Park Project	5 OS	505 Capital Grants
Open Spaces/Parks Management (CS) Expenditure				
	153	Loan Charges	5 OS	5080 Loan Interest & Repayments
	153/1	Loans- PWLB	5 OS	5080\1 Loans- PWLB
	153/2	Mossdale Meadows LOAN - PWLB	5 OS	5080\2 Mossdale Meadows LOAN - PWLB
	154	Maintenance/ Running Costs (Standard)	5 OS	5600 Building Repairs & Maintenance
	154/2	Laundry Services/Waste etc	5 OS	5450 Laundry Services
	154/3	M M Building Expenditure	5 OS	5600\1 Mossdale Meadows
	154/4	S P Building Expenditure (Bowls)	5 OS	5600\2 Shakespeare Park
	154/5	H P Building Expenditure		DELETE
	154/6	Football Pitch Maintenance	5 OS	5550 Sports Pitches & Facilities
	154/7	Petrol for equipment	5 OS	5670 Petrol
	155	General Maintenance & Expenditure (non bus vat)	5 OS	5610 Equipment Repairs & Maintenance
	155/1	Repairs, General Maintenance/Supplies	5 OS	5610\1 General
	155/2	Playground equip & Surface repairs	5 OS	5610\4 Playgrounds
	155/3	Machinery Hire	5 OS	5660 Machinery Hire
	155/4	M M Telephone	5 OS	5400 Telephones
	155/5	Vehicle Costs	5 OS	5650 Vehicle Costs
	157	Misc	5 OS	5990 Miscellaneous
	158	Thorpe Astley Comm Sums Expenditure	5 OS	5110 Thorpe Astley Commuted Sums (transfer to)
	1000	Expenditure		DELETE
Braunstone Civic Centre (R&F) Income				
	1	Capital Grant inc	2 CC	205 Capital Grants
	31	Licensed Bar	2 CC	257 Licensed Bar
	32	Foyer Phone (standard VAT)		DELETE
	33	Library Service Charge	2 CC	225 Service Charges
	34	Misc	2 CC	299 Miscellaneous
	40	New Hirings	2 CC	250 Room Hire
	40/1	Community Groups - Zero	2 CC	250/1 Community Groups
	40/2	Braunstone Town Residents Zero	2 CC	250/2 Residents
	40/3	Commercial/Private Hire Zero	2 CC	250/3 Commercial / Private
	40/4	Catering and Other - VAT	2 CC	251 Catering for Hirers (VAT)
	40/5	Room hires (from Sept 2015)	2 CC	250/5 Room Hires (from Sept 2015)
Braunstone Civic Centre (R&F) Expenditure				
	181	Loan Interest & Repayments	2 CC	2080 Loan Interest & Repayments
	184	General Expenditure (com rooms/offices)	2 CC	2610 Equipment Repairs & Maintenance
	184/1	Rates Zero	2 CC	2460 Rates
	184/2	PE Utility Bills & Heating Repairs PE	2 CC	2430 Utility Bills
	184/3	PE Alarm Maintenance PE		2610\3 Alarm Maintenance

184/4	PE Laundry/Waste Services PE	2 CC	2440 Waste Services
		2 CC	2450 Laundry Services
184/5	PE Fire Extinguisher Service PE	2 CC	2610\2 Fire Extinguisher Service
184/6	PE Cleaning Materials PE	2 CC	2330 Cleaning Materials
184/7	PE Repairs Renewals & M'ce PE	2 CC	2600 Building Repairs & Maintenance
185	General Expenditure (Community Rooms Only)	2 CC	2320 Printing & Copying
185/1	E Printing ads stationery E	2 CC	2320 Printing & Copying
185/2	E Performing Rights Society E	2 CC	2570 Performing Rights Society
185/3	E Telephone E	2 CC	2400 Telephones
185/4	Catering supplies and Other Services VAT	2 CC	2510 Catering for Hirers (VAT)
		2 CC	2520 Miscellaneous Services for Hirers (VAT)
197	Ref Deposits - Zero	2 CC	2500 Refundable Deposits
198	Card processing and Transit fees	2 CC	2580 Credit Card and Transit Fees
199	Misc	2 CC	2990 Miscellaneous
199/1	Civic Centre roof		DELETE
800	Millfield Hall Refurb	2 CC	2050 Capital Projects
800/1	Roof		DELETE
800/1/1	Heating		DELETE
800/1/1/1	Lighting		DELETE

Planning & Environment (CS) Income

1	Misc / Poop Scoop (standard VAT)	8 PE	890 Consumer Products (Sales)
1/1	Misc	8 PE	890\1 General
1/2	Poop Scoop	8 PE	890\2 Poop Scoops

Planning & Environment (CS) Expenditure

500	Professional Fees	8 PE	8190 Professional Fees
501	Dog Waste Collection / Poop Scoops	8 PE	8440 Waste Services
501/1	Dog Waste Collection	8 PE	8440 Waste Services
501/2	Poop Scoop Bags	8 PE	8900\1 Consumer Products (Purchase for resale)
502	Misc / grit bins	8 PE	8680 Grit Bins
509	Notice Boards/Street Seats	8 PE	8640 Furniture

Crime Reduction (CS) Income

11	Sale of cycle locks/alarms & Misc.	7 CD	790/2 Crime Prevention
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Crime Reduction (CS) Expenditure

131	Printing & Signs	7 CD	7340 Signs
132	Crime Prevention, CCTV, Misc	7 CD	7900/2 Crime Prevention

Social Inclusion (CS) Income

8	Entertainments Programme	7 CD	770 Programme of Events
8/102/2/1	Entertainments Programme - ALL		
8/119	do not use		
8/119/0			
8/130	Musical Band Concert - 28/3/14		
8/131	Community Quiz Night - 4/4/14		
8/132	Vaisaki - 11/4/14		
8/133	WWI Hathern 12/9/14		
8/134	Brassamatazz 26/9/14		

8/135	60s/70s evening 3/10/14			
8/136	Diwali 17/10/14			
8/137	History & Archive 18/10/14			
8/138	Flower Demo 14/11/14			
8/139	Craft Fayre 22/11/14			
8/140	Minibus Quiz night 28/11/14			
8/141	carol service 7/12/14			
8/142	Ratby Carol concert 18/12/14			
8/143	Panto 3/1/15			
8/144	Fashion Show 30/1/15			
8/145	Barn Dance 27/02/14			
8/146	Photo Display 7/3/14			
8/147	Quiz night St Crisp 27/3/15			
8/148	Vaishaki 17/4/15			
8/149	Childs halloween disco 31/10/14			
8/150	Braunstone 1940's night 09.10.2015 (VAT)			
8/151	Digging up history 10.10.2015 (VAT)			
8/152	An evening of big band 24.10.2015 (VAT)			
8/153	Diwali 30.10.2015 (VAT)			
8/154	Halloween family disco 31.10.2015 (VAT)			
8/155	Bah humbug flower demo 20.11.2015 (VAT)			
8/156	Christmas gifts & craft fair 28.11.2015 (VAT)			
8/157	A taste of Christmas quiz & Games night 04.12.2015 (VAT)			
8/158	Christmas fair & santa's grotto 12.12.2015 (VAT)			
8/159	Harvest Comm. Church carol 13.12.2015 (VAT)			
8/160	Sing a long a Christmas 18.12.2015 (VAT)			
8/161	Beauty & the Beast Panto 09.01.2016 (VAT)			
8/162	The Super sounds 70's & 80's 06.02.2016 (VAT)			
8/163	Fashion Show 26.02.2016 (VAT)			
8/164	Explosion of music from around the world 19.03.2015 (VAT)			
8/165	Community Quiz night 08.04.2016 (VAT)			
11	Summer Fete	7 CD		771 Summer Fete
11/1	Pre Payment Summer Fete	7 CD	771\2	Next Year
11/2	Summer Fete 2014			
11/3	Summer Fete 2015	7 CD	771\1	Current Year
15	Service level agreement BDC	7 CD		726 Service Level Agreements
51	Waste and Garden bags(Zero)	7 CD	790\3	Waste & Garden Bags
52	Misc	7 CD		799 Miscellaneous
116	Civic Functions	7 CD		775 Civic Functions
152	Summer Fete 10/11 do not use			DELETE
610	Town Mayors Allowance	7 CD		7040 Town Mayor's Allowance
616	Civic Functions	7 CD		7750 Civic Functions
619	Community Grants	7 CD		7850 Community Grants

Social Inclusion (CS) Expenditure

	620	Library/Service Shop	7 CD	7260\1	Service Level Agreements
	639	Arts & Entertainment	7 CD	7700	Programme of Events
	639/100	Minibus Quiz 28/11/14			
	639/101	Carol Service 7/12/14			
	639/102	Panto 3/1/15			
	639/103	Fashion show 30/1/15			
	639/104	Barn Dance 27/02/15			
	639/105	Photo Display 7/3/15			
	639/106	Quiz St Crispins 27/3/15			
	639/107	Vaishaki 17/4/15			
	639/108	Ratby Xmas Concert 19/12/14			
	639/43	Advertising and Printing			
	639/78	cheques for awards evening 14			
	639/90	Musical band concert - 28/3/14			
	639/91	Community Quiz Night - 4/4/14			
	639/92	Vaisaki - 11/4/14			
	639/93	WW1 Hathern 12/9/14			
	639/94	Brassamatazz 26/9/14			
	639/95	60s/70s 3/10/14			
	639/96	Diwali 17/10/14			
	639/97	History & Archive 18/10/14			
	639/98	Flower Demo 14/11/14			
	639/99	Craft Fayre 22/11/14			
	644	Misc	7 CD	7990	Miscellaneous
	649	Waste and Garden Bags(Zero)	7 CD	7900\3	Waste & Garden Bags
	650	Loan Interest & Repayment	7 CD	7080	Loan Interest & Repayments
	651	Citizens Advice Bureau/BTC Minibus	7 CD	7260\2	Citizens Advice Bureau
	651/1	Minibus			
	651/2	Citizen Advice Bureau - SLA			
	653	Summer Fete		7710	Summer Fete
	653/1	Pre Payments Summer Fete 15			
	653/2	Summer Fete 15	7 CD	7710\2	Next Year
	653/3	Summer Fete 16	7 CD	7710\1	Current Year
Young People (CS) Income	145	Young People			DELETE
Young People (CS) Expenditure	128	Young People	7 CD	7860	Young People Grant
Thorpe Astley Community Centre (R&F) Income	634	Misc TA	3 TA	399	Miscellaneous
	640	New Hirings TA	3 TA	350	Room Hire
	640/1	TA Community Groups - zero	3 TA	350\1	Community Groups
	640/2	TA Braunstone Town Residents zero	3 TA	350\2	Residents
	640/3	TA commercial zero	3 TA	350\3	Commercial / Private
	640/4	TA Misc Catering VAT	3 TA	351	Catering for Hirers (VAT)
	640/5	Individual Match Fees (VAT)	5 OS	555/2	Individual Match Fees (VAT)

	640/6	Court/Multi Play (vat)	5 OS	555/3	Court/Multi Play (VAT)
	640/7	Changing Rooms (VAT)	5 OS	555/4	Changing Rooms (VAT)
	640/8	Room hires (from Sept 2015)	3 TA	350/5	Room Hires (from Sept 2015)
Thorpe Astley Community Centre (R&F) Expenditure					
	784	TA General Expenditure (Com Rooms/office)	3 TA		3610 Equipment Repairs & Maintenance
	784/1	PE TA Rates zero	3 TA		3460 Rates
	784/2	PE TA Utility Bills and Heating Repairs PE	3 TA		3430 Utility Bills
	784/3	PE TA Alarm Maintenance PE	3 TA	3610\3	Alarm Maintenance
	784/4	PE TA Laundry/ Waste Services PE	3 TA		3440 Waste Services
			3 TA		3450 Laundry Services
	784/5	PE TA Fire Extinguisher Services PE	3 TA	3610\2	Fire Extinguisher Service
	784/6	PE TA Cleaning Material	3 TA		3330 Cleaning Materials
	784/7	PE TA Repairs, Renewals and Maintenance	3 TA		3600 Building Repairs & Maintenance
	784/8	Credit Charge/Banking	3 TA		3580 Credit Card and Transit Fees
	785	TA General Expenditure (Comm Rooms)	3 TA		3320 Printing & Copying
	785/1	E TA Printing, Ads and Stationery E	3 TA		3320 Printing & Copying
	785/2	E TA Performing Rights Society E	3 TA		3570 Performing Rights Society
	785/3	E TA Telephone and Computer E	3 TA		3400 Telephones
	785/4	TA Catering Supplies and Other VAT	3 TA		3510 Catering for Hirers (VAT)
			3 TA		3520 Miscellaneous Services for Hirers (VAT)
	797	TA Refundable Deposits - Zero	3 TA		3500 Refundable Deposits
	798	Misc	3 TA		3990 Miscellaneous
	798/1				

## Budget Headings

Heading		Account	2016/2017	Revised	2017/2018	Last year's actual
<b>1. P&amp;R - Corporate Management Income</b>						
101	Precept	1849542	£495,653.00	£0.00	£0.00	£477,804.00
102	Council Tax Support Grant	1849542	£49,374.00	£0.00	£0.00	£49,786.00
107	New Homes Bonus	1849542	£3,279.00	£0.00	£0.00	£3,279.00
110	General Reserve (transfer from)	1849542	£0.00	£0.00	£0.00	£0.00
114	VAT received	1849542	£0.00	£0.00	£0.00	£38,660.40
120	Sale Of Assets	1849542	£0.00	£0.00	£0.00	£0.00
141	Photocopying	1849542	£0.00	£0.00	£0.00	£5,836.35
181	Interest on No 1 Interest on No 1 Acc	1849542	£400.00	£0.00	£0.00	£302.18
182	Interest on No 2 Account	1849658	£100.00	£0.00	£0.00	£12.01
183	Interest on Cambridge Saver		£5,000.00	£0.00	£0.00	£2,483.47
184	Interest on Coop Investment		£0.00	£0.00	£0.00	£874.50
		Total	£553,806.00	£0.00	£0.00	£579,037.91
<b>1. P&amp;R - Corporate Management Expenditure</b>						
1010	Staff Salaries	1849658	£364,168.00	£0.00	£0.00	£325,920.39
1015	Staff Expenses	1849542	£300.00	£0.00	£0.00	£12.60
1020	Pensions	1849658	£45,010.00	£0.00	£0.00	£47,385.58
1030	Councillors Allowances	1849658	£7,000.00	£0.00	£0.00	£6,344.80
1035	Councillors Expenses	1849542	£300.00	£0.00	£0.00	£68.40
1060	Contingency	1849542	£20,000.00	£0.00	£0.00	£0.00
1070	New Homes Bonus	1849542	£0.00	£0.00	£0.00	£0.00
1150	Insurance	1849542	£13,000.00	£0.00	£0.00	£17,031.10
1160	Audit	1849542	£2,000.00	£0.00	£0.00	£2,133.28
1170	Legal Fees	1849542	£250.00	£0.00	£0.00	£6,838.25
1180	Elections	1849542	£1,000.00	£0.00	£0.00	£353.40
1210	Staff Training	1849542	£1,250.00	£0.00	£0.00	£1,839.00
1230	Councillor Training	1849542	£0.00	£0.00	£0.00	£0.00
1300	Supplies & Stationery	1849542	£4,300.00	£0.00	£0.00	£3,852.00
1350	Subscriptions	1849542	£2,150.00	£0.00	£0.00	£2,059.69
1360	Advertisements	1849542	£4,400.00	£0.00	£0.00	£7,410.00
1400	Telephones	1849542	£2,500.00	£0.00	£0.00	£7,641.83
1410	Photocopier	1849542	£1,500.00	£0.00	£0.00	£918.46
1420	Computer Supplies, Training, Service	1849542	£7,000.00	£0.00	£0.00	£12,917.36
1830	Fees on Cambridge Saver		£0.00	£0.00	£0.00	£122.59
1990	Miscellaneous	1849542	£0.00	£0.00	£0.00	£774.00
		Total	£476,128.00	£0.00	£0.00	£443,622.73

# Budget Headings

Heading		Account	2016/2017	Revised	2017/2018	Last year's actual
<b>2. P&amp;R - Civic Centre Income</b>						
205	Capital Grants	1849542	£0.00	£0.00	£0.00	£49,064.50
225	Service Charges	1849542	£950.00	£0.00	£0.00	£908.46
250	Room Hire	1849542	£89,182.00	£0.00	£0.00	£81,153.42
250/1	Community Groups	1849542	£24,182.00	£0.00	£0.00	£16,261.66
250/2	Residents	1849542	£13,000.00	£0.00	£0.00	£16,524.95
250/3	Commercial/Private	1849542	£52,000.00	£0.00	£0.00	£42,866.31
250/5	Room hires (from Sept 2015)	1849542	£0.00	£0.00	£0.00	£5,013.91
251	Catering for Hirers (VAT)	1849542	£0.00	£0.00	£0.00	£0.00
257	Licensed Bar	1849542	£19,000.00	£0.00	£0.00	£18,208.41
299	Miscellaneous	1849542	£0.00	£0.00	£0.00	£305.79
		Total	£109,132.00	£0.00	£0.00	£149,640.58
<b>2. P&amp;R - Civic Centre Expenditure</b>						
2050	Capital Projects	1849542	£3,500.00	£0.00	£0.00	£117,481.21
2080	Loan Interest & Repayments	1849542	£35,994.00	£0.00	£0.00	£64,038.42
2320	Printing & Copying	1849542	£1,600.00	£0.00	£0.00	£2,175.12
2330	Cleaning Materials	1849542	£2,100.00	£0.00	£0.00	£2,946.68
2400	Telephones	1849542	£1,300.00	£0.00	£0.00	£89.85
2430	Utility Bills	1849542	£18,000.00	£0.00	£0.00	£21,706.34
2440	Waste Services	1849542	£7,200.00	£0.00	£0.00	£7,556.27
2450	Laundry Services	1849542	£0.00	£0.00	£0.00	£0.00
2460	Rates	1849542	£20,500.00	£0.00	£0.00	£17,601.50
2500	Refundable Deposits	1849542	£12,000.00	£0.00	£0.00	£11,581.32
2510	Catering for Hirers (VAT)	1849542	£0.00	£0.00	£0.00	£847.26
2520	Miscellaneous Services for Hirers (VA	1849542	£0.00	£0.00	£0.00	£0.00
2570	Performing Rights Society	1849542	£1,300.00	£0.00	£0.00	£1,457.59
2580	Card Card and Transit fees	1849542	£1,062.00	£0.00	£0.00	£1,608.93
2600	Building Repairs & Maintenance	1849542	£17,000.00	£0.00	£0.00	£29,271.45
2610	Equipment Repairs & Maintenance	1849542	£1,400.00	£0.00	£0.00	£2,668.11
2610/2	Fire Extinguisher Service	1849542	£400.00	£0.00	£0.00	£418.69
2610/3	Alarm Maintenance	1849542	£1,000.00	£0.00	£0.00	£2,249.42
2990	Miscellaneous	1849542	£0.00	£0.00	£0.00	£0.00
		Total	£122,956.00	£0.00	£0.00	£281,030.05

# Budget Headings

Heading		Account	2016/2017	Revised	2017/2018	Last year's actual
<b>3. P&amp;R - Thorpe Astley Community Centre Income</b>						
350	Room Hire	1849542	£47,719.00	£0.00	£0.00	£49,294.56
350/1	Community Groups	1849542	£2,000.00	£0.00	£0.00	£1,580.18
350/2	Residents	1849542	£11,000.00	£0.00	£0.00	£7,263.86
350/3	Commercial / Private	1849542	£34,719.00	£0.00	£0.00	£27,316.34
350/5	Room hires (from Sept 2015)	1849542	£0.00	£0.00	£0.00	£12,736.37
351	Catering for Hirers (VAT)	1849542	£0.00	£0.00	£0.00	£0.00
399	Miscellaneous	1849542	£0.00	£0.00	£0.00	£423.41
		Total	£47,719.00	£0.00	£0.00	£49,717.97
<b>3. P&amp;R - Thorpe Astley Community Centre Expenditure</b>						
3050	Capital Projects	1849542	£2,200.00	£0.00	£0.00	£0.00
3320	Printing & Copying	1849542	£1,000.00	£0.00	£0.00	£0.00
3330	Cleaning Materials	1849542	£1,000.00	£0.00	£0.00	£710.56
3400	Telephones	1849542	£1,000.00	£0.00	£0.00	£52.60
3430	Utility Bills	1849542	£6,000.00	£0.00	£0.00	£6,237.01
3440	Waste Services	1849542	£3,200.00	£0.00	£0.00	£2,191.46
3450	Laundry Services	1849542	£0.00	£0.00	£0.00	£0.00
3460	Rates	1849542	£7,100.00	£0.00	£0.00	£6,000.00
3500	Refundable Deposits	1849542	£7,600.00	£0.00	£0.00	£5,639.33
3510	Catering for Hirers (VAT)	1849542	£0.00	£0.00	£0.00	£67.21
3520	Miscellaneous Services for Hirers (VA	1849542	£0.00	£0.00	£0.00	£0.00
3570	Performing Rights Society	1849542	£400.00	£0.00	£0.00	£0.00
3580	Credit Card and Transit Fees	1849542	£738.00	£0.00	£0.00	£0.00
3600	Building Repairs & Maintenance	1849542	£3,000.00	£0.00	£0.00	£9,998.25
3610	Equipment Repairs & Maintenance	1849542	£3,350.00	£0.00	£0.00	£2,832.16
3610/2	Fire Extinguisher Service	1849542	£350.00	£0.00	£0.00	£50.25
3610/3	Alarm Maintenance	1849542	£3,000.00	£0.00	£0.00	£2,781.91
3990	Miscellaneous	1849542	£0.00	£0.00	£0.00	£0.00
		Total	£36,588.00	£0.00	£0.00	£33,728.58

# Budget Headings

Heading		Account	2016/2017	Revised	2017/2018	Last year's actual
<b>5. P&amp;R - Parks &amp; Open Spaces Income</b>						
505	Capital Grants	1849542	£0.00	£0.00	£0.00	£5,000.00
511	Thorpe Astley Commuted Sums (tran	1849542	£23,000.00	£0.00	£0.00	£0.00
527	Agency Fees	1849542	£150.00	£0.00	£0.00	£0.00
555	Sports Pitches & Facilities	1849542	£4,000.00	£0.00	£0.00	£3,811.67
555/1	Pitch Season Fees	1849542	£3,500.00	£0.00	£0.00	£0.00
555/2	Individual Match Fess (VAT)	1849542	£200.00	£0.00	£0.00	£0.00
555/3	Court/Multi Play (VAT)	1849542	£150.00	£0.00	£0.00	£0.00
555/4	Changing Rooms (VAT)	1849542	£150.00	£0.00	£0.00	£0.00
599	Miscellaneous	1849542	£100.00	£0.00	£0.00	£2,981.63
		Total	£27,250.00	£0.00	£0.00	£11,793.30
<b>5. P&amp;R - Parks &amp; Open Spaces Expenditure</b>						
5050	Capital Projects	1849542	£20,000.00	£0.00	£0.00	£75.07
5080	Loan Interest & Repayments	1849542	£23,322.00	£0.00	£0.00	£0.00
5080/1	Loans- PWLB	1849542	£12,328.48	£0.00	£0.00	£0.00
5080/2	Mossdale Meadows LOAN - PWLB	1849542	£10,993.52	£0.00	£0.00	£0.00
5400	Telephones	1849542	£410.00	£0.00	£0.00	£100.62
5450	Laundry Services	1849542	£2,000.00	£0.00	£0.00	£96.00
5550	Sports Pitches & Facilities	1849542	£1,000.00	£0.00	£0.00	£0.00
5600	Building Repairs & Maintenance	1849542	£5,800.00	£0.00	£0.00	£35,356.60
5600/1	Mossdale Meadows	1849542	£4,800.00	£0.00	£0.00	£4,343.44
5600/2	Shakespeare Park	1849542	£1,000.00	£0.00	£0.00	£5,096.82
5610	Equipment Repairs & Maintenance	1849542	£20,000.00	£0.00	£0.00	£28,262.78
5610/1	General Maintenance	1849542	£11,000.00	£0.00	£0.00	£22,956.73
5610/4	Playgrounds	1849542	£9,000.00	£0.00	£0.00	£5,306.05
5650	Vehicle Costs	1849542	£18,000.00	£0.00	£0.00	£7,937.19
5660	Machinery Hire	1849542	£500.00	£0.00	£0.00	£19,945.67
5670	Petrol	1849542	£1,000.00	£0.00	£0.00	£202.67
5990	Miscellaneous	1849542	£0.00	£0.00	£0.00	£0.00
		Total	£92,032.00	£0.00	£0.00	£91,976.60

# Budget Headings

Heading		Account	2016/2017	Revised	2017/2018	Last year's actual
<b>7. Community Development Income</b>						
726	Service Level Agreements	1849542	£35,000.00	£0.00	£0.00	£44,272.00
726/1	Blaby District Council	1849542	£15,000.00	£0.00	£0.00	£44,272.00
726/2	Leics County Council	1849542	£20,000.00	£0.00	£0.00	£0.00
770	Programme of Events	1849542	£6,000.00	£0.00	£0.00	£4,826.82
770/1	General	1849542	£6,000.00	£0.00	£0.00	£4,826.82
771	Summer Fete	1849542	£1,200.00	£0.00	£0.00	£767.20
771/1	Current Year	1849542	£1,200.00	£0.00	£0.00	£767.20
771/2	Next Year	1849542	£0.00	£0.00	£0.00	£0.00
775	Civic Functions	1849542	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	1849542	£0.00	£0.00	£0.00	£0.00
777	Town Mayor's Charity - after May	1849542	£0.00	£0.00	£0.00	£1,749.66
790	Consumer Products (Sales)	1849542	£300.00	£0.00	£0.00	£404.66
790/1	General	1849542	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	1849542	£300.00	£0.00	£0.00	£68.33
790/3	Waste & Garden Bags	1849542	£0.00	£0.00	£0.00	£336.33
799	Miscellaneous	1849542	£0.00	£0.00	£0.00	£0.00
		Total	£42,500.00	£0.00	£0.00	£52,020.34
<b>7. Community Development Expenditure</b>						
7040	Town Mayor's Allowance	1849542	£750.00	£0.00	£0.00	£750.00
7080	Loan Interest & Repayments	1849542	£4,690.00	£0.00	£0.00	£0.00
7260	Service Level Agreements	1849542	£22,563.00	£0.00	£0.00	£0.00
7260/1	Library & Service Shop	1849542	£20,000.00	£0.00	£0.00	£0.00
7260/2	Citizens Advice Bureau	1849542	£2,563.00	£0.00	£0.00	£0.00
7340	Signs	1849542	£500.00	£0.00	£0.00	£0.00
7700	Programme of Events	1849542	£6,000.00	£0.00	£0.00	£0.00
7710	Summer Fete	1849542	£2,500.00	£0.00	£0.00	£2,048.14
7710/1	Current Year	1849542	£2,500.00	£0.00	£0.00	£2,048.14
7710/2	Next Year	1849542	£0.00	£0.00	£0.00	£0.00
7750	Civic Functions	1849542	£2,500.00	£0.00	£0.00	£5,226.58
7760	Town Mayor's Charity - Pre May	1849542	£0.00	£0.00	£0.00	£4,857.82
7770	Town Mayor's Charity - after May	1849542	£0.00	£0.00	£0.00	£0.00
7850	Community Grants	1849542	£6,000.00	£0.00	£0.00	£4,437.00
7860	Young People Grant	1849542	£1,200.00	£0.00	£0.00	£0.00
7900	Consumer Products (Purchase for re	1849542	£300.00	£0.00	£0.00	£570.66
7900/2	Crime Prevention	1849542	£300.00	£0.00	£0.00	£124.90
7900/3	Waste & Garden Bags	1849542	£0.00	£0.00	£0.00	£445.76
7990	Miscellaneous	1849542	£0.00	£0.00	£0.00	£92.53
		Total	£47,003.00	£0.00	£0.00	£17,982.73

# Budget Headings

Start of year 01/04/16

Heading	Account	2016/2017	Revised	2017/2018	Last year's actual	
<b>8. Plans &amp; Environment Income</b>						
890	Consumer Products (Sales)	1849542	£1,600.00	£0.00	£0.00	£3,399.66
890/1	General	1849542	£0.00	£0.00	£0.00	£1,957.16
890/2	Poop Scoops	1849542	£1,600.00	£0.00	£0.00	£1,442.50
	Total		£1,600.00	£0.00	£0.00	£3,399.66
<b>8. Plans &amp; Environment Expenditure</b>						
8190	Professional Fees	1849542	£250.00	£0.00	£0.00	£100.00
8440	Waste Services	1849542	£5,000.00	£0.00	£0.00	£6,905.32
8460	Furniture	1849542	£250.00	£0.00	£0.00	£0.00
8680	Grit Bins	1849542	£200.00	£0.00	£0.00	£0.00
8900	Consumer Products (Purchase for re	1849542	£1,600.00	£0.00	£0.00	£1,272.80
8900/1	Poop Scoops	1849542	£1,600.00	£0.00	£0.00	£1,272.80
	Total		£7,300.00	£0.00	£0.00	£8,278.12

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>				
<b>Income</b>				
101	Precept	£495,653.00	£247,827.00	-£247,826.00
102	Council Tax Support Grant	£49,374.00	£24,687.00	-£24,687.00
107	New Homes Bonus	£3,279.00	£3,279.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
114	VAT received	£0.00	£37,985.26	£37,985.26
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£0.00	£10.80	£10.80
181	Interest on No 1 Interest on No 1 Account	£400.00	£30.67	-£369.33
182	Interest on No 2 Account	£100.00	£0.51	-£99.49
183	Interest on Cambridge Saver	£5,000.00	£0.00	-£5,000.00
184	Interest on Coop Investment	£0.00	£2.74	£2.74
<b>Total Income</b>		<b>£553,806.00</b>	<b>£313,822.98</b>	<b>-£239,983.02</b>
<b>Expenditure</b>				
1010	Staff Salaries	£364,168.00	£60,041.11	£304,126.89
1015	Staff Expenses	£300.00	£0.00	£300.00
1020	Pensions	£45,010.00	£17,572.05	£27,437.95
1030	Councillors Allowances	£7,000.00	£5,007.20	£1,992.80
1035	Councillors Expenses	£300.00	£18.00	£282.00
1060	Contingency	£20,000.00	£0.00	£20,000.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£13,000.00	£0.00	£13,000.00
1160	Audit	£2,000.00	£0.00	£2,000.00
1170	Legal Fees	£250.00	£100.00	£150.00
1180	Elections	£1,000.00	£0.00	£1,000.00
1210	Staff Training	£1,250.00	£0.00	£1,250.00
1230	Councillor Training	£0.00	£35.00	-£35.00
1300	Supplies, Stationery & Postage	£4,300.00	£723.13	£3,576.87
1350	Subscriptions	£2,150.00	£2,791.90	-£641.90
1360	Advertisements	£4,400.00	£1,275.00	£3,125.00
1400	Telephones	£2,500.00	£304.06	£2,195.94
1410	Photocopier	£1,500.00	£390.51	£1,109.49
1420	Computer Supplies, Training, Service Contract	£7,000.00	£969.31	£6,030.69
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£476,128.00</b>	<b>£89,227.27</b>	<b>£386,900.73</b>

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>2. P&amp;R - Civic Centre</b>				
<b>Income</b>				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£0.00	-£950.00
250	Room Hire			
250/1	Community Groups	£24,182.00	£1,940.71	-£22,241.29
250/2	Residents	£13,000.00	£2,051.45	-£10,948.55
250/3	Commercial/Private	£52,000.00	£2,892.36	-£49,107.64
250/5	Room hires (from Sept 2015)	£0.00	£723.27	£723.27
250	Total	£89,182.00	£7,607.79	-£81,574.21
251	Catering for Hirers (VAT)	£0.00	£34.61	£34.61
257	Licensed Bar	£19,000.00	£5,541.35	-£13,458.65
299	Miscellaneous	£0.00	£80.00	£80.00
<b>Total Income</b>		<b>£109,132.00</b>	<b>£13,263.75</b>	<b>-£95,868.25</b>
<b>Expenditure</b>				
2050	Capital Projects	£3,500.00	£1,750.00	£1,750.00
2080	Loan Interest & Repayments	£35,994.00	£17,997.22	£17,996.78
2290	Clothing	£0.00	£0.00	£0.00
2320	Printing & Copying	£1,600.00	£0.00	£1,600.00
2330	Cleaning Materials	£2,100.00	£187.68	£1,912.32
2400	Telephones	£1,300.00	£295.28	£1,004.72
2430	Utility Bills	£18,000.00	£3,009.07	£14,990.93
2440	Waste Services	£7,200.00	£1,438.07	£5,761.93
2450	Laundry Services	£0.00	£0.00	£0.00
2460	Rates	£20,500.00	£5,295.50	£15,204.50
2500	Refundable Deposits	£12,000.00	£1,400.00	£10,600.00
2510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Performing Rights Society	£1,300.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£1,062.00	£350.83	£711.17
2600	Building Repairs & Maintenance	£17,000.00	£1,854.42	£15,145.58
2610	Equipment Repairs & Maintenance			
2610/2	Fire Extinguisher Service	£400.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£0.00	£1,000.00
2610	Total	£1,400.00	£0.00	£1,400.00
2990	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£122,956.00</b>	<b>£33,578.07</b>	<b>£89,377.93</b>

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>3. P&amp;R - Thorpe Astley Community Centre</b>				
<b>Income</b>				
350	Room Hire			
350/1	Community Groups	£2,000.00	£158.80	-£1,841.20
350/2	Residents	£11,000.00	£1,107.03	-£9,892.97
350/3	Commercial / Private	£34,719.00	£631.71	-£34,087.29
350/5	Room hires (from Sept 2015)	£0.00	£2,953.90	£2,953.90
350	Total	£47,719.00	£4,851.44	-£42,867.56
351	Catering for Hirers (VAT)	£0.00	£14.04	£14.04
399	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Income</b>		£47,719.00	£4,865.48	-£42,853.52
<b>Expenditure</b>				
3050	Capital Projects	£2,200.00	£0.00	£2,200.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£1,000.00	£0.00	£1,000.00
3330	Cleaning Materials	£1,000.00	£151.40	£848.60
3400	Telephones	£1,000.00	£37.88	£962.12
3430	Utility Bills	£6,000.00	£1,667.35	£4,332.65
3440	Waste Services	£3,200.00	£423.41	£2,776.59
3450	Laundry Services	£0.00	£0.00	£0.00
3460	Rates	£7,100.00	£1,210.00	£5,890.00
3500	Refundable Deposits	£7,600.00	£500.00	£7,100.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Performing Rights Society	£400.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£434.35	£2,565.65
3610	Equipment Repairs & Maintenance			
3610/2	Fire Extinguisher Service	£350.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£0.00	£3,000.00
3610	Total	£3,350.00	£0.00	£3,350.00
3990	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£36,588.00	£4,424.39	£32,163.61

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>				
<b>Income</b>				
505	Capital Grants	£0.00	£0.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£23,000.00	£0.00	-£23,000.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£559.50	-£2,940.50
555/2	Individual Match Fess (VAT)	£200.00	£0.00	-£200.00
555/3	Court/Multi Play (VAT)	£150.00	£0.00	-£150.00
555/4	Changing Rooms (VAT)	£150.00	£0.00	-£150.00
555	Total	£4,000.00	£559.50	-£3,440.50
599	Miscellaneous	£100.00	£0.00	-£100.00
<b>Total Income</b>		£27,250.00	£559.50	-£26,690.50
<b>Expenditure</b>				
5050	Capital Projects	£20,000.00	£0.00	£20,000.00
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£12,328.48	£11,661.24	£667.24
5080/2	Mossdale Meadows LOAN - PWLB	£10,993.52	£0.00	£10,993.52
5080	Total	£23,322.00	£11,661.24	£11,660.76
5290	Clothing	£0.00	£0.00	£0.00
5400	Telephones	£410.00	£0.00	£410.00
5450	Laundry Services	£2,000.00	£0.00	£2,000.00
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£1,000.00
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£1,531.33	£3,268.67
5600/2	Shakespeare Park	£1,000.00	£0.00	£1,000.00
5600	Total	£5,800.00	£1,531.33	£4,268.67
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£11,000.00	£1,022.40	£9,977.60
5610/4	Playgrounds	£9,000.00	£798.00	£8,202.00
5610	Total	£20,000.00	£1,820.40	£18,179.60
5650	Vehicle Costs	£18,000.00	£112.44	£17,887.56
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£1,000.00	£2,184.97	-£1,184.97
5990	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£92,032.00	£17,310.38	£74,721.62

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>7. Community Development</b>				
<b>Income</b>				
726	Service Level Agreements			
726/1	Blaby District Council	£15,000.00	£0.00	-£15,000.00
726/2	Leics County Council	£20,000.00	£0.00	-£20,000.00
726	Total	£35,000.00	£0.00	-£35,000.00
770	Programme of Events			
770/1	General	£6,000.00	£434.31	-£5,565.69
770	Total	£6,000.00	£434.31	-£5,565.69
771	Summer Fete			
771/1	Current Year	£1,200.00	£485.42	-£714.58
771/2	Next Year	£0.00	£0.00	£0.00
771	Total	£1,200.00	£485.42	-£714.58
775	Civic Functions	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£73.05	£73.05
777	Town Mayor's Charity - after May	£0.00	£0.00	£0.00
790	Consumer Products (Sales)			
790/1	General	£0.00	£0.00	£0.00
790/2	Crime Prevention	£300.00	£0.00	-£300.00
790/3	Waste & Garden Bags	£0.00	£79.00	£79.00
790	Total	£300.00	£79.00	-£221.00
799	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£42,500.00</b>	<b>£1,071.78</b>	<b>-£41,428.22</b>
<b>Expenditure</b>				
7040	Town Mayor's Allowance	£750.00	£50.00	£700.00
7080	Loan Interest & Repayments	£4,690.00	£2,313.50	£2,376.50
7260	Service Level Agreements			
7260/1	Library & Service Shop	£20,000.00	£0.00	£20,000.00
7260/2	Citizens Advice Bureau	£2,563.00	£0.00	£2,563.00
7260	Total	£22,563.00	£0.00	£22,563.00
7340	Signs	£500.00	£0.00	£500.00
7700	Programme of Events	£6,000.00	£3,604.12	£2,395.88
7710	Summer Fete			
7710/1	Current Year	£2,500.00	£495.00	£2,005.00
7710/2	Next Year	£0.00	£0.00	£0.00
7710	Total	£2,500.00	£495.00	£2,005.00
7750	Civic Functions	£2,500.00	£872.42	£1,627.58
7760	Town Mayor's Charity - Pre May	£0.00	£0.00	£0.00
7770	Town Mayor's Charity - after May	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/16

		<b>2016/2017</b>	<b>Actual Net</b>	<b>Balance</b>
7850	Community Grants	£6,000.00	£0.00	£6,000.00
7860	Young People Grant	£1,200.00	£0.00	£1,200.00
7900	Consumer Products (Purchase for resale)			
7900/2	Crime Prevention	£300.00	£0.00	£300.00
7900/3	Waste & Garden Bags	£0.00	£0.00	£0.00
7900	Total	£300.00	£0.00	£300.00
7990	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£47,003.00</b>	<b>£7,335.04</b>	<b>£39,667.96</b>

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>8. Plans &amp; Environment</b>				
<b>Income</b>				
890	Consumer Products (Sales)			
890/1	General	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,600.00	£226.67	-£1,373.33
890	Total	£1,600.00	£226.67	-£1,373.33
<b>Total Income</b>		£1,600.00	£226.67	-£1,373.33
<b>Expenditure</b>				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services	£5,000.00	£0.00	£5,000.00
8460	Furniture	£250.00	£0.00	£250.00
8680	Grit Bins	£200.00	£0.00	£200.00
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£258.00	£1,342.00
8900	Total	£1,600.00	£258.00	£1,342.00
<b>Total Expenditure</b>		£7,300.00	£258.00	£7,042.00

# Financial Budget Comparison

Comparison between 01/04/16 and 31/05/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

	<b>2016/2017</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£782,007.00	£333,810.16	
Total Expenditure	£782,007.00	£152,133.15	
<b>Total Net Balance</b>	<b>£0.00</b>	<b>£181,677.01</b>	