

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 9th JUNE 2016 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, 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 no members of the public present at the meeting.

**1. Apologies**

Apologies for absence were received from Councillors Shabbir Aslam and Stuart Maxwell.

**2. Disclosures of Interest**

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

**3. Public Participation**

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

There were no members of the public at the meeting.

**4. Minutes of the Meeting held 14th April 2016**

The Minutes of the Meeting held on 14th April 2016 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 14th April 2016 be approved and signed by the Chairperson as a correct record.

**5. Library and Customer Service Shop - Update on Progress**

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).

**RESOLVED**

1. that that formula for Fabula to purchase 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, be approved and that details of any proposed arrangement be presented to a future meeting of the Committee for consideration; 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 for Decision*

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.*

**6. Thorpe Astley Community Centre Options Appraisal**

The Committee considered consultation feedback in order to determine which options should be pursued in respect of the use of the Medical Rooms and provision of other services at the Centre (item 6 on the agenda).

A Supplementary Report was also submitted presenting the results of the consultation on options for the Thorpe Astley Community Centre, particularly in respect of the use of the Medical Rooms (filed with the agenda).

**RESOLVED**

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 liaise with the NHS Commissioning Authorities and local NHS Service providers to fully explore which services could be provided from the Medical Rooms and to implement operational measures to secure their delivery,
  - b) 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,
  - c) to promote the facilities and services at the Community Centre with a particular focus on attracting providers for the additional services identified in the consultation responses; and
2. that a report be submitted to Community Development Committee setting out initiatives for encouraging organisations and groups to run services and events at Thorpe Astley Community Centre.

*Reasons for Decision*

1. *To deliver service improvements in response to the consultation:*
  - a) *by recognising the Community's desire for NHS services to be provided,*

- b) by allowing the effective use of the space in order to maximise the services provided to the community and users of the Centre, and
- c) by assessing the viability of some of the proposed solutions.

- 2. To enable the Community Development Committee to consider the results of the consultation and the aspirations of the community alongside proposals to maximise the use of the Centre for both community events and the Programme of Events.

## **7. Internal Audit Report 2015/2016**

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2016 (item 7 on the agenda).

**RESOLVED** that the observations of the Internal Audit be noted and that the recommendations for improvement, as set out in the Improvement Action Plan, be adopted.

*Reason for Decision*

*To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*

## **8. Appointment of Internal Auditor for 2016/17**

The Committee considered the appointment of 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' (item 8 on the agenda).

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

*Reason for Decision*

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

## **9. Annual Governance Statement 2015/2016**

The Committee considered a report of the Executive Officer & Town Clerk and the deliberations of the Corporate Governance Sub-Committee in order to ensure that there were sound systems of internal control, including for the management of risk and the preparation of accounting statements during the financial year ended 31st March 2016 and to recommend to Council adoption of the Annual Governance Statement 2015/2016 (item 9 on the agenda).

**RESOLVED** 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 for Decision*

*With the Corporate Governance Sub-Committee 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 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.*

**10. Accounting Statements 2015/2016**

The Committee received the End of Year Accounts for the financial year ended 31st March 2016, alongside the deliberations of the Corporate Governance Sub-Committee and the assessment of the Internal Audit in order to recommend to Council adoption of the Accounting Statements 2015/2016 (item 10 on the agenda).

**RESOLVED** 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 for Decision*

*With the Corporate Governance Sub-Committee having carried out an assessment of the effectiveness of the Council's financial arrangements, the Committee 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.*

**11. Financial Regulations**

The Committee reviewed the Council's Financial Regulations in order to recommend adoption to Council (item 11 on the agenda).

**RESOLVED** 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 for Decision*

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.*

**12. Land adjacent to the New M1 Bridge, Thorpe Astley**

The Committee received and considered 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 if so, whether it would be possible to plant trees to provide screening from the new road and woodland walks (item 12 on the agenda).

**RESOLVED** 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 for Decision*

*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.*

**13. Sports Pitch Allocations 2016/2017**

The Committee received applications for sports pitches for 2016/2017 season and determined their allocation (item 13 on the agenda).

It was noted, in reference to Appendix 1, that Mossdale Rangers had requested 15 matches; this figure had been calculated into the total number of requested matches in the report.

**RESOLVED**

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 Mossdale 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 Mossdale 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 (Mossdale 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 for Decision*

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.*

**14. Shakespeare Park - Improvement & Development**

The Committee received a progress report on the design options for the Pavilion and playground and updated timescales for the project. The Committee also considered authorising a public consultation and applications for funding (item 14 on the agenda).

Following requests made by the Shakespeare Park Improvement Working Group, the architect had provided updated building elevations and a floor plan alongside a proposed site layout plan, which was circulated (filed with the agenda). It was also noted that estimated indicative costs for the new Pavilion and associated demolition of the old building and site works was around £500,000.

**RESOLVED**

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 for Decision*

1. *To ensure that the proposals consider all needs and were fit for purpose.*

2. *To enable the project to be progressed.*

**15. ROSPA Reports**

The Committee received a report concerning the Annual ROSPA reports on Parks and Open Spaces in order to determine whether any action should be taken (item 15 on the agenda).

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

*Reason for Decision*

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

**16. Website Options**

The Committee considered options for renewal of a Website provider (item 16 on the agenda).

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

*Reason for Decision*

*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.*

**17. Blaby District Scrutiny**

The Committee considered suggestions for Blaby District Scrutiny in the forthcoming year (item 17 on the agenda).

**RESOLVED** that the following suggestions be submitted for Blaby District Council's Scrutiny Work Programme:

- a) Planning: use of delegated powers and feedback, ensuring that reasons for accepting and rejecting comments were recorded;
- b) Air Quality and Development in the Junction 21 area: ensuring a joined up approach with neighbouring authorities and responsible public bodies; ensuring District input into traffic management arrangements;
- c) Effectively addressing Anti-Social Behaviour: ensuring that it was being addressed at the earliest opportunity and that support and protection was given to the victims of anti-social behaviour;

- d) Affordable Housing: what action and measures should be put in place to ensure that the identified affordable housing need was met; and
- e) Private Rented Housing: ensuring a high quality of private rented accommodation across the District and ensuring investigation procedures and powers were appropriate across the regulatory services to address poor quality accommodation.

*Reason for Decision*

- a) *To ensure a consistency of approach in determining applications across the District; all residents of the District were affected in particular in areas where houses provided additional rental opportunities;*
- b) *as a principal junction for the wider area, ensuring that development in the wider area as well as around the junction was taken into account and ensuring contribution to air quality mitigation measures and traffic management mitigation measures; residents of Braunstone Town, Enderby and Narborough were adversely affected in terms of air quality and traffic levels;*
- c) *victims were often isolated and intimidated and in many cases were driven to move from their communities, support needs to be given so that victims, who were often vulnerable themselves, were confident to give evidence and feel that they could continue to live in and contribute to their community; any resident could be a victim with vulnerable victims often those with health problems and/or from minority groups;*
- d) *the District Council had not met its affordable housing targets, identified from affordable housing needs assessments and looked unlikely to meet the target in the short to medium term; the lack of affordable housing was impacting on district residents who wanted to stay in the area but couldn't afford rising property prices, particularly the young; and*
- e) *to prevent a reoccurrence of the incident where a family were found to be living in substandard accommodation in a converted garage; often young families, those on low income and the vulnerable were subjected to poor quality rented accommodation.*

**18. Budget Headings**

The Committee considered a revised budget heading structure for 2016/2017 and beyond for approval (item 18 on the agenda).

**RESOLVED**

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 for Decision*

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.*

**19. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2015 to 31st May 2016 (item 19 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with the income and expenditure against the budget to date.*

**20. Termination of the Meeting**

The meeting closed at 9.15pm.

**NOTE:**

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

EQUALITIES ACT 2010

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 25<sup>th</sup> August 2016.*