

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 23rd FEBRUARY 2017 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Shabbir Aslam, Sharon Betts, 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.

72. Apologies

No apologies for absence were received.

73. Disclosures of Interest

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

74. 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.

75. Minutes of the Meeting held 12th January 2017

The Minutes of the Meeting held on 12th January 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 12th January 2017 be approved and signed by the Chairperson as a correct record.

76. Provision of a pre-school at Thorpe Astley Community Centre

The Committee considered the contractual terms and conditions for a pre-school at Thorpe Astley Community Centre from September 2017 and determined the tender and contract award process (item 5 on the agenda).

RESOLVED

1. that following notice that the current provider of early years childcare at Thorpe Astley Community Centre would be terminating their provision at the end of the current school year, option 2, as set out in the report: "Invite prospective organisations who provide early years childcare to tender for a contract" be pursued;

2. that the proposed contract and tender documents, as set out at Appendix 1, be the basis upon which potential providers submit a tender for consideration; subject to the following amendments:
 - a) Form of Tender – providing for a fixed sum to be provided against a number of hours;
 - b) Tender Specification – removal of paragraph 2ii “Minimum opening times”;
 and that delegated authority be given to the Executive Officer & Town Clerk to amend the documentation to ensure that it was consistent with the changes identified in subsections (a) and (b) above;
3. that the proposed timescales and deadlines, as set out in the report section “Proposed Tender and Appointment Process”, be adopted; that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to appoint an interview panel; and that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the interview panel members, to determine tenders received and to determine whether to award the contract; and
4. that in the event of no suitable provider submitting a tender, Policy & Resources Committee in June 2017, reassess community priorities, as identified in option 4.

Reasons for Decision

1. *To recognise that there was existing early years childcare provision, which had been in place since the opening of the Community Centre in 2010, and was popular among local residents.*
2. *To strike a balance between operational sustainability for a provider, fairness of opportunity for potential providers and protection of public resources.*
3. *To set out a clear process and reasonable timescale for inviting and determining tenders, ensuring a suitable lead in time for a successful provider.*
4. *To identify opportunities for using the available hours for alternative activities and provision for the benefit of the local community in Thorpe Astley.*

77. Shakespeare Park – Improvement & Development

The Committee considered progress with the project and the business plan, including potential amendments to the planning application and applications for external funding (item 6 on the agenda).

RESOLVED

1. that funding applications be prepared and submitted as follows:
 - a) Section 106 Open Space Contribution relating to a legal agreement for planning application 13/0503/1/PX, Land to the South of 20-30 Valley Drive, for improvements to the play facilities at Shakespeare Park; and
 - b) Sport England – Strategic Facilities Fund, for funding the new pavilion facility, demolition of existing pavilion and redesign of the site; and

2. that the revised timescales for the project, attached at Appendix 2, be adopted.

Reasons for Decision

1. *To enable appropriate funding options to be assessed, considered and where appropriate sought to ensure the long term financial stability and sustainability of the project in terms of improving access to sport, recreation and play.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

78. Pitch Allocations 2017/2018

The Committee considered sports pitch capacity for 2017/2018 and proposed revisions to the terms and conditions (item 7 on the agenda).

RESOLVED

1. that the revised terms and conditions for football be approved, as set out in Appendix 1; and the revised terms and conditions for bowls be approved, as set out in Appendix 2, subject to paragraph 11, Child Protection Policies, being amended to reflect that further advice on child protection matters could be obtained from the bowls governing body;
2. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report; and that delegated authority be given to the Executive Officer & Town Clerk to determine the type and capacity of provision for the Thorpe Astley Football Pitch, including provision of junior and/or mini pitches; and
3. that the availability of pitches be advertised, as set out at Appendix 3, with a closing date for applications on Monday 3rd April 2017.

Reasons for Decision

1. *To confirm that terms and conditions were suitable for the forthcoming season, noting that revisions may be applied as part of the future arrangements being considered under the Shakespeare Park Improvement and Development project.*
2. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
3. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*

79. Update on provision of NHS Services in Braunstone Town

The Committee received an update on progress to provide Children's NHS Services from Thorpe Astley Medical Rooms and with the Clinical Commissioning Group's consideration of the recommendations of 27th October 2016 in respect of provision of Primary Care, specifically General Practitioner services, across Braunstone Town (item 8 on the agenda).

RESOLVED

1. that representatives of East Leicestershire and Rutland Clinical Commissioning Group be invited to attend a meeting of the Policy & Resources Committee (next scheduled meeting Thursday 27th April 2017) to provide an update on the provision of General Practice services in Braunstone Town; and
2. that in the absence of a response from Leicestershire Partnership Trust to the Town Council's offer of an occupational licence agreement for the Thorpe Astley Community Centre Medical Rooms, a formal letter requesting a response be submitted to the Chief Executive of the Partnership Trust.

Reasons for Decision

1. *Two of the recommendations of 27th October 2016 remained unanswered and while responses in respect of the issues raised concerning access to GP services had been given, the situation remained acute.*
2. *To provide every opportunity for an NHS provider to make use of the Thorpe Astley Medical Rooms, which were built to NHS specifications, providing accessible children's services for the benefit of the community.*

80. Open Spaces & Parks Winter Works Programme – Progress Report

The Committee received a progress report on the Winter Works Programme 2016/2017 (item 9 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.

81. Community Centres Working Group

The Committee received notification of the next scheduled meeting of the Community Centres Working Group.

RESOLVED that it be noted that the next meeting of the Community Centres Working Group had been scheduled for Monday 20th March 2017 and would report to the Committee on Thursday 27th April 2017.

Reason for Decision

To approve the Working Group's schedule for the next stages of its work.

82. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2016 to 31st January 2017 (item 11 on the agenda).

The Leader of the Council reported to Committee that Blaby District Council had resolved to consult on the removal of the payment of Council Tax Support Grant to parishes from the 2018/2019 financial year. The Responsible Financial Officer confirmed that the removal of the grant from April 2018 would result in a 17% increase on band D of the Town Council's precept, based on the predicted budget spend in the Council's medium to long term financial strategy.

RESOLVED

1. that the report be noted;
2. that a revised future years financial and budget projections report be submitted to the next meeting of the Committee (scheduled for 27th April 2017); and
3. that the Town Council formally write an open letter to Blaby District Council expressing its concern and dismay at the proposals to remove Council Tax Support Grant for parishes.

Reasons for Decision

1. *There were no issues of concern with the income and expenditure against the budget to date, other than the pensions overspend, which was being reviewed as part of the budget setting process and medium to long term financial strategy.*
2. *To take into account circumstances where approximately £45,000 would be lost from the Town Council's base budget enabling revised budget projections to be incorporated into the Council's medium to long term planning process to inform the Council's priorities and decisions.*
3. *To ensure that the District Council and the wider public were aware of the severity of the proposals in terms of detrimental impact upon the services provided by the Town Council and/or the level of increase which would be required on the parish precept (Council Tax).*

83. Approval of Accounts

The Committee considered payments from 4th January 2017 until 14th February 2017 (item 12 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 4th January 2017 until 14th February 2017 be approved.

Reason for Decision

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

84. Braunstone Town Library – Lease Agreement

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

The Committee considered arrangements for Leicestershire County Council to sub-let the Braunstone Town Library premises to a Community Library Group (item 13 on the agenda).

RESOLVED

1. that the issues identified in the report in respect of the proposed sub-lease, as set out in the section “Permission to the Tenant to Sub-let” be pursued with the Council’s solicitor and 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 discussions with Leicestershire County Council concerning the wording and provisions for a sub-lease; and
2. that the approach, criteria and process for determining requests made under clauses 12(a), (d) and (e) of the lease be agreed as the guiding principles, as set out in the section “Memorandum of Understanding”, and that delegated authority be given to the Executive Officer & Town Clerk, having received advice from the Council’s solicitor, and in consultation with the Leader and Deputy Leader of the Council, to draft a proposed memorandum of understanding and to enter into discussions with Leicestershire County Council.

Reasons for Decision

1. *To enable further discussions to be held on the detailed arrangements and provisions of a sub-lease arrangement with a community library group and to ensure that any proposed sub-lease agreement would be in line with the provisions and protections of the lease respect of the Braunstone Civic Centre site.*
2. *To avoid any further delay in reaching agreement on how the proposed clauses in the lease would operate in practice and to enable legal agreements to be approved and drawn up and technical amendments to be made as required.*

85. Interim Staffing Cover Arrangements – Customer Services

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

To consider interim staffing arrangements for leave and sickness absence cover for the Customer Services Shop.

RESOLVED that temporary staffing arrangements, implemented during January and February 2017, in respect of sickness absence and leave cover for the Customer Services Shop be extended until 31st August 2017.

Reason for Decision

To ensure that service levels could be retained in the event of long term sickness absence and staff leave, without adversely impacting upon the Council's management and administrative staff, while the future direction of the service and the staffing resource required was assessed.

86. Termination of the Meeting

The meeting closed at 9.05pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

SIGNED _____ (CHAIR)

DATE _____