



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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3<sup>rd</sup> April 2019

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 11th April 2019** 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 February 2019**  
To confirm the accuracy of the Minutes of the meeting held 14th February 2019 to be signed by the Chairperson (**Enclosed**).

5. **Shakespeare Park - Improvement & Development**  
To consider progress with funding, borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility (**Enclosed**).
6. **Annual Report 2018/2019**  
To receive the draft Annual Report 2018/2019 for recommending to the Annual Meeting of the Full Council for adoption (**Enclosed**).
7. **Sports Pitch Allocations 2019/2020**  
To receive applications for sports pitches for 2019/2020 season and to determine their allocation (**Enclosed**).
8. **Standing Orders, Financial Regulations, Scheme of Delegation and Member Code of Conduct**  
To review the Council's Standing Orders, Financial Regulations, scheme of delegation and member code of conduct and recommend adoption at the Annual Council Meeting (**Enclosed**).
9. **Draft Schedule of Meetings**  
To receive a draft Schedule of Meetings for 2019/2020 for recommendation to Full Council for adoption (**Enclosed**).
10. **Provisional End of Year Financial Position - Cashbook and Reserves**  
To receive a provisional summary of the Council's Cash and Reserves for the period 1st April 2018 to 31st March 2019 (**Enclosed**).
11. **Financial Comparisons**  
To receive Financial Comparisons for the period 1st April 2018 to 31st March 2019 (**Enclosed**).
12. **Approval of Accounts**  
To consider payments from 6th February 2019 until 31st March 2019 (**Enclosed**).
13. **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 FEBRUARY 2019 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair) and Councillors Parminder Basra, Sharon Betts (substituting for Councillor Anthea Ambrose), Sam Maxwell, Gary Sanders, Darshan Singh, 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.

**69. Apologies**

Apologies for absence were received from Councillors Anthea Ambrose, Amanda Hack and Phil Moitt.

**70. Disclosures of Interest**

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

**71. 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.

**72. Minutes of the Meeting held 10th January 2019**

The Minutes of the Meeting held on 10<sup>th</sup> January 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 10<sup>th</sup> January 2019 be approved and signed by the Chairperson as a correct record.

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

The Committee considered progress with funding, the borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility (item 5 on the agenda).

**RESOLVED**

1. that the approach set out in the report, in respect of progressing funding be endorsed; that the expression of interest responses in the Clubroom be noted; and that delegated authority be given to the

- Executive Officer & Town Clerk to extend the timescale for expressions of interest to be received while funding decisions were awaited;
2. that the position with potential borrowing and the consultation results be received and that delegated authority be given to the Executive Officer & Town Clerk to extend the consultation period while funding decisions were awaited; and
  3. that the revised timescales for the project, attached at Appendix 3, be adopted.

#### *Reasons for Decision*

1. *To enable supporting evidence to be gathered in order to progress funding options and ensure the long term financial stability and sustainability of the project.*
2. *To ensure that updated information was considered and consulted upon prior to Council making a borrowing application.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

#### **74. Contract for the provision of Licensed Bar and Café Services**

The Committee considered a new contract for the provision of Licensed Bar and café services, including the tender and appointment process (item 6 on the agenda).

#### **RESOLVED**

1. that the Service Contract for the Provision of Licensed Bar and Café Services for Braunstone Civic Centre, including for a mobile service at Thorpe Astley Community Centre as required, as amended and as attached at Appendix 1 of the report, be approved;
2. that the timescales for tender and appointment of the contractor, as set out in the report, be approved;
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make modifications to the contract referred to in 1 above, and if necessary the timescales referred to in 2 above, following legal, financial and personnel advice;
4. that, subject to 1 – 3 above, the contract be advertised and tenders invited in accordance with the Procurement Act 2015, Standing Orders 6.5 and 6.6 and Financial Regulation 11;
5. that delegated authority be given to the Executive Officer & Town Clerk to appoint a Member Selection Panel to short list, interview (as required) and make recommendations on preferred tenders and the appointment of a preferred contractor; and
6. that delegated authority be given to the Executive Officer & Town Clerk to select the most advantageous tender and reserve tenders and to award the contract and ensure arrangements would be in place for its implementation.

### *Reasons for Decision*

1. *To take into account the provision of Café Services, allow flexibility around Civic Centre and Bar and Café opening hours in order to reduce costs for both the Town Council and the Bar Contractor and to clarify and address issues which have arisen during the current contract period in order to provide for a successful and sustainable service in multi-functional community facilities.*
2. *To enable suitable time for potential contractors to analyse the contract and submit a suitable tender and to ensure that the appointed contractor had suitable lead in time (if appropriate) to take over the contract for the service on 10th July 2019.*
3. *To ensure that the legal, financial and personnel requirements of the contract were the subject of specialist advice to ensure that they were relevant and legally sound.*
4. *To ensure that tenders were invited in accordance with legal obligations and to obtain best value for the Town Council.*
5. *A Selection Panel was needed to thoroughly scrutinise the tenders received and the persons tendering to ensure that the Council was in a position to appoint the most advantageous tender. The Panel would be meeting around the time of the local elections, new Council and Annual Meeting and therefore, prior appointments could not be made.*
6. *To avoid any undue delay with appointment of a contractor, given if an alternative contractor was selected, a lead in and transfer period would be required, including a potential TUPE consultation, and following the local elections a new Policy & Resources Committee would not be appointed until the Annual Meeting of the Council.*

### **75. Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park**

The Committee received an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (item 7 on the agenda).

**RESOLVED** that an update report on progress with Thorpe Astley Culvert be submitted to the Committee in August 2019.

#### *Reason for Decision*

*To keep a watch on progress with implementing the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.*

### **76. Memorials on Parks & Open Spaces**

The Committee reviewed the approach taken in other areas to allowing memorials in memory of individual residents on parks and open spaces and considered its own scheme (item 8 on the agenda).

#### **RESOLVED**

1. that the criteria attached at Appendix 1 be approved for the

- consideration of requests for memorials on parks and open spaces;  
and
2. that the Executive Officer & Town Clerk be given delegated authority to consider and approve requests for memorials on open spaces in accordance with the approved criteria.

*Reasons for Decision*

1. *To ensure that all requests for memorials be considered on an equal basis and that suitable locations for memorials were approved.*
2. *To consider requests for memorials in a timely manner.*

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

The Committee received a progress report on the Winter Works Programme 2018/2019 (item 9 on the agenda).

**RESOLVED** that the progress of the Winter Works Programme 2018/2019 be received and noted.

*Reason for Decision*

*The majority of the winter works tasks had now been completed and any outstanding works would be completed before the end of the winter works period.*

**78. Pitch Allocations 2019/2020**

The Committee considered pitch capacity and set the fees and process for allocations for the 2019/2020 season (item 10 on the agenda).

**RESOLVED**

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report; and
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 3, with a closing date for applications on Monday 25<sup>th</sup> March 2019.

*Reasons for Decision*

1. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
2. *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. End of Quarter Financial Position - Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2018 to 31st December 2018 (item 11 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reason for Decision*

*There were no issues of concern with the management of the Council's Finances.*

**80. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st January 2019 (item 12 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2018/2019.*

**81. Approval of Accounts**

The Committee considered payments from 1st January 2019 until 5th February 2019 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 1st January until 5th February be approved.

*Reason for Decision*

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

**82. Future Arrangements for servicing Dog Waste Bins**

**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 they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interests.*

The Committee received the recommendations of a service review of the alternative options for dog waste bin emptying and determined future service provision and the arrangements for implementation (item 14 on the agenda).

**RESOLVED**

1. that the current arrangements with Blaby District Council to empty 48 dog bins and 1 litter bin owned by Braunstone Town Council be ended on 31<sup>st</sup> March 2019;
2. that the 1 litter bin currently emptied by Blaby District Council be emptied by Braunstone Town Council parks staff starting on 1<sup>st</sup> April 2019;
3. that the approach to employ a commercial contractor to undertake the emptying of 48 dog bins on a twice weekly frequency until 31<sup>st</sup> August

- 2019 be approved;
4. that the quotation supplied by contractor B be accepted to commence from 1<sup>st</sup> April 2019;
  5. that a full audit and assessment of the number of bins required for dog waste collection and number of weekly collections required, be undertaken; and
  6. that the Executive Officer & Town Clerk been given delegated authority to approve changes to the dog bin numbers and collection frequency and to implement these from 1<sup>st</sup> September 2019.

*Reasons for Decision*

1. *The price increase proposed by Blaby District Council for the dog and litter bin emptying service was not sustainable by the Town Council in the current financial climate.*
2. *The emptying of the one litter bin could be incorporated within the current bin emptying and litter picking schedule carried out by the Town Council's staff.*
3. *To ensure that the current level of dog bin emptying continued over the summer months whilst an assessment and audit of the current level was undertaken.*
4. *The quotation from the selected contractor provided value for money and suitable references had been obtained.*
5. *To ensure that the Town Council would be providing an adequate and relevant service for the emptying of dog bins on parks and open spaces owned by the Town Council*
6. *To ensure that any recommendations or changes to the current dog bin emptying service highlighted in the assessment and audit would be put into place in a timely manner.*

**83. Braunstone Town Library and Customer Services – Update**

**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 they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Legal Advice.*

The Committee received an update on the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council and an update on the future of the Service Level Agreement with Blaby District Council for Customer and Social Inclusion services (item 15 on the agenda).

**RESOLVED**

1. that the position taken by the Executive Officer & Town Clerk in relation to the proposed Grant Agreement, as set out in the correspondence at Appendix 1 of the report, be endorsed;
2. that the revised Library Staff TUPE commitment be noted and that the “Alternative Human Resource Options” as set out in the report be endorsed; and
3. that the current position in relation to the Service Level Agreement for Customer Services be noted.

### *Reasons for Decision*

1. *To ensure improvement to the Library Service, recognising the Town Council's legal obligations and policies reached a similar standard as a local authority to those of the County Council and that the County Council had an absolute obligation under the lease to meet premises costs, irrespective of the grant payments, ensuring that the Town Council avoided significant costs, liabilities and commitments.*
2. *To recognise that in the current financial climate and having set the budget, an increase in staffing commitment for the Library would present significant economic barriers to the Town Council going ahead with the transfer. The Town Council's policy remained that it was committed to retaining and improving the Library service and therefore it was committed to exploring alternative options which were within budget.*
3. *To note the potential future alternatives for the provision of the Joint Customer Service Shop at Braunstone Civic Centre.*

### **84. Modifications to Job Description – Communications and Events**

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

The Committee considered revisions to the job title of Community Services & Engagement Officer and made minor changes to the description for the purpose of the job (item 16 on the agenda).

#### **RESOLVED**

1. that the amendments to the Community Services & Engagement Officer post, as detailed in the "Proposed Amendments" section of the report, including the revision to the job description as attached at Appendix 1, be approved;
2. that the Person Specification be updated with the revised job title and the essential and desirable key job requirements under Experience and Knowledge be swapped; and
3. that the proposals in 1 & 2 (above) be implemented in accordance with the section of the report "Proposed Implementation".

### *Reason for Decision*

1. *To ensure that the role was both relevant to the needs of the organisation while being attractive to a future post holder.*
2. *To complement the skills set of the Council's staffing.*
3. *To enable the proposals to be implemented in a timely manner in the event of the circumstances detailed in the report arising.*

### **85. Termination of the Meeting**

The meeting closed at 8.40pm.

NOTE:

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EQUALITIES ACT 2010

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- 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 11<sup>th</sup> April 2019.*

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## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11th APRIL 2019**

#### **Item 5 – Shakespeare Park – Improvement & Development**

##### Purpose

To consider progress with funding, borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility.

##### Grant Funding Update

###### *Sport England – Community Asset Fund*

On 11th March 2019, notification was received that Sport England's Community Asset Fund Review Panel had considered the Town Council's application for grant funding and had awarded the project £100,000. Formal confirmation, dated 27th March, has been received and includes the agreement, conditions and additional information required. Initial reading of this documentation indicates that all the additional information required is available and therefore does not require any further decision making by the Committee.

As part of the process to determine the grant Sport England required further information on the likely community users of the Club Room. To that extend an Expression of Interest process was set up to enable groups and organisations to indicate if they would be interested in using/hiring the new facility. Only two responses have been received between November and March. Since the grant has been determined there is no need to extend the deadline at this stage, however, the Council could reopen the process prior to completion of the new Pavilion building in order to raise awareness and attract potential hirers/users for the new Club Room.

###### *Football Foundation Football facilities grant scheme*

The County FA are in the process of completing a local football facility plan for each local authority area which will be the investment portfolio moving forward. It is anticipated that these will be approved over the next couple of months. At this point the Football Foundation will have a clearer picture as to the priority projects for each area.

However, the County FA have informed us of a directive that priority will be given to multiple pitch sites (i.e. those with 3 or more pitches) in order to confirm maximum outcomes against investments.

The Shakespeare Park site currently only offers two pitches, a mini and a junior pitch. However, Braunstone Juniors Football Club, which is based at Shakespeare Park also use the Senior pitch at Thorpe Astley Park and have expressed an interest in an additional (junior) pitch at Thorpe Astley. Officers are seeking clarification from

the County FA as to whether this would constitute a multiple pitch site given their close proximity. Alternatively, there may be scope to include a second mini pitch at Shakespeare Park, which is being investigated by the Senior Groundsman.

Initial discussions have identified that the Council may be able to access funding up to £100,000 from the scheme.

#### *Vichai Srivaddhanaprabha Foundation*

The late Leicester City Football Club Chairman, Khun Vichai, would have turned 61 on 4th April 2019. Following his death in October, the Foxes Foundation was renamed the Vichai Srivaddhanaprabha Foundation in his memory and is due to make its first major donations to coincide with his birthday.

The Vichai Srivaddhanaprabha Foundation has committed £610,000 in total for organisations and charities of all sizes and invited diverse applications since it seeks to support causes large and small.

The Town Council submitted an application to the fund on 28th February for £99,862 towards the Shakespeare Park Project.

Applications will be studied by the Vichai Srivaddhanaprabha Foundation Board of Trustees and a senior working group from within the Club. It is anticipated that the announcement will be on 4th April and a further update will be provided to the Committee at the meeting.

#### Borrowing

Policy & Resources Committee received a full report on the borrowing options, process and repayments in June and August 2018.

Since the outcome of the Sport England Community Asset Grant Fund was awaited, the recommendation has not yet been referred to Council for determination. While there is now an outcome from Sport England, given an outcome is not expected from the Football Foundation until May, it is recommended that determining whether to make a borrowing application is deferred to the June meeting of the Council.

#### *Consultation*

In determining a borrowing application, the Ministry of Housing, Communities and Local Government considers how the Council will finance the borrowing and where an increase in the precept is required, whether adequate public consultation to that effect has been undertaken.

To that extent a consultation exercise was undertaken in November and December and 13 responses were received, which was reported to Committee on 10th January. The Committee decided, that pending funding decisions, the consultation should be extended. The extended consultation closed on 31st January and a total of 37 responses were received from both rounds. On 14th February, the Committee

again resolved to extend the consultation and the further extended consultation closed on 1st April 2019. No further responses were received.

Given the consultation includes proposals on a precept rise, and given that a borrowing application is not likely to be considered until the June meeting of Council, the consultation should be closed during the local elections purdah period and reviewed further following the elections on 2nd May to decide whether a further round would be helpful prior to Council determining and submitting a borrowing application in June.

### Future Relationship

Details were submitted at the January meeting of the Committee concerning the future relationship with the clubs, including arrangements for managing the facility and longer term tenure.

The Council has received a letter, dated 19th March, from Braunstone Juniors Football Club stating that they are willing to form a management committee for the day to day running of the new pavilion at Shakespeare Park alongside other relevant parties. However, a response is awaited from Shakespeare Park Bowls Club as to whether they wish to proceed on this basis. Any progress update will be reported to the Committee meeting. Subject to Shakespeare Park Bowls Club's approval, more detailed work on the legal text would be undertaken.

### Shakespeare Park Improvement Project Sub-committee: 4th April 2018

On 4th April 2018, the Shakespeare Park Improvement Project Sub-Committee received and shortlisted tenders from contractors to be considered for carrying out the site improvement works and the construction of a new sports pavilion at Shakespeare Park. A copy of the minutes is attached at Appendix 1.

Since the Sub-Committee has not needed to meet subsequently, the minutes of that meeting have not been considered for approval. Given, there is no indication that this Sub-Committee will meet in the immediate future and that the Council term is due to end in May, it is appropriate that these minutes are considered by the Policy & Resources Committee, as the parent Standing Committee, for accuracy and approval.

### Timescales for awarding the contract for the works

Once the outcome of funding applications is known, now suspected to be early summer, at least two months' notice has to be given to the contractor of a start date, meaning that the earliest work is likely to commence is late summer. Contracts will be formally drawn up when the funding has been secured. The current timetable for the project is attached at Appendix 2.

## Recommendations

1. That the approach set out in the report, in respect of progressing funding, borrowing, consultation and expressions of interest in the Clubroom be noted; and that delegated authority be given to the Executive Officer & Town Clerk to determine whether to undertake a further consultation after the local elections on 2nd May and prior to the Council meeting scheduled for 28th June 2019;
2. that the Minutes of the Shakespeare Park Improvement Project Sub-Committee held on 4th April 2018, attached at Appendix 1, be approved and signed by the Chairperson as a correct record; and
3. that the revised timescales for the project, attached at Appendix 2, be adopted.

## Reasons

1. To enable funding applications to be maximised and progressed and to ensure that updated information was considered and consulted upon prior to Council making a borrowing application.
2. To recognise that this Sub-Committee would not meet in the immediate future and that the Council term was due to end in May, and therefore, it was appropriate that the minutes were considered for accuracy and approval.
3. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF SHAKESPEARE PARK IMPROVEMENT PROJECT  
SUB-COMMITTEE**

**WEDNESDAY 4th APRIL 2018 AT 5.30PM**

**PRESENT:** Councillor Nick Brown (Chair) and Councillors Amanda Hack and Sam Maxwell.

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

Also in attendance was Nick Cooper, Director of HSSP Architects.

**1. Apologies**

No apologies for absence were received.

**2. Disclosures of Interest**

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

**3. Shakespeare Park - Improvement & Development: Tender Return and Short-Listing**

**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 they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interest / Legal Advice.*

The Committee received and shortlisted tenders from contractors to be considered for carrying out the site improvement works and the construction of a new sports pavilion at Shakespeare Park (item 3 on the agenda).

Nick Cooper, Director of HSSP Architects, was in attendance to provide advice to the Sub-Committee.

To assist the Sub-Committee in determining whether tender sums submitted were realistic, a copy of the Quantity Surveyor's estimate of the building and construction costs of the project was attached to the report Appendix 4.

The Joint Contract Tribunal Code of Procedure recommended that from a 'long list', a 'short list' should be drawn up discarding those contractors who it was felt had neither the resources (financial or otherwise) nor the experience or expertise to carry out a project of this size and complexity.

Tenders were opened in the presence of the Sub-Committee and the details were recorded as set out below:

REF	TENDER AMOUNT £	RANK	EARLIEST START DATE	COMPLETION TIME
A	1,125,990.42	4	July	40
B	994,333.00	1	May	40
C	1,043,250.00	3	4 weeks from order	32
D	1,260,351.47	7	6 weeks from order	56
E	1,235,612.07	6	14 <sup>th</sup> June	35
F	1,385,441.07	8	8 <sup>th</sup> July	48
G	1,213,259.22	5	TBC	36
H	995,832.17	2	-	40
I	1,395,967.40	9	May/June	65

All tenders, including the details of the company and the breakdown of the tender figures, were recorded on the confidential project file.

It was proposed that a short-list of tenders be recommended to Policy & Resources Committee for approval. If approved, the short-listed tenders would be assessed by the Council's Quantity Surveyor who would check the priced bills for arithmetical and technical errors and appraise the general level and consistency of pricing throughout the document.

Having carried out such checks, the Quantity Surveyor would then issue a tender report of the short-listed tenders, which would be submitted to a subsequent meeting of Policy & Resources Committee, along with details of those tenders which were not short-listed, and a recommendation to appoint the contractor who submitted the most advantageous tender.

**RESOLVED** THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that tenders B, C and H, as detailed above, be short-listed for the purpose of further assessment and that full determination of the short-listed tenders and appointment of a contractor be made at a future meeting of Policy & Resources Committee.

*Reason for Decision*

*To ensure that the most advantageous tenders would be assessed to ensure that the contractors had the resources (financial or otherwise), experience and expertise to carry out the project.*

**4. Termination of the Meeting**

The meeting closed at 6.20pm.

NOTE:

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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.*

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## **APPENDIX 2 – TIMESCALES**

The following is the proposed updated timescales for the project, taking into account assumptions in the report:

April 2019	<ul style="list-style-type: none"> <li>• Outcome of Vichai Srivaddhanaprabha Foundation Grant Application</li> <li>• Shakespeare Park Bowls Club consider Management Committee and Lease Arrangements</li> </ul>
May 2019	<ul style="list-style-type: none"> <li>• Outcome of Football Foundation Facilities Fund Application</li> </ul>
June 2019	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee reconsiders Borrowing Application</li> <li>• Council determines a Borrowing application</li> <li>• Lead in Period</li> </ul>
August 2019	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of Building Works on Pavilion</li> <li>• Exploring funding for Playground and Tennis Courts</li> </ul>
September 2019	<ul style="list-style-type: none"> <li>• Invitation to Quote for Playground and Tennis Courts Works</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Consultation on Playground and Tennis Courts options</li> <li>• Funding applications for Playground and Tennis Courts Works</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
February 2020	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• Pavilion becomes fully operational</li> <li>• Demolition of Old Pavilion begins</li> <li>• Works on Car Park and Car Park extension</li> </ul>
May 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11th APRIL 2019**

#### **Item 6 – Annual Report 2018/2019**

##### Purpose

To receive the draft Annual Report 2018/2019 for recommending to the Annual Meeting of the Full Council for adoption.

##### Background

Each year the Council publishes an Annual Report, presented at the Annual Towns Meeting and the Annual Meeting of the Town Council in May, which sets out its achievements during the previous 12 months and priorities for the forthcoming year.

Following adoption of the Annual Report by the Annual Meeting of the Town Council, it is published in the Braunstone Life (in place of the standard monthly page for the month) and will be available on the Council's website and from the Customer Service Shop.

The proposed 2018/2019 Annual Report is attached at Appendix 1. Please note that some detail remains to be included, for example, the accounts information for 31st March 2019.

##### Recommendations

1. that delegated authority be given to the Executive Officer and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2018/2019 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2018/2019, attached as Appendix 1, be received and adopted.

##### Reasons

1. To enable the inclusion of the provisional year end accounts and ensure that the document would be 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.



## Welcome to our Annual Report 2018/2019

By Councillor Nick Brown, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Recently the Council reviewed its consultation processes with an aim to undertake a range of short surveys/consultations throughout the year. We value your input and therefore, I encourage residents to respond to our surveys and consultations, to help us shape our priorities and services to meet residents' needs.

A full list of our achievements over the year are set out overleaf, however, I wish to reflect on two of these.

The year began with the opening of the NHS facility at Thorpe Astley Community Centre, which the Town Council had been trying to bring about since 2010. I along with many residents are delighted that Kingsway Surgery opened this branch surgery since you consistently told us about the difficulties you faced in accessing GP services. I am grateful to Kingsway for their positive and sensible approach in expanding their provision to meet increasing demand, which included within six months increasing opening from two to five days a week. We continue to work with them to ensure that this service is successful and will continue to meet the needs of patients. This year we commemorated the 100th anniversary of the end of world war one. The Town Council provided both a dedicated grant and programme of events scheme for community groups wishing to run commemorative events. Thank you to all those who responded; particularly Braunstone Community Life for their dedicated hard work organising and creating the magnificent poppy cascade, remembrance events and for the vision to refurbish our memorial garden. The memorial garden will provide a focal point in the years to come for acts of remembrance and dedication to our service personnel through Armed Forces Day and other events.

More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown



### Accounts for the Year Ended 31<sup>st</sup> March 2019

Year Ended 31 <sup>st</sup> March 2018		Year Ended 31 <sup>st</sup> March 2019
£		£
<b>350,420.68</b>	<b>Balances brought forward</b>	
519,556.00	(+) Annual Precept	TBC
275,112.89	(+) Total other receipts	TBC
462,128.74	(-) Staff costs	TBC
63,786.42	(-) Loan interest / capital repayments	TBC
313,358.56	(-) Total other payments	TBC
<b>268,198.63</b>	<b>(=) Balances carried forward</b>	<b>TBC</b>
250,239.41	Total cash and short term investments	TBC
4,549,629.49	Total fixed assets and long term assets	TBC
<b>335,103.23</b>	Total borrowings	<b>TBC</b>
<b>The Audit for 2018 was completed on 3<sup>rd</sup> October 2018</b>		

### MEMBERS ALLOWANCES 2018/2019

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£375	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£375	£0	£375
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£0	£0
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£0	£0	£0
Cllr S Sangha	£0	£0	£0
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr S Maxwell	£0	£0	£0
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

### Our Mission Statement

*"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination."*



### BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785

EMAIL: enquiries@braunstonetowncouncil.org.uk www.braunstonetowncouncil.org.uk



# About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader and Deputy Leader

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Plans & Environment Committee. The Plans & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Meetings are held at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

## Our Achievements in 2018/2019

- Appointed a contractor to undertake the improvement works to the **Pavilion and Site at Shakespeare Park** and awarded Sport England Grant funding of £100,000 and Developer Contributions of £17,213 towards the project.
- Concluded agreements with the County Council to transfer **Braunstone Town Library** to the Town Council's management by the summer of 2019, which provide for improvements to the service while avoiding additional costs for the Town's taxpayers.
- Working with Kingsway Surgery, facilitated the opening of their branch **GP surgery at Thorpe Astley Community Centre**, its expansion from 2 to 5 days a week and the opening of an additional GP consultation room.
- Our application for the **footpath between Watergate Lane and Staplehurst Avenue** to become a "Right of Way" was successful, protecting the path for future generations.
- Provided both a dedicated grant and programme of events scheme to groups wishing to run events to commemorate the **100th anniversary of the end of world war one**.
- Working with the community, delivered a **refurbishment of the Civic memorial garden** so that it can provide a focal point in the years to come for acts of remembrance and dedication.
- Supported Thorpe Astley residents to establish a **Community Speed Watch** scheme and group, data collected is forwarded to the police to address speeding concerns.
- Renewed and expanded the Council's network of **CCTV cameras** to include new areas including our parks.
- Completed the legal transfer and took possession of **public open space** at Thorpe Astley from David Wilson Homes and Wilson Bowden Developments.
- Merged Fire & Intruder Alarm Contracts at all buildings and appointed a new contractor to empty dog waste bins, **making on-going savings while protecting services**.

### Room Hire Figures

CENTRE		Year Ended 31 <sup>st</sup> March 2019
Braunstone Civic Centre	Hires	3400
	Income	69,529.06
Thorpe Astley Community Centre	Hires	1852
	Income	26,066.80

## Plans for 2019/2020

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Continue to provide and support important **quality of life** initiatives, such as crime reduction and grants for community groups, youth projects and individuals and tackling poor air quality;
- Positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and **community/social inclusion initiatives**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- Complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the **Culvert at Thorpe Astley Park**;
- Actively working with the developer and Blaby District Council to ensure that the **land adjacent to the M1 bridge is suitably landscaped** to provide protection for residents from the new road and to provide a leisure and recreation space;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

## Your Views

Throughout the year we undertake a range of consultations and short surveys to ascertain the views of residents on our priorities and services and also to help us to articulate the needs and aspirations of the community to the larger District and County Councils or to other agencies and government bodies.

Details of consultations and surveys will be notified on our website, in the Braunstone Life and at our community centres.

If you respond to any of our consultations and surveys you will be eligible to be entered into an annual prize draw.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 11th APRIL 2019

#### Item 7 – Sports Pitch Allocations 2019/2020

##### Purpose

To receive applications for sports pitches for 2019/2020 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 2019/2020

In accordance with the Pitches Policy and Procedure, Policy & Resources Committee determined pitch capacity for the season at its meeting on 14<sup>th</sup> February 2019, 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>
Mosssdale Meadows	Senior Pitches	95 matches	65	-30
	Junior Pitches	100 matches	75	-25
	Mini Pitches	40 matches	15	-25
Shakespeare Park	Junior Pitch	50 matches	40	-10
	Mini Pitch	40 matches	45	+5
Thorpe Astley Park	Senior Pitch	30 matches	15	-15
<b>TOTAL</b>		<b>355 matches</b>	<b>255</b>	<b>-100</b>

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

## Recommendations

1. That the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2019/2020 season be approved;
2. that the football pitch application requests received, as set out at Appendix 1, for the 2019/2020 season be approved and allocated as submitted;
3. that delegated authority be given to the Executive Officer & Town Clerk to reach an agreement between the football clubs (ref 1, 5 ,7 and 8) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitches at Mossdale Meadows 2019/2020 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
4. that delegated authority be given to the Executive Officer & Town Clerk to allocate teams at Mossdale Meadows to a designated pitch; and
5. that football pitches allocated matches in excess of the approved capacity (Mini Pitches at Shakespeare Park) 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 was suitable.

## 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, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.
4. Mossdale Meadows contained two senior pitches. Once discussions had taken place between the clubs, balanced allocations could be made to specific pitches to avoid over use.
5. To avoid further overuse of the pitches, which had been allocated above the approved capacity.

**APPENDIX 1**

	<b>CLUB</b>	<b>PARK</b>	<b>PITCH</b>	<b>10.00 – 11.30</b>	<b>12.30 – 1.30</b>	<b>2.00 – 3.00</b>	<b>DAY</b>	<b>NO OF MATCHES REQ.</b>
1	Kingsway Rangers Foxes u15s	Mossdale Meadows	Senior	x			Sunday	15
2	Kingsway Rangers Hearts u14s	Mossdale Meadows	Junior	x			Sunday	15
3	Kingsway Rangers u11s	Mossdale Meadows	Mini	x			Sunday	15
4	Braunstone Trinity Saturday Adults	Mossdale Meadows	Senior SP2			x	Saturday	10
5	Braunstone Trinity Sunday Adults	Mossdale Meadows	Senior SP2	x			Sunday	10
6	Braunstone Trinity Vets	Mossdale Meadows	Senior SP1			x	Saturday	10
7	Mossdale Rangers	Mossdale Meadows	Senior	x			Sunday	10
8	Mossdale Rangers	Mossdale Meadows	Senior	x			Sunday	10
9	Braunstone Juniors U8S	Shakespeare Park	Mini	x			Sunday	15
10	Braunstone Juniors U10 Fox's	Shakespeare Park	Mini		x		Sunday	15
11	Braunstone Junior U10 Hounds	Shakespeare Park	Mini	x			Sunday	15
12	Braunstone Juniors U13	Shakespeare Park	Junior	x			Sunday	20
13	Braunstone Juniors U14	Shakespeare Park	Junior		x		Sunday	20
14	Braunstone Juniors U11	Mossdale Meadows	Junior	x			Sunday	20

**APPENDIX 1**

	<b>CLUB</b>	<b>PARK</b>	<b>PITCH</b>	<b>10.00 – 11.30</b>	<b>12.30 – 1.30</b>	<b>2.00 – 3.00</b>	<b>DAY</b>	<b>NO OF MATCHES REQ.</b>
15	Braunstone Juniors U12 Sharks	Mossdale Meadows	Junior		x		Sunday	20
16	Braunstone Juniors U12 Stingrays	Mossdale Meadows	Junior			x	Sunday	20
17	Braunstone Juniors Women	Thorpe Astley	Senior			x	Sunday	15

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE –11th APRIL 2019**

#### **Item 8 – Standing Orders, Financial Regulations, Scheme of Delegation and Member Code of Conduct**

##### Purpose

To review the Council's Standing Orders, Financial Regulations, scheme of delegation and member code of conduct and recommend adoption at the Annual Council Meeting.

##### Standing Orders

The Council's Standing Orders were thoroughly reviewed in 2015, which included restructuring of the order of the rules under topics. Amendments were made in 2016 to comply with the Public Contracts Regulations 2015, which apply to contracts of £25,000 or more and further amendments were adopted at the Annual Meeting in May 2018 to clarify public participation procedures and co-option to vacancies on the Council.

In July 2018, the National Association of Local Councils (NALC) reviewed and updated its model standing orders. The proposed amendments to the Council's Standing Orders are considered in the context of recent legislative changes and the NALC review, including legal advice. Reviewing the Council's Standing Orders also gives opportunity to clarify intended meaning and update/include references.

Proposed amendments to the Standing Orders are highlighted at Appendix 1.

##### 2.4 The Proper Officer

Inspection of the minutes (d), text to be turned bold since this is a statutory requirement. The paragraph has been reworded to clarify it refers to Council and Committees, not just the meeting referred to at (c).

Freedom of Information and Data Protection legislation has recently been updated and continues to be amended. Paragraph (l) has been made generic to cover all associated regulations.

##### 3.5 Admission of the Public and Press to Meetings

Paragraphs (d) and (e) included for ease of reference to the requirements of the Openness of Local Government Bodies Regulations 2014.

Paragraph (f) amended to state chairperson since this section refers to both Council and Committee meetings.

### 3.10 (New 4.25) Liaison with County and District Councillors

Paragraph relocated from “Meetings – General” to “Council Meetings” since this paragraph (both intention and practice) relate to meetings of the full Council.

### 4.7 and 4.8 Order of Business at Annual and Ordinary Council Meetings

References to relevant standing orders have been included for ease of reference.

Previous single item on outside bodies has been divided into County and District Councillor reports as one item and Outside and School Governing Body reports as a separate item. This recognises the difference between directly elected representatives and appointed/Town Council representatives.

Paragraph (l) of 4.8 concerning orders for payment is no longer required, since following the review of the Financial Regulations in 2016, payments is considered by the relevant standing committee.

Under 4.8, the paragraph relating to reviewing existing employee pay and conditions of service has been removed since the Council follows the NJC pay scales and reviewing terms and conditions falls within the remit of Policy & Resources Committee under the scheme of delegation, which includes the duty to undertake any such review in accordance with employment law.

### 4.12 Questions & 4.14 Motions Moved on Notice

Proposed revision of the deadline for questions on notice and Motions on Notice to enable them to be included with the agenda when it is published and circulated.

### 4.13 Reports of Committees

Paragraph (a) amendments recognise that the Chair and Vice-Chair (as articulated at 2.3) have a role in promoting the business of the Committee; and that the Committee has sole responsibility for the accuracy of its minutes.

To assist with management of the proceedings, in order that it follows a logical flow, added to Paragraph (b) is the right of the mover of the report to respond to comments.

Paragraph (d) clarified in accordance with the scheme of delegation to committees and Standing Order 4.15, which prevents motions being moved without notice.

### 5.1 Standing Committees

Proposed removal of the ex-officio role of the Town Mayor on Committees. The NALC model Standing Orders provide for the Chairperson of the Council to be ex-officio on Committees to provide a link between the business of the Committee and that of the Council as a whole. However, the Town Council has a formal scheme of delegation, a formal Committee reporting process to Council (4.13) and a Leader who is the lead for strategy, policy and financial matters. The removal of this

provision does not affect the Town Mayor being asked to substitute at Committee (5.6).

### 5.2 Sub-Committees

Paragraph (a) turned bold since this is a statutory provision of the Local Government Act 1972. Paragraph (b) includes the right of the Chair and Vice-Chair to undertake the same role on the sub-committee, which avoids the need to consider and resolve such appointments.

### 5.3 Meetings of Committees and Sub-Committees

Provision amended to allow the Executive Officer & Town Clerk to call meetings of Committees and Sub-Committees and removal of the Town Mayor from the role (see reasoning behind amendment to 5.1 above).

### 5.7 Advisory Panels

Committee changed to Panel to reflect the legal position and to provide a clear distinction between Standing Committees and Advisory Panels.

### 6.2 Accounts and Accounting Statements

Updated in line with changes to the regulations in 2014 and 2015, which have been incorporated into the Financial Regulations in 2016. Paragraph (c) included following the recommendations of the Internal Audit in 2018 to report to Policy & Resources Committee on the end of quarter financial position.

### 6.6 Financial Matters

Updated, following legal guidance from NALC, concerning the requirements and application of the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016.

### 8 Access to Information

Paragraph 8.2, updated to reflect that planning applications are now available online and to include the role of the Vice-Chairperson of the Committee in the consultation process relating to responses to planning application consultations undertaken by the Executive Officer & Town Clerk under delegated authority.

New paragraphs 8.3 and 8.4 included to reflect recent obligations under Freedom of Information and Data Protection legislation.

### Financial Regulations

A thorough review of the Financial Regulations was adopted by Council on 30th June 2016. Minor alterations were adopted by Council on 11th May 2017 to paragraph 7.1, payment of salaries, to allow the payment of staff expenses from the payroll account rather than the general operating account.

However, following legal guidance from NALC, concerning the requirements and application of the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016, paragraph 11.1 (b & c) of the Financial Regulations, will need updating to reflect the same amendments at Standing Order 6.6 (d, g & h).

There have been no other issues with the Financial Regulations during the year and these are considered fit for purpose.

### Scheme of Delegation

There are no proposed revisions to the delegated powers of Standing Committees.

However it is proposed to remove the reference “*that the Town Council’s Community Forum representatives also serve on the Citizens’ Advisory Panel*” from the Terms of Reference of the Citizens’ Advisory Panel, since Community Forums no longer exist.

On 14th May 2015, Annual Council approved a codified set of officer delegations, which have proved successful in adding clarity and transparency to the Council’s management and operation of services. Following experience of their implementation, some of the provisions were clarified by Annual Council on 11th May 2017 and 10th May 2018.

One amendment is proposed to the specific delegations to the Executive Officer and Town Clerk in light of the ending of the Lubbethorpe Strategic Consultative Forum and the LRALC Blaby Branch. In the case of Lubbethorpe an invitation has been received to meet with Leicester Forest East on a regular basis. In the case of the Blaby Branch of the LRALC, they have decided to continue to meet on an informal basis. Neither of these would constitute an Outside Body for appointment.

Therefore, to allow the Council to respond to requests for Councillors to meet partners in a timely manner and to enable the decision to be made between committee meetings, it is recommended that the following amendment is made to specific delegation 31 of the Executive Officer & Town Clerk as follows:

*“To receive nominations and to make appointments as appropriate to outside bodies, including partnership bodies, charities and management committees, where vacancies arise or other changes to representation are required following the annual consideration of appointments, and following consultation with the Leader. To authorise attendance of individual councillors to represent the Council at informal liaison and partnership meetings.”*

### Member Code of Conduct

The Members Code of Conduct was reviewed by Annual Council on 12th May 2016. The Code sets out the principles of public life, including their application under the code, as well as information on disclosable interests.

Part One, General Provisions, section 3, other obligations sets out relationships between Councillors, the Council and its Officers as follows:

*“In addition to the above principles, you will:-*

- (a) Strive to establish respectful and courteous relationships with everyone you come into contact with as Councillors. You will also respect the political impartiality and integrity of the Council’s statutory officers and its other employees.*
- (b) Follow the law in relation to policies of the Council and its legal obligations.*
- (c) Not to disclose or use confidential information for any other purpose other than that provided by the law.*
- (d) Use those particular council resources provided for the undertaking of the Council duties in accordance with the Council’s policies and not for any other purposes”.*

In order to ensure high standards of decision making both by Councillors who hold an office and as members of a committee, it is recommended that a further paragraph (e) is added *“In undertaking their duties and responsibilities as Office Holders and as members of a Committee, Councillors should seek the advice of the Council’s Officers concerning legal, policy, resource, risk and reputation implications”.*

### Recommendations

#### THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendments to the Council’s Standing Orders, as set out in the report, and attached at Appendix 1, be approved;
2. that paragraph 11.1 (b & c) of the Financial Regulations be updated to include the amendments detailed at Standing Order 6.6 (d, g & h) and as set out in the report;
3. that the reference *“that the Town Council’s Community Forum representatives also serve on the Citizens’ Advisory Panel”* be removed from the Terms of Reference of the Citizens’ Advisory Panel;
4. that the proposed amendment to the current specific delegation 31 to the Executive Officer and Town Clerk, as set out in the Scheme of Delegation section of the report, be approved;
5. that the proposed addition (e) to Part One, General Provisions, section 3, other obligations of the Member Code of Conduct, as set out in the Member Code of Conduct section of the report, be approved; and
6. that, as a result of 1 to 5 above, delegated authority be given to the Executive Officer & Town Clerk to renumber paragraphs and update cross-references accordingly.

### Reasons

1. To update the Council’s Standing Orders in the context of recent legislative changes and the NALC review, including legal advice, and to give clarity to intended meaning and update/include references.

2. To update the Council's Financial Regulations following legal guidance from NALC concerning the requirements and application of the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016.
3. Community Forums no longer exist.
4. To allow the Council to respond to requests for Councillors to meet partners in a timely manner and to enable the decision to be made between committee meetings.
5. To ensure high standards of decision making by Councillors who hold an office and as members of a committee.
6. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.



**BRAUNSTONE TOWN COUNCIL**

**STANDING ORDERS**

***FOR THE REGULATION OF THE  
PROCEEDINGS, BUSINESS AND CONTRACTS  
OF THE COUNCIL  
WITH FINANCIAL REGULATIONS***

**10th MAY 2018  
(INCLUDING FINANCIAL REGULATIONS, SCHEME OF DELEGATION  
AND CODE OF CONDUCT)**

DATE ADOPTED	14th May 2015	REVIEW DATE	May 2019
REVISED DATE/S	12th May 2016, 10th May 2018		

# BRAUNSTONE TOWN COUNCIL

## STANDING ORDERS

### C O N T E N T S

SO No.	Item	Page No.
<b>1.</b>	<b>Standing Orders</b>	<b>4</b>
1.1.	Town Mayor - Final Authority and Interpretation	4
1.2.	Variation, Revocation and Suspension of Standing Orders	4
1.3.	Standing Orders to be given to Members	4
<b>2.</b>	<b>Roles and Responsibilities</b>	<b>4</b>
2.1.	The Town Mayor and Deputy Town Mayor	4
2.2.	The Leader of the Council and Deputy Leader of the Council	4
2.3.	Committee Chairs and Vice-Chairs	4
2.4.	The Proper Officer	5
2.5.	Responsible Financial Officer	5
2.6.	Deputy Officers	6
<b>3.</b>	<b>Meetings – General</b>	<b>6</b>
3.1.	Notice of Meetings	6
3.2.	Venue of Meetings	6
3.3.	Variation of the Order of Business	6
3.4.	Minutes	6
3.5.	Admission of the Public and Press to Meetings	6
3.6.	Public Participation	7
3.7.	Confidential Business	7
3.8.	Discussions and Resolutions affecting Employees of the Council	7
3.9.	Disorderly Conduct	7
3.10.	Liaison with County and District Councillors	8
<b>4.</b>	<b>Council Meetings</b>	<b>8</b>
4.1.	Number of Meetings	8
4.2.	Meetings	8
4.3.	Chairperson of the Council Meeting	8
4.4.	Quorum of the Council Meeting	8
4.5.	Conduct of the Meeting	9
4.6.	The Statutory Annual Meeting	9
4.7.	Order of Business for the Annual Meeting	10
4.8.	Order of Business for an Ordinary Council Meeting	11
4.9.	Co-option to Vacancies on the Council	12
4.10.	Business Reserved to Council	12
4.11.	Reports and Announcements	12
4.12.	Questions	13
4.13.	Reports of Committees	13
4.14.	Motions Moved On Notice	13
4.15.	Motions Moved Without Notice	14
4.16.	Rules of Debate	15
4.17.	Alteration of a Motion	16

4.18.	Right of Reply	16
4.19.	Closure	16
4.20.	Voting	17
4.21.	Voting on Appointments	17
4.22.	Rescission of Previous Resolution	17
4.23.	Resolution on Expenditure	17
4.24.	Sealing of Documents	18
<b>5.</b>	<b>Committee and Sub-Committee Meetings</b>	<b>18</b>
5.1.	Standing Committees	18
5.2.	Sub-Committees	18
5.3.	Meetings of Committees and Sub-Committees	18
5.4.	Procedures at Committees and Sub-Committees	19
5.5.	Quorum of Committees and Sub Committees	19
5.6.	Substitute Members	19
5.7.	Advisory Committees	19
5.8.	Voting in Committees and Sub-Committees	19
5.9.	Presence of Non-Members of Committees at Committee Meetings	19
<b>6.</b>	<b>Finance and Contracts</b>	<b>20</b>
6.1.	Expenditure	20
6.2.	Accounts and Financial Statement	20
6.3.	Year End Accounts	20
6.4.	Estimates/Precept	20
6.5.	Contracts	21
6.6.	Financial Matters	21
<b>7.</b>	<b>Staff</b>	<b>22</b>
7.1.	Appointments	22
7.2.	Canvassing of and Recommendations by Members	23
<b>8.</b>	<b>Access to Information</b>	<b>23</b>
8.1.	Inspection of Documents	23
8.2.	Planning Applications	23
<b>9.</b>	<b>Code of Conduct</b>	<b>23</b>
9.1.	Code of Conduct	23
9.2.	Interests	24
9.3.	Dispensation Requests	24
9.4.	Unauthorised Activities	25
9.5.	Code of Conduct on Complaints	25
	<b><i>Financial Regulations</i></b>	<b>27</b>
	<b><i>Scheme of Delegation</i></b>	<b>37</b>
	<b><i>Code of Conduct</i></b>	<b>51</b>

# **BRAUNSTONE TOWN COUNCIL**

## **STANDING ORDERS**

### **1. STANDING ORDERS**

#### **1.1. TOWN MAYOR - FINAL AUTHORITY AND INTERPRETATION**

The Town Mayor shall be the final authority in the interpretation of Standing Orders and his/her ruling shall not be open to discussion. Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament, these are printed in **bold type** and cannot be altered.

#### **1.2. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order, not including those printed in bold type, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

#### **1.3. STANDING ORDERS TO BE GIVEN TO MEMBERS**

A copy of these Standing Orders shall be given to each member by the Executive Officer & Town Clerk upon delivery to him of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

### **2. ROLES AND RESPONSIBILITIES**

#### **2.1. THE TOWN MAYOR AND DEPUTY TOWN MAYOR**

- a) The Town Mayor shall do the following:
  - i. act as First Citizen of the Town;
  - ii. act as a representative of the Town and its residents at official occasions;
  - iii. preside over meetings of Braunstone Town Council.
- b) The Deputy Town Mayor shall undertake the role of Town Mayor in the absence of the Town Mayor or at the request of the Town Mayor.

#### **2.2. THE LEADER OF THE COUNCIL AND DEPUTY LEADER OF THE COUNCIL**

The Council will appoint from among its members a Leader and Deputy Leader, who will be the chairperson and vice-chairperson respectively of the principal Standing Committee responsible for the Council's strategies, policies and finances. The Leader and Deputy Leader will be the principal links with the Executive Officer and Town Clerk, the community and the media concerning matters of Town Council Policy and will be consulted by the Executive Officer & Town Clerk concerning the management and delivery of the Council's services and operations.

#### **2.3. COMMITTEE CHAIRS AND VICE-CHAIRS**

Committee Chairpersons and Vice-Chairpersons provide an important link between the business of their committees and the Executive Officer & Town Clerk, the community and

the media. Committee Chairpersons and Vice-Chairpersons will play an important role in scheduling the Committees workload, advising on its priorities and promoting its work.

#### 2.4. THE PROPER OFFICER

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he/she shall be the Executive Officer & Town Clerk.

The Council's Proper Officer shall do the following:-

- a) **Sign and serve on Members by delivery or post at their residence, or with the consent of a Member, via electronic means, a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and Sub-Committee at least three clear days before the meeting.**
- b) **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee. (Provided that the public notice with agenda of an extraordinary meeting of the Council convened by Members is signed by them).**
- c) **Convene a meeting of the full Council for the election of a new Town Mayor, occasioned by a casual vacancy of the office, in accordance with Standing Order 2.4a above.**
- d) **Make available for inspection the minutes of Council, Committees and Sub-Committees~~the meeting~~.**
- e) **Receive and retain copies of byelaws made by other local authorities.**
- f) Certify copies of byelaws made by the Council.
- g) **Receive and retain declarations of acceptance of office from Members.**
- h) Retain a copy of every Members register of interests and any changes to it and keep copies of the same available for inspection.
- i) Keep proper records required before and after the meeting.
- j) Record every planning application notified to the Council and the Council's response to the local planning authority.
- k) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders on behalf of the Council.
- l) Process all requests made under ~~the Freedom-freedom~~ of ~~Information-information~~ Act ~~2000~~legislation and ~~d~~Data ~~p~~Protection legislation~~Act-1998~~ in accordance with the Council's relevant policies and procedures.
- m) **Make available for inspection a written record of decisions taken by officers under delegated powers, including details of the decision, the date it was taken; the reasons for the decision; any alternative options considered and rejected; and any other background documents.**

#### 2.5. RESPONSIBLE FINANCIAL OFFICER

Where a statute, regulation or order confers function or duties on the Responsible Financial Officer, he/she shall be the Executive Officer & Town Clerk.

## 2.6. DEPUTY OFFICERS

The Executive Officer and Town Clerk shall appoint appropriate staff member(s) to undertake the work of the Proper Officer and Responsible Financial Officer in his/her absence.

## 3. MEETINGS – GENERAL

### 3.1. NOTICE OF MEETINGS

**When calculating the three clear days for notice of a meeting to Members and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

### 3.2. VENUE OF MEETINGS

**Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

### 3.3. VARIATION OF THE ORDER OF BUSINESS

A motion to vary the order of business:

- a) May be proposed by the Chairperson or by any Member and, if proposed by the Chairperson, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

### 3.4. MINUTES

- a) **The Minutes of the Meeting shall record the names and Members present**, those who have sent their apologies and where at a Committee or Sub-Committee there are substitutions, the name of the Committee/Sub-Committee Member who is being substituted.
- b) **No discussion shall take place upon the Draft Minutes except upon their accuracy. Corrections to the Draft Minutes shall be made by resolution and must be initialled by the Chairperson.**

### 3.5. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a) **Meetings of the Council and its Committees and Sub-Committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public or press' exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the exclusion as follows:- "That in view of the ~~{special}~~/~~{confidential}~~ nature of the business ~~about~~ to be transacted, it is in the public interest that the press and public be temporarily excluded and they ~~are~~be instructed to withdraw; the reason for exclusion being .....**".

- b) The Council Committee or Sub-Committee shall state the special reason for exclusion. NOTE: Under the Freedom of Information Act there are a few exemptions where information should not be disclosed. The Council, Committee or Sub-Committee should have regard to these when stating a reason for exclusion. (Public Interest Test, Investigating Proceedings conducted by the Council, Law Enforcement, Health and Safety, Legal Professional Privilege, Commercial Interest, Court Records, Personal Information, Information provided in confidence, Information which could be contempt of court). This list is not exhaustive.
- c) **The Executive Officer & Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- d) **Subject to standing order 3.5(e), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- e)e) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- e)f) If a member of the public interrupts the proceedings at any meeting, the ~~Town~~ **Mayerchairperson** may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

### 3.6. PUBLIC PARTICIPATION

- a) At all meetings of the Council, Committee, Sub-Committee and Advisory Panels 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. The time allowed for each member of the public to make a presentation, give evidence, or ask questions will be restricted to within 3 minutes. Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group must appoint one representative to speak on their behalf and he/she will be restricted to within 3 minutes.
- b) Public participation sessions should be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with these Standing Orders.
- c) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Member for an oral response or to an employee for a written or oral response. A record of a public participation session at a meeting shall be included in the minutes of that meeting.

### 3.7. CONFIDENTIAL BUSINESS

- a) No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.

- b) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

### 3.8. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council, it shall be considered until the Council or Committee (as the case may be) has decided whether or not the press or public shall be excluded. (see Standing Order 3.5a).

### 3.9. DISORDERLY CONDUCT

- a) No Member shall at a meeting persistently disregard the ruling of the Town Mayor, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- b) If, in the opinion of the Town Mayor, a Member has acted in a manner contrary to that required, the Town Mayor shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If the motion mentioned in paragraph (c) is disobeyed, the Town Mayor may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

### ~~3.10. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS~~

~~A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.~~

## **4. COUNCIL MEETINGS**

### 4.1. NUMBER OF MEETINGS

**In addition to the Annual Meeting of the Council at least three other ordinary meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

### 4.2. MEETINGS

- a) Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct.
- b) **The Town Mayor may convene an extraordinary meeting of the Council.**
- c) **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requests to do so by two Members, any two Members may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Members.**
- d) **Notice of meetings must be given in accordance with Standing Order 3.1.**

#### 4.3. CHAIRPERSON OF THE COUNCIL MEETING

- a) **In respect of the meeting of the Full Council the Town Mayor shall preside at the meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and Deputy Town Mayor are absent from the meeting, a Member as elected by the Council present at the meeting shall preside at the meeting.**
- b) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his/her absence be done by, to or before the person presiding at the meeting.**

#### 4.4. QUORUM OF THE COUNCIL MEETING

- a) **In respect of the meeting of the Council no business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- b) **If a quorum is not present or if during a meeting the number of Councillors present falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next ordinary meeting or at a specially convened extra-ordinary meeting.**

#### 4.5. CONDUCT OF THE MEETING

- a) A Member shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.
- b) the ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- c) Members shall address the Town Mayor.
- d) If two or more members rise, the Town Mayor shall call upon one of them to speak and the others shall resume their seats.
- e) Whenever the Town Mayor rises during a debate, all other Members shall be seated and silent.

#### 4.6. THE STATUTORY ANNUAL MEETING

- a) **In an election year the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Members elected take office ~~and;~~**
- b) **In a year which is not an election year the Annual Meeting of the Council shall be held on such day in May as the Council may direct.**
- c) **If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.**
- d) **The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.**

- e) **The Town Mayor, and Deputy Town Mayor, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next annual meeting of the Council.**
- f) **If in an election year, if the current Town Mayor has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
- g) **In an election year, if the current Town Mayor has been re-elected as a Member, he/she shall preside at the meeting until a new Town Mayor has been elected. He/she may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**

#### 4.7. ORDER OF BUSINESS FOR THE ANNUAL MEETING

**At each Annual Council Meeting the first business shall be:-**

- a) **To elect the Town Mayor.**
- b) **To receive the Town Mayor's declaration of acceptance of office or, to determine when it shall be received.**
- c) To elect a Deputy Town Mayor.
- d) **In an election year, to receive delivery by Councillors of their declaration of acceptance of office or to determine when it shall be received.**
- e) **To receive apologies for absence.**
- f) To receive disclosures of Interest from Members and Officers and the nature of those interests in respect of items on the agenda.
- g) Public Session – 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.
- h) To confirm the accuracy of the Minutes of the last meeting of the Council.
- i) To agree arrangements for the review of appropriate Standing Orders and Financial Regulations.
- j) To review the delegation arrangements and terms of reference for the Committees.
- k) To appoint the Leader and Deputy Leader of the Council.
- l) To establish Standing Committees, confirm Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- m) To consider whether to establish any Sub-Committees or Advisory Panels, including Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.

- n) To appoint representatives to external bodies and review arrangements for reporting back.
- o) **To deal with business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority**, which cannot reasonably be dealt with at the next ordinary meeting of the Council.
- p) **If the Councils eligibility to undertake any activity in exercise of the General Power of Competence expired the day before the first annual meeting following the next ordinary elections, to review and make arrangements to re-affirm eligibility. (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965).**
- q) To receive any Annual Reports.
- r) To set the date, times and place of ordinary meetings of the full Council and approve a cycle of meetings for Standing Committees, and where appropriate for Sub-Committees and Advisory Panels, for the year ahead.
- s) To receive any announcements or reports from the Town Mayor, Leader of the Council ~~or~~ and Executive Officer & Town Clerk (Standing Order 4.11).
- t) To receive reports and minutes of Standing Committees (Standing Order 4.13).
- u) To authorise the sealing of documents (Standing Order 4.24).
- v) To receive reports from the Town's elected ~~appointed~~ representatives, on the District and County Councillors.
- w) To receive reports from representatives appointed to Outside Bodies and Town Councillors who serve on school governing bodies.

#### 4.8. ORDER OF BUSINESS FOR AN ORDINARY COUNCIL MEETING

**At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairperson if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

~~In every year, not later than the meeting at which the estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 3.8 must be read in conjunction with this requirement.~~

After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive disclosures of interests from Members and the nature of those interests as specified in respect of items on the agenda.
- b) Public Session – 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.

- c) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- d) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- e) **To deal with business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority.**
- f) To receive any announcements or reports from the Town Mayor, Leader of the Council ~~and~~ Executive Officer & Town Clerk (Standing Order 4.11).
- g) To answer questions from Councillors where notice has been given in accordance with Standing Order 4.~~11~~12.
- h) To receive reports and minutes of Standing Committees (Standing Order 4.13).
- i) To receive and consider Motions Moved on Notice in the order in which they have been notified (~~refer to~~ Standing Order 4.143).
- j) To authorise the sealing of documents (Standing Order 4.24).
- k) To receive reports from the Town's elected appointed representatives; on the District and County Council~~ers~~.
- l) To ~~authorise the signing of orders for payment~~ receive reports from representatives appointed to Outside Bodies and Town Councillors who serve on school governing bodies.

#### 4.9. CO-OPTION TO VACANCIES ON THE COUNCIL

- a) Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest.
- b) At the next available meeting of the Council, the Town Mayor will invite each candidate who expressed an interest in being co-opted, in the order the applications were received, to make a statement to the Council for no more than 5 minutes each explaining how he/she intends to serve as a Town Councillor.
- c) After each statement, there will be an opportunity for Councillors to ask questions of clarification on the application and the statement. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.
- d) During each individual statement and the subsequent questions, other candidates will be asked to wait outside the room (note: there is no legal requirement for them to do so).
- e) The Council may debate the merits of each of the candidates as appropriate.
- f) In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper and asked to vote for no more than the number of candidates required to co-opt to the number of vacancies. The Voting will be carried out in accordance with Standing Order 4.21 – Voting on Appointments.

- g) All candidates will be asked to wait outside the room during the debate and voting (note: there is no legal requirement for them to do so).
- h) The successful candidate(s) will sign a declaration of acceptance of office and take up a seat among the members of the Council.

#### 4.10. BUSINESS RESERVED TO COUNCIL

Any item of business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority shall be dealt with in accordance with the Rules of Debate (Standing Order 4.15) and determined in accordance with the Voting requirements (Standing Order 4.19).

#### 4.11. REPORTS AND ANNOUNCEMENTS

- a) The Town Mayor, or in his/her absence the Deputy Town Mayor, may make announcements and a report to the Council concerning his/her duties and role as the Town Mayor, at the discretion of the person presiding other Members of the Council may be permitted to add to the comments made.
- b) The Leader of the Council, or in his/her absence the Deputy Leader of the Council, may make announcements and a report to Council concerning significant recent activity affecting the Town or the Town Council, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcements/report.
- c) The Executive Officer & Town Clerk may make announcements where it is appropriate to do so to the Council in session, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcement.
- d) There shall be no debate or voting upon the items raised/reported in a to c above.

#### 4.12. QUESTIONS

- a) A member may ask the Leader of the Council any question concerning the business of the Council or that is relevant to the Town, provided ~~five clear days'~~ notice of the question has been given in writing to the Executive Officer & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) A written response will be provided at the meeting and the Member putting the question may put a supplementary question and/or make a statement, arising directly out of the original question and/or the response, which will be restricted to 3 minutes.
- c) The Leader of the Council may respond to the supplementary question and/or statement or may ask the Deputy Leader or relevant Standing Committee Chair/Vice-Chair to respond, which will be restricted to 3 minutes.
- d) If it is not possible to provide the information requested in the supplementary question and/or statement, the Leader of the Council may undertake to provide the detail in a written response no later than the next meeting of the Council.

#### 4.13. REPORTS OF COMMITTEES

- a) The Chairperson of the Committee or, if he/she be absent or refrain from doing so, the Vice-Chair or some other Member of the Committee, shall move 'that the report be

received'. The Chairperson or Vice-Chair or Member will then have been held to have moved each paragraph, ~~except that with the consent of the Council he/she may, withdraw or correct any paragraph therein.~~ He/she may also, when moving the reception of the report, reserve the right to speak first on any paragraph.

- b) The number of pages of the report shall be called over seriatim and any Member may comment upon any paragraph or resolution on that page. The Member who moved 'that the report be received' has the right of response to each member who comments.
- c) Where a paragraph does not contain a resolution then a Member may propose 'that the paragraph be referred back to the Committee'.
- d) Resolutions of Committees in pursuance of powers delegated to them by the Council may not be changed nor referred back.

#### 4.14. MOTIONS MOVED ON NOTICE

- a) In accordance with these Standing Orders no motion may be moved at a meeting unless it is included in the agenda and the mover had given written notice of its wording to the Council's Executive Officer & Town Clerk ~~at least five clear days before the next meeting no later than 12noon seven working days prior to the day of the meeting.~~
- b) The Executive Officer & Town Clerk may, before including a motion in the agenda received in accordance with Standing Order 4a above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Executive Officer & Town Clerk considers the wording of a motion is not clear in the meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Executive Officer & Town Clerk in clear and certain language at least 5 clear days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Executive Officer & Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e) Having consulted the Chairman or Members, the decision of the Executive Officer & Town Clerk as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Members.
- g) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Executive Officer & Town Clerk giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Members.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairperson, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

#### 4.15. MOTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairperson of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a Committee.
- h) To appoint a Committee or any member thereof.
- i) To adopt a Report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Standing Order 3.5 a & b).
- o) To silence or eject from the meeting a member named for misconduct (see Standing Order 3.9).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.** (See Standing Order 1.2).
- r) To adjourn the meeting.

#### 4.16. RULES OF DEBATE

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 10 minutes and no other speech shall exceed 5 minutes except by consent of the Council.

- e) An amendment shall be either:-
  - i) To leave out words
  - ii) To leave out words and insert others
  - iii) To insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- h) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- k) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved expect the following:-
  - i. To amend the resolution
  - ii. To proceed to the next business
  - iii. To adjourn the debate.
  - iv. That the question be now put.
  - v. That a Member named be not further heard
  - vi. That a Member named does leave the meeting
  - vii. That the resolution be referred to a Committee
  - viii. To exclude the public and press
  - ix. To adjourn the meeting

#### 4.17. ALTERATION OF A MOTION

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

#### 4.18. RIGHT OF REPLY

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

#### 4.19. CLOSURE

At the end of any speech a Member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded, the Town Mayor shall put the motion but, in the case of a motion 'that the question be now put', only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion 'that the question be now put' is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right to reply at the resumption.

#### 4.20. VOTING

- a) **Members shall vote by show of hands** or, if at least two Members so request, by signed ballot. **All questions at a meeting shall be decided by a majority of the Members present and voting thereon.**
- b) **If a Member so requires, the Executive Officer & Town Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
- c) **Subject to d) and e) below the Chairperson may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.**
- d) **If the Chairperson presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairperson and Vice-Chairperson until the end of their term of office, he/she may not give an original vote in an election for Chairperson.**
- e) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.**

#### 4.21. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson's casting vote.

#### 4.22. RESCISSION OF PREVIOUS RESOLUTION

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 11 Members of the Council, or by resolution moved in pursuance of the report or recommendation of a Committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

#### 4.23. RESOLUTION ON EXPENDITURE

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Policy & Resources Committee or of another Committee after recommendation by the Policy & Resources Committee) and which, if carried, would, in the opinion of the Town Mayor, substantially increase the expenditure upon any services which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon (and the Policy & Resources Committee shall report on the financial aspect of the matters).

#### 4.24. SEALING OF DOCUMENTS

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **In accordance with resolution made under Standing Order 4.23a above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Executive Officer & Town Clerk in the presence of two Members who shall sign the document as witnesses.**

#### 4.25. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

### 5. COMMITTEE AND SUB-COMMITTEE MEETINGS

#### 5.1. STANDING COMMITTEES

The Council may at its Annual Council Meeting appoint Standing Committees, Chairpersons and Deputy Chairpersons of Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any Members of a Committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than Members of the Council to a Committee **unless it is a Committee which regulates and controls the Finances of the Council**; and
- c) May subject to the provisions of these Standing Orders at any time dissolve or alter the membership of Committee.

~~The Town Mayor shall be a voting member of every Committee.~~

## 5.2. SUB-COMMITTEES

- a) **Every Committee may appoint Sub-Committees whose terms of reference and membership shall be determined by the Committee.**
- b) The Chairperson and Vice-Chairperson of the Committee shall be Members of every Sub-Committee appointed by it, including being the Chairperson and Vice-Chairperson of the Sub-Committee, unless they signify that they do not wish to serve.

## 5.3. MEETINGS OF COMMITTEES AND SUB-COMMITTEES

- a) Meetings of a Committee or sub-committee shall be held on such dates and times and at such places as the Council, relevant Committee or relevant sub-committee may direct.
- b) The Chairperson of a Committee or sub-committee or the ~~Town Mayor of the Council~~ Executive Officer & Town Clerk may summon an additional meeting of that Committee or sub-committee. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee or sub-committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- c) **Notice of meetings must be given in accordance with Standing Order 3.1.**

## 5.4. PROCEDURES AT COMMITTEES AND SUB-COMMITTEES

**The Chairperson of a Committee or Sub-Committee will conduct the meeting in an open, efficient and consistent manner, ensuring members are respected by one another and are able to contribute effectively to the proceedings.**

## 5.5. QUORUM OF COMMITTEES AND SUB COMMITTEES

- a) Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the Quorum of a Committee or Sub-Committee shall be three members.
- b) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned.

## 5.6. SUBSTITUTE MEMBERS

In the absence of any decision to the contrary by the body establishing a Standing Committee or a Sub-Committee, any member having given their apologies to a meeting of a Standing Committee or Sub-Committee may ask another member of the Council to substitute their place as a member of the committee at that meeting.

## 5.7. ADVISORY COMMITTEES/PANELS

- a) The Council or a relevant Standing Committee may create Advisory Committees/Panels, whose name, and number of Members and the bodies to be invited to nominate Members shall be specified.
- b) The Executive Officer & Town Clerk shall inform the Members of each Advisory Committee/Panel of the terms of reference of the Committee/Panel.

- c) An Advisory Committee-Panel may make recommendations and give notice thereof to the Council or a relevant Standing Committee.
- d) An Advisory Committee-Panel may consist wholly of persons who are not Members of the Council.

#### 5.8. VOTING IN COMMITTEES AND SUB-COMMITTEES

- a) Where there is general agreement among the meeting for a proposal, the Chairperson may seek the verbal consent of the meeting; if there is any dissent or it would not be appropriate then the procedure set out in b and c below will be applied.
- b) Members of Committees and Sub-Committees entitled to vote, shall vote by show of hands, or, if at least two Members so request, by signed ballot.
- c) **The Chairperson of Committees and Sub-Committees may give an original vote on any matter put to the vote and in the case of an equality of votes have a second or casting vote.**

#### 5.9. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

A Member who has proposed a resolution which has been referred to any Committee of which he/she is not a Member, may explain his resolution to the Committee but shall not vote.

## 6. FINANCE AND CONTRACTS

### 6.1. EXPENDITURE

- a) **Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.**
- b) **The Council's financial regulations shall be reviewed once year.**
- c) **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to the Executive Officer & Town Clerk.**
- d) **Orders for the payment of money shall be authorised in accordance with the Council's financial regulations.**

Members will also endorse the account with their signature. When doing this they will check that:-

- i) The goods have been received and the account has been suitably endorsed.
- ii) The arithmetic has been checked and agreed discounts, etc have been deducted.
- iii) The payment is made out to the appropriate payee.
- iv) That the cheque number or autopay sheet coincides with the number on the account.

### 6.2. ACCOUNTS AND ~~FINANCIAL-ACCOUNTING~~ STATEMENTS

- a) ~~The accounts and accounting statements will be prepared in accordance with the most recent guidance issued by the Joint Panel on Accountability and Governance Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.~~

- b) ~~All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices (as defined in paragraph a above) and the Council's financial regulations. Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Finance Officer or the Executive Officer & Town Clerk if different.~~
- e) ~~All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.~~
- c) The Responsible Financial Officer shall report to the principal Standing Committee responsible for finance, as soon as practicable after 30th June, 30th September, 31st December and 31st March in each year, a statement to summarise the Council's receipts and payments, balances and cash held at the bank for the financial year to date.

### 6.3. YEAR END ACCOUNTS

The Responsible Officer shall supply to each Member as soon as practicable after 31<sup>st</sup> March in each year a statement of the income and expenditure of the Council for the completed financial year. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval no later than 30<sup>th</sup> June.

### 6.4. ESTIMATES/PRECEPT

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of the month of January.
- b) Any Committee desiring to incur expenditure shall give the Executive Officer & Town Clerk a written estimate of the expenditure recommended for the coming year no later than 31<sup>st</sup> December.

### 6.5. CONTRACTS

- a) If the person/organisation making the tender for any contract under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A person/organisation making the tender who fails so to do shall be disqualified for such contract, and, if appointed, may be dismissed without notice. The Executive Officer & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Orders 9.2 b-d as appropriate shall apply.
- b) The Executive Officer & Town Clerk shall make known the purpose of (a) above to every person making the tender.

### 6.6. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer (Executive Officer & Town Clerk).

- a) Such Regulations shall include detailed arrangements for the following:-
  - i) the accounting records and systems of control;
  - ii) the assessment and management of risks faced by the Council;
  - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;

- iv) the financial reporting requirements of Members and local electors and;
- v) procurement policies (subject to (b) below) including the settling of values for different procedures where the contract has an estimated value less than £60,000.

b) Procedures as to the Contracts are as follows:-

Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these Standing Orders shall not apply to contracts which relate to items i) to v) 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 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 goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- vi) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of the Council).

c) Where it is intended to enter into a contract exceeding £3,000

- i) 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 invite tenders from at least three firms.
- ii) For expenditure of £3,000 or less in value the Executive Officer & Town Clerk shall have executive power.

d) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised as follows:**

- i) **a public notice of intention to place a contract to be placed on the Contracts Finder Website**, on the Council's website and in any other relevant publication;
- ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
- iii) tenders are to be returned in a sealed marked envelope, to the Executive Officer & Town Clerk by a stated date and time;
- iv) tenders submitted are to be opened, after the stated closing date and time, by the Executive Officer & Town Clerk and at least one Member of the Council;
- v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee:-

**unless it proposes to use an existing list of approved suppliers (framework agreement).**

- e) The Council or a Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 7.1 & 7.2 regarding improper activity. **The awarding of the contract will be publicised.**
- f) The Financial Regulations of the Council shall be subject to regular review on an annual basis.
- g) **The relevant procurement procedures and other requirements in the full requirements of The Public Contracts Regulations 2015, as applicable, which include advertising the contract opportunity on the Contracts Finder website and in OJEU, 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 is subject to change) and advice should be sought at this level.**
- h) **A public contract, which exceeds the various thresholds being determined by the European Commission every two years and published in OJEU, in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel for a supply, services or design contract; works contract or for a social and other specific services contract; shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016 and advice should be sought at this level.**
- hi) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

## **7. STAFF**

### **7.1. APPOINTMENTS**

- a) If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Executive Officer & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Order 9.2 (b), (c) and (d) as appropriate shall apply.
- b) The Executive Officer & Town Clerk shall make known the purpose of Standing Order 7.1(a) to every candidate.

### **7.2. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

- a) Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Executive Officer & Town Clerk shall make known the purpose of this sub-paragraph of the Standing Order to every candidate.
- b) A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

## **8. ACCESS TO INFORMATION**

### **8.1. INSPECTION OF DOCUMENTS**

- a) A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) **All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**

### **8.2. PLANNING APPLICATIONS**

- a) The Executive Officer & Town Clerk shall ensure, as soon as ~~possible it is received, enter in a register that~~ the following particulars of every planning application notified to the Council:-
  - i) the date on which it was received
  - ii) the name of the applicant
  - iii) the place to which it relatesis circulated to members of the Planning & Environment Committee.
- b) The Executive Officer & Town Clerk shall notify the receipt of every urgent planning application to the Chairperson of the ~~Plannings~~ & Environment Committee or in the Chairperson's absence to the Vice-Chairperson as soon as possible.
- c) Following consultation with the Chairperson and Vice-Chairperson of the Planning & Environment Committee, the Executive Officer & Town Clerk shall have delegated authority to approve and/or pass with or without comment or observation all urgent planning applications.
- d) Planning applications dealt with under the preceding paragraph shall be reported to the next appropriate meeting of the ~~Plannings~~ & Environment Committee.

### **8.3. RESPONSIBILITIES TO PROVIDE INFORMATION**

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

### **8.4. DATA PROTECTION**

- a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b) The Council shall have a written policy in place for responding to and managing a personal data breach.
- c) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e) The Council shall maintain a written record of its processing activities.

## **9. CODE OF CONDUCT**

### **9.1. CODE OF CONDUCT**

- a) All Members shall observe the Code of Conduct adopted by the Council, a copy of which has been provided to all Members.**
- b) A Member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to the statutory limitations or restrictions under the code of his/her right to participate and vote on the matter. Members with a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, must not:
  - i. Participate in any discussion of the business at the meeting, or if they become aware of a disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or participate in any vote or further vote taken on the matter at the meeting.**
  - ii. These prohibitions apply to any form of participation, including speaking as a member of the public. Members must leave the room if they consider that their continued presence is incompatible with the Council's Code of Conduct or the Seven Principles of Public Life.****

### **9.2. INTERESTS**

- a) The Code of Conduct adopted by the Council shall apply to Members in respect of the entire meeting.**
- b) If a Member has a personal interest as defined by the Code of Conduct adopted by the Council then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- c) If a Member who has declared a personal interest then he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.**
- d) An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the Minutes**
- e) The Executive Officer & Town Clerk is required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**

### **9.3. DISPENSATION REQUESTS**

- a) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- b) A dispensation may be granted if having regard to all relevant circumstances the following applies:**

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. **granting the dispensation is in the interests of persons living in the council's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

#### 9.4. UNAUTHORISED ACTIVITIES

No Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

#### 9.5. CODE OF CONDUCT ON COMPLAINTS

- a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.
- b) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

**BRAUNSTONE TOWN COUNCIL**  
**SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2019/2020**

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
<b>2019</b>			<b>NOVEMBER</b>		
<b>MAY</b>			<b>Continued</b>		
THUR 2		Local Elections	THUR 21	8.00pm	<b>COUNCIL MEETING</b>
THUR 9		BANK HOLIDAY	THUR 28		No Meeting
THUR 16	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL</b>			
			<b>DECEMBER</b>		
WED 22	7.00pm 7.45pm	Planning & Environment Community Development	THUR 5	7.30pm	Citizens' Advisory Panel
THUR 30		BANK HOLIDAY	THUR 12	7.00pm 7.45pm	Planning & Environment (Est) Community Development(Est)
			THUR 19		No Meeting
<b>JUNE</b>			THUR 26		BANK HOLIDAY
THUR 6	7.30pm	Citizens' Advisory Panel	<b>2020</b>		
THUR 13	6.30pm 7.30pm	Corporate Governance Policy & Resources (ACC)	<b>JANUARY</b>		
THUR 20	7.30pm	Planning & Environment	THUR 2		No Meeting
THUR 27	8.00pm	<b>COUNCIL MEETING (ACC)</b>	THUR 9	7.30pm	Planning & Environment
			THUR 16	7.30pm	Policy & Resources (Est)
<b>JULY</b>			THUR 23		No Meeting
THUR 4		No Meeting	THUR 30	8.00pm	<b>COUNCIL MEETING (Est)</b>
THUR 11	7.00pm 7.45pm	Planning & Environment Community Development			<i>Precept Deadline: 1st Feb</i>
THUR 18		SUMMER BREAK			
THUR 25		SUMMER BREAK	<b>FEBRUARY</b>		
			THUR 6	7.00pm 7.45pm	Planning & Environment Community Development
<b>AUGUST</b>			THUR 13	7.30pm	Policy & Resources
THUR 1		SUMMER BREAK	THUR 20		MID TERM BREAK
THUR 8	7.30pm	Planning & Environment	THUR 27	7.30pm	Citizens' Advisory Panel
THUR 15		No Meeting			
THUR 22	7.30pm	Policy & Resources	<b>MARCH</b>		
THUR 29		BANK HOLIDAY	THUR 5	7.30pm	Planning & Environment
			THUR 12		No Meeting
<b>SEPTEMBER</b>			THUR 19	<b>8.00pm</b>	<b>COUNCIL MEETING</b>
THUR 5	7.30pm	Citizens' Advisory Panel	THUR 26		No Meeting
THUR 12	7.30pm	Planning & Environment			
THUR 19		No Meeting	<b>APRIL</b>		
THUR 26	8.00pm	<b>COUNCIL MEETING</b>	THUR 2	7.00pm 7.45pm	Planning & Environment Community Development
			THUR 9		EASTER BREAK
<b>OCTOBER</b>			THUR 16		EASTER BREAK
THUR 3		No Meeting	THUR 23	7.30pm	Policy & Resources
THUR 10	7.00pm 7.45pm	Planning & Environment Community Development			
THUR 17		MID TERM BREAK	<b>MAY</b>		
THUR 24		No Meeting	THUR 7		BANK HOLIDAY
THUR 31	7.30pm	Policy & Resources	THUR 14	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL</b>
<b>NOVEMBER</b>			<i>ANNUAL MEETING - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)</i>		
THUR 7	7.30pm	Planning & Environment	<i>ANNUAL TOWNS MEETING - The Parish meeting in England must assemble annually on some day between 1<sup>st</sup> March and 1<sup>st</sup> June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).</i>		
THUR 14		No Meeting			

## NOTES

The deadline date for the Council to adopt the Accounts is 30<sup>th</sup> June each year.  
The deadline date for submitting the Precept request is 1st February each year.

May Day Bank Holiday – Monday 6<sup>th</sup> May 2019

Mid Term Break – Monday 27<sup>th</sup> May 2019 to Friday 31<sup>st</sup> May 2019

School Closes – 12<sup>th</sup> July 2019

Autumn Term Starts – Tuesday 27<sup>th</sup> August 2019

Mid Term Break – Monday 14<sup>th</sup> October 2019 to Friday 18<sup>th</sup> October 2019

School Closes – Friday 20<sup>th</sup> December 2019

School Opens – Monday 6<sup>th</sup> January 2020

Mid Term Break – Monday 17<sup>th</sup> February 2020 to Friday 21<sup>st</sup> February 2020

Easter Break – Monday 6<sup>th</sup> April 2019 to Friday 20<sup>th</sup> April 2020

May Day Bank Holiday – Monday 4<sup>th</sup> May 2020

Mid Term Break – Monday 25<sup>th</sup> May 2020 to Friday 29<sup>th</sup> May 2020

## BANK HOLIDAYS

19<sup>th</sup> April 2019 (Good Friday)

22<sup>nd</sup> April 2019 (Easter Monday)

6<sup>th</sup> May 2019

27<sup>th</sup> May 2019

26<sup>th</sup> August 2019

25<sup>th</sup> December 2019

26<sup>th</sup> December 2019

1<sup>st</sup> January 2020

10<sup>th</sup> April 2020 (Good Friday)

13<sup>th</sup> April 2020 (Easter Monday)

4<sup>th</sup> May 2020

25<sup>th</sup> May 2020

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11<sup>th</sup> APRIL 2019**

#### **Item 10 – Provisional End of Year Financial Position - Cashbook and Reserves**

##### Purpose

To receive a provisional summary of the Council's Cash and Reserves for the period 1st April 2018 to 31st March 2019.

##### Background

The Internal Auditor's report for the year ended 31st March 2018 included the following observation and recommendation:

*“The Council's Financial Regulations (FRs) are based on the National Association of Local Councils (NALC) template; the Council has opted to make a number of changes and variations to better reflect the nature and scale of its financial systems and procedures. That is acceptable, but care must be taken to ensure that any changes made do not afford, inadvertently a lower standard of protection than that provided by the model template, that itself reflects legal requirements and the proper practices. To that end, whilst I note that detailed financial reporting to each meeting of the Policy & Resources Committee already takes place and whilst I am satisfied that the regular periodic financial verification procedures are sound and satisfactorily deliver the objectives set out in the FRs, I consider that a simplified summary financial report to the Policy & Resources Committee, at least quarterly to include details of reserves held and bank reconciliations would aid understanding and transparency”.*

On 14th June 2018, both the Corporate Governance Sub-Committee and the Policy & Resources Committee considered the report of the Internal Auditor, and in respect of the recommendation above agreed that a “report to be added to the agendas of the next Policy & Resources Committee meeting one month after the end of each quarter”. The financial years run from April to March, therefore the end of each quarter is 30th June, 30th September, 31st December and 31st March.

The provisional figures for the financial year 1st 2018 – 31st March 2019:

- Financial Summary Cashbook (including bank reconciliations) – Appendix 1
- Balance Sheet (including reserves) – Appendix 2

##### Recommendation

That the provisional end of year financial position be noted.

##### Reason

There were no issues of concern with management of the Council's Finances.

# Financial Summary - Cashbook

Summary between 01/04/18 and 31/03/19 inclusive.

Balances at the start of the year

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£1,547.44
No.1 Account	£90,446.02
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account	£157,963.45
<b>Total</b>	<u>£250,239.41</u>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£613,989.98	£42.64	£614,032.62
2. P&R - Civic Centre	£94,967.31	£226.50	£95,193.81
3. P&R - Thorpe Astley Community Centre	£48,113.09	£18.02	£48,131.11
5. P&R - Parks & Open Spaces	£23,943.39	£13.40	£23,956.79
7. Community Development	£21,487.95	£937.90	£22,425.85
8. Planning & Environment	£1,742.00	£283.80	£2,025.80
<b>Total Receipts</b>	<u>£804,243.72</u>	<u>£1,522.26</u>	<u>£805,765.98</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£517,734.47	£4,244.71	£521,979.18
2. P&R - Civic Centre	£111,968.93	£8,732.76	£120,701.69
3. P&R - Thorpe Astley Community Centre	£35,911.60	£4,760.35	£40,671.95
5. P&R - Parks & Open Spaces	£98,274.55	£14,386.60	£112,661.15
7. Community Development	£24,057.42	£645.34	£24,702.76
8. Planning & Environment	£5,444.10	£398.74	£5,842.84
<b>Total Payments</b>	<u>£793,391.07</u>	<u>£33,168.50</u>	<u>£826,559.57</u>

Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£9,641.04
No.1 Account	£60,374.10
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account	£159,148.18
<b>Total</b>	<u>£229,445.82</u>

Uncleared and Unpresented effects

No.1 Account	-£547.86
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Statement Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£9,641.04
No.1 Account	£60,921.96
Petty Cash Account	£250.00

**Long Term Investment Accounts**

Cambridge 90 Day Notice Account	£159,148.18
Total	<u>£229,993.68</u>

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

# Consolidated Balance Sheet

Unaudited

31/03/18

£

31/03/19

£

	<b>Long Term assets</b>	
157,963.45	Investments	159,148.18
<b>157,963.45</b>	<b>TOTAL LONG TERM ASSETS</b>	<b>159,148.18</b>
	<b>Current assets</b>	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
12,858.14	VAT Recoverable	8,277.78
9,187.50	Debtors	-506.83
0.00	Payment in Advance	0.00
92,275.96	Cash in Hand at Bank	70,297.64
<b>114,321.60</b>	<b>TOTAL CURRENT ASSETS</b>	<b>78,068.59</b>
<b>272,285.05</b>	<b>TOTAL ASSETS</b>	<b>237,216.77</b>
	<b>Current liabilities</b>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
2,779.96	Creditors	17,154.06
1,306.46	Receipts in Advance	116.90
<b>4,086.42</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>17,270.96</b>
<b>268,198.63</b>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>219,945.81</b>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<b>0.00</b>		<b>0.00</b>
<b>268,198.63</b>	<b>NET ASSETS</b>	<b>219,945.81</b>
	<b>Represented by</b>	
174,823.51	General Fund	239,570.29
93,375.12	Open Spaces Commuted Sums	56,375.12
<b>268,198.63</b>		<b>295,945.41</b>

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

AUDIT OPINION

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

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>				
<b>Income</b>				
101	Precept	£574,107.00	£574,107.00	£0.00
102	Council Tax Support Grant	£0.00	£0.00	£0.00
107	New Homes Bonus	£0.00	£0.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£104.00	-£46.00
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£1,184.73	£184.73
199	Miscellaneous	£0.00	£367.65	£367.65
<b>Total Income</b>		<b>£575,667.00</b>	<b>£575,763.38</b>	<b>£96.38</b>
<b>Expenditure</b>				
1010	Staff Salaries	£381,172.00	£372,547.81	£8,624.19
1015	Staff Expenses	£300.00	£82.59	£217.41
1020	Pensions	£86,278.00	£91,087.36	-£4,809.36
1030	Councillors Allowances	£6,000.00	£5,377.00	£623.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£4,150.00	£0.00	£4,150.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£15,000.00	£18,238.61	-£3,238.61
1160	Audit	£3,000.00	£2,040.00	£960.00
1170	Legal Fees	£250.00	£1,200.00	-£950.00
1180	Elections	£500.00	£0.00	£500.00
1210	Staff Training	£2,500.00	£1,640.32	£859.68
1230	Councillor Training	£1,000.00	£120.00	£880.00
1300	Supplies, Stationery & Postage	£3,100.00	£3,027.86	£72.14
1350	Subscriptions	£2,150.00	£5,897.36	-£3,747.36
1360	Advertisements	£4,400.00	£4,104.00	£296.00
1400	Telephones	£2,400.00	£4,861.82	-£2,461.82
1410	Photocopier	£2,000.00	£1,431.44	£568.56
1420	Computer Supplies, Training, Service Contract	£10,000.00	£5,549.48	£4,450.52
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£528.82	£171.18
<b>Total Expenditure</b>		<b>£525,200.00</b>	<b>£517,734.47</b>	<b>£7,465.53</b>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	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	Room Hires	£89,182.00	£75,124.60	-£14,057.40
250	Total	£89,182.00	£75,124.60	-£14,057.40
251	Catering for Hirers (VAT)	£0.00	£231.37	£231.37
257	Licensed Bar	£19,000.00	£19,000.08	£0.08
299	Miscellaneous	£0.00	£692.26	£692.26
<b>Total Income</b>		<b>£109,132.00</b>	<b>£95,048.31</b>	<b>-£14,083.69</b>
<b>Expenditure</b>				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£6,500.00	£0.00	£6,500.00
2050/2	General Refurbishment	£3,500.00	£0.00	£3,500.00
2050	Total	£10,000.00	£0.00	£10,000.00
2080	Loan Interest & Repayments	£35,994.00	£35,994.44	-£0.44
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£139.75	£360.25
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£1,600.00	£2,493.45	-£893.45
2400	Telephones	£1,000.00	£303.23	£696.77
2430	Utility Bills	£16,000.00	£19,510.78	-£3,510.78
2440	Waste Services	£7,200.00	£5,818.52	£1,381.48
2450	Laundry Services	£500.00	£9.69	£490.31
2460	Rates	£19,500.00	£18,840.00	£660.00
2500	Refundable Deposits	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£154.21	-£154.21
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£295.00	£1,005.00
2580	Card Card and Transit fees	£1,062.00	£1,908.18	-£846.18
2600	Building Repairs & Maintenance	£15,000.00	£13,510.75	£1,489.25
2610	Equipment Repairs & Maintenance			
2610/1	General	£0.00	£6,229.14	-£6,229.14
2610/2	Fire Extinguisher Service	£400.00	£178.51	£221.49
2610/3	Alarm Maintenance	£1,000.00	£2,822.30	-£1,822.30
2610	Total	£1,400.00	£9,229.95	-£7,829.95
2990	Miscellaneous	£150.00	£981.02	-£831.02
<b>Total Expenditure</b>		<b>£112,006.00</b>	<b>£109,188.97</b>	<b>£2,817.03</b>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>3. P&amp;R - Thorpe Astley Community Centre</b>				
<b>Income</b>				
350	Room Hire			
350/1	Room Hires	£35,469.00	£19,240.10	-£16,228.90
350/2	Pre-School Contract	£12,250.00	£22,778.95	£10,528.95
350	Total	£47,719.00	£42,019.05	-£5,699.95
351	Catering for Hirers (VAT)	£0.00	£3.33	£3.33
399	Miscellaneous	£0.00	£707.71	£707.71
<b>Total Income</b>		£47,719.00	£42,730.09	-£4,988.91
<b>Expenditure</b>				
3050	Capital Projects			
3050/1	General Improvements	£2,500.00	£4,438.00	-£1,938.00
3050/2	NHS Facility	£500.00	£876.58	-£376.58
3050	Total	£3,000.00	£5,314.58	-£2,314.58
3290	Clothing	£0.00	£53.50	-£53.50
3320	Printing & Copying	£500.00	£110.00	£390.00
3330	Cleaning Materials	£1,000.00	£1,312.13	-£312.13
3400	Telephones	£1,000.00	£511.08	£488.92
3430	Utility Bills	£6,000.00	£10,133.59	-£4,133.59
3440	Waste Services	£2,200.00	£1,693.64	£506.36
3450	Laundry Services	£250.00	£0.00	£250.00
3460	Rates	£6,700.00	£6,840.00	-£140.00
3500	Refundable Deposits	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£74.78	-£74.78
3570	Licences	£400.00	£477.50	-£77.50
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£3,293.67	-£293.67
3610	Equipment Repairs & Maintenance			
3610/1	General	£0.00	£2,975.21	-£2,975.21
3610/2	Fire Extinguisher Service	£350.00	£70.98	£279.02
3610/3	Alarm Maintenance	£3,000.00	£3,014.43	-£14.43
3610	Total	£3,350.00	£6,060.62	-£2,710.62
3990	Miscellaneous	£150.00	£36.51	£113.49
<b>Total Expenditure</b>		£28,288.00	£35,911.60	-£7,623.60

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>				
<b>Income</b>				
505	Capital Grants	£500,000.00	£3,896.00	-£496,104.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£15,000.00	£15,000.00	£0.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£2,479.50	-£1,020.50
555/2	Individual Match Fees (VAT)	£200.00	£102.00	-£98.00
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	£2,581.50	-£1,418.50
599	Miscellaneous	£100.00	£580.39	£480.39
<b>Total Income</b>		<b>£1,019,250.00</b>	<b>£22,057.89</b>	<b>-£997,192.11</b>
<b>Expenditure</b>				
5050	Capital Projects			
5050/1	General	£0.00	£5,173.51	-£5,173.51
5050/2	Shakespeare Park Improvement Project	£1,012,700.00	£4,669.95	£1,008,030.05
5050	Total	£1,012,700.00	£9,843.46	£1,002,856.54
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£33,050.48	£9,559.10	£23,491.38
5080/2	Mossdale Meadows LOAN - PWLB	£10,993.52	£10,994.00	-£0.48
5080	Total	£44,044.00	£20,553.10	£23,490.90
5170	Legal Fees	£5,000.00	£0.00	£5,000.00
5290	Clothing	£500.00	£635.64	-£135.64
5330	Cleaning Materials	£500.00	£315.80	£184.20
5400	Telephones	£410.00	£452.16	-£42.16
5430	Utility Bills	£2,000.00	£2,307.46	-£307.46
5440	Waste Services	£2,000.00	£3,925.64	-£1,925.64
5450	Laundry Services	£1,000.00	£0.00	£1,000.00
5550	Sports Pitches & Facilities	£1,000.00	£1,012.15	-£12.15
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£3,559.66	£1,240.34
5600/2	Shakespeare Park	£1,000.00	£400.88	£599.12
5600	Total	£5,800.00	£3,960.54	£1,839.46
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£23,267.16	-£15,267.16
5610/2	Playgrounds	£6,000.00	£5,072.51	£927.49
5610	Total	£14,000.00	£28,339.67	-£14,339.67
5630	Equipment Purchase	£2,000.00	£2,607.67	-£607.67
5650	Vehicle Costs	£10,000.00	£18,153.94	-£8,153.94
5660	Machinery Hire	£500.00	£438.88	£61.12

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
5670	Petrol	£3,800.00	£4,273.26	-£473.26
5990	Miscellaneous	£100.00	£1,455.18	-£1,355.18
<b>Total Expenditure</b>		<u>£1,105,354.00</u>	<u>£98,274.55</u>	<u>£1,007,079.45</u>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>7. Community Development</b>				
<b>Income</b>				
726	Service Level Agreements			
726/1	Blaby District Council	£15,000.00	£15,000.00	£0.00
726	Total	£15,000.00	£15,000.00	£0.00
770	Programme of Events			
770/1	General	£0.00	£3,921.38	£3,921.38
770	Total	£0.00	£3,921.38	£3,921.38
771	Summer Fete			
771/1	Current Year	£0.00	£1,042.16	£1,042.16
771/2	Next Year	£0.00	£0.00	£0.00
771	Total	£0.00	£1,042.16	£1,042.16
775	Civic Functions	£0.00	£275.00	£275.00
776	Town Mayor's Charity - Pre May	£0.00	£135.97	£135.97
777	Town Mayor's Charity - after May	£0.00	£1,004.28	£1,004.28
790	Consumer Products (Sales)			
790/1	History Publications	£0.00	£102.50	£102.50
790/2	Crime Prevention	£300.00	£6.66	£-293.34
790	Total	£300.00	£109.16	£-190.84
799	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£15,300.00</b>	<b>£21,487.95</b>	<b>£6,187.95</b>
<b>Expenditure</b>				
7040	Town Mayor's Allowance	£750.00	£750.00	£0.00
7080	Loan Interest & Repayments	£4,430.00	£4,343.50	£86.50
7260	Service Level Agreements			
7260/1	Library & Service Shop	£0.00	£0.00	£0.00
7260/2	Citizens Advice Bureau	£2,680.00	£3,000.00	£-320.00
7260	Total	£2,680.00	£3,000.00	£-320.00
7340	Signs	£500.00	£57.30	£442.70
7700	Programme of Events	£4,000.00	£4,336.40	£-336.40
7710	Summer Fete			
7710/1	Current Year	£2,000.00	£1,398.61	£601.39
7710/2	Next Year	£300.00	£730.00	£-430.00
7710	Total	£2,300.00	£2,128.61	£171.39
7750	Civic Functions	£1,850.00	£1,027.67	£822.33
7760	Town Mayor's Charity - Pre May	£0.00	£796.50	£-796.50
7770	Town Mayor's Charity - after May	£0.00	£3,484.78	£-3,484.78
7850	Community Grants	£5,000.00	£3,490.00	£1,510.00
7860	Young People Grant	£1,000.00	£0.00	£1,000.00
7870	WW1 Commemorations Grant	£1,000.00	£400.00	£600.00
7900	Consumer Products (Purchase for resale)			

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£300.00	£0.00	£300.00
7900	Total	£300.00	£0.00	£300.00
7950	Community Safety	£0.00	£99.99	-£99.99
7990	Miscellaneous	£100.00	£142.67	-£42.67
<b>Total Expenditure</b>		<b>£23,910.00</b>	<b>£24,057.42</b>	<b>-£147.42</b>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>8. Planning &amp; Environment</b>				
<b>Income</b>				
890	Consumer Products (Sales)			
890/1	General	£0.00	£52.50	£52.50
890/2	Poop Scoops	£1,700.00	£1,383.35	-£316.65
890/3	Waste & Garden Bags	£560.00	£306.15	-£253.85
890	Total	£2,260.00	£1,742.00	-£518.00
<b>Total Income</b>		£2,260.00	£1,742.00	-£518.00
<b>Expenditure</b>				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services	£8,300.00	£3,625.02	£4,674.98
8460	Furniture	£1,000.00	£0.00	£1,000.00
8680	Grit Bins	£0.00	£0.00	£0.00
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£1,529.08	£70.92
8900/2	Waste & Garden Bags	£420.00	£290.00	£130.00
8900	Total	£2,020.00	£1,819.08	£200.92
8950	Highways Grass Cutting	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		£11,570.00	£5,444.10	£6,125.90

# Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,769,328.00	£758,829.62	
Total Expenditure	£1,806,328.00	£790,611.11	
<b>Total Net Balance</b>	<b>-£37,000.00</b>	<b>-£31,781.49</b>	

## Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
110678	07/02/19	13719		£45.00	£7.50	£37.50	5. OS	Sunningdale Landscape Supp 10 bags of salt for Thorpe Astley car park	5990
110681	20/02/19	13733		£300.00	£0.00	£300.00	7. CD	Kingsway Flower Club COMMUNITY GRANT	7700
110684	20/02/19	13736		£300.00	£0.00	£300.00	7. CD	Punjabi Cultural Society GRANT	7850
110685	01/03/19	13770		£64.00	£0.00	£64.00	7. CD	Leicester City Council Rival Market Licence	7700
		13779/1		£11.80	£1.97	£9.83	5. OS	Braunstone Town Council PARTS/SUPPLIES	5610/1
		13779/2		£4.03	£0.67	£3.36	2. CC	Braunstone Town Council SUPPLIES	2510
		13779/3		£9.25	£1.54	£7.71	5. OS	Braunstone Town Council PARTS	5610/1
		13779/4		£1.35	£0.00	£1.35	2. CC	Braunstone Town Council MILK	2510
		13779/5		£10.00	£0.00	£10.00	1. CM	Braunstone Town Council GLASSES TEST	1990
		13779/6		£6.07	£0.00	£6.07	1. CM	Braunstone Town Council POSTAGE	1300
		13779/7		£9.22	£1.54	£7.68	3. TA	Braunstone Town Council PADLOCK FOR BINS	3600
		13779/8		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council POSTAGE	1300
		13779/9		£8.29	£0.00	£8.29	5. OS	Braunstone Town Council PARTS MM	5600/1
		13779/10		£5.74	£0.96	£4.78	5. OS	Braunstone Town Council FUEL	5670
		13779/11		£6.63	£1.10	£5.53	5. OS	Braunstone Town Council FUEL	5670
		13779/12		£6.60	£1.10	£5.50	5. OS	Braunstone Town Council FUEL	5670
		13779/13		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council FUEL	5670
		13779/14		£8.99	£1.50	£7.49	5. OS	Braunstone Town Council SAFETY GLASSES	5290
		13779/15		£3.84	£0.64	£3.20	5. OS	Braunstone Town Council NAILS	5610/1
		13779/16		£3.86	£0.00	£3.86	1. CM	Braunstone Town Council POSTAGE	1300
110687	08/03/19	13779		£155.67	£14.35	£141.32		Braunstone Town Council Petty cash	5610/1
110688	25/03/19	13793		£44.85	£7.47	£37.38	5. OS	Sunningdale Landscape Supp x 15 bags of top soil	5610/1
110688	25/03/19	13794		£49.90	£8.32	£41.58	5. OS	Sunningdale Landscape Supp 10 bags crete mix	5610/1
110688	25/03/19	13795		£59.86	£9.98	£49.88	5. OS	Sunningdale Landscape Supp 12 bags post mix	5610/1
		13686/1		£4,149.60	£691.60	£3,458.00	3. TA	Chubb Fire & Security CCTV upgrade at TA	3050/1
BACS181003 CHUBBTACC T	20/02/19	13686		£4,149.60	£691.60	£3,458.00		Chubb Fire & Security CCTV TA	3050/1

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS190118 GSGENERAL 1	01/03/19	13771		£110.00	£0.00	£110.00	3. TA	G S General Handyman Servi	Replace syphon seal and new ball valve. 3600
		13685/1		£414.00	£69.00	£345.00	2. CC	Chubb Fire & Security	CC INTRUDER MONITOR 29.11.2018 - 28.11.22610/3
		13685/2		£396.00	£66.00	£330.00	2. CC	Chubb Fire & Security	CC INTRUDER MAINTAIN 29.11.2018 - 28.11. 2610/3
BACS190122 CHUBBINTCC	20/02/19	13685		£810.00	£135.00	£675.00		Chubb Fire & Security	CC INTRUDER MONITOR & MAINTAIN 29.11.2018 - 28.11.2019 2610/3
		13688/1		£2,469.60	£411.60	£2,058.00	5. OS	Chubb Fire & Security	CCTV MOSSDALE MEADOWS 5050/1
BACS190122 CHUBBMMTV	20/02/19	13688		£2,469.60	£411.60	£2,058.00		Chubb Fire & Security	CCTV MOSSDALE MEADOWS 5050/1
		13687/1		£118.80	£19.80	£99.00	3. TA	Chubb Fire & Security	TA CCTV MONITOR 20.12.2018- 19.12.2019 3610/1
		13687/2		£573.60	£95.60	£478.00	3. TA	Chubb Fire & Security	TA CCTV MAINTAIN 20.12.2018- 19.12.2019 3610/1
BACS190122 CHUBBTVCC	20/02/19	13687		£692.40	£115.40	£577.00		Chubb Fire & Security	TA CCTV MONITOR & MAINTAIN 20.12.2018- 19.12.2019 3610/1
		13689/1		£118.80	£19.80	£99.00	5. OS	Chubb Fire & Security	MM CCTV MONITOR 19.12.2018 - 18.12.2019 5610/1
		13689/2		£453.60	£75.60	£378.00	2. CC	Chubb Fire & Security	MM CCTV MAINTAIN 19.12.2018 - 18.12.2019 2610/1
BACS190122 CHUBBTVMM	20/02/19	13689		£572.40	£95.40	£477.00		Chubb Fire & Security	MM CCTV MONITOR & MAINTAIN 19.12.2018 - 18.12.2019 5610/1
BACS190122V IPANS	20/02/19	13716		£43.92	£7.32	£36.60	2. CC	Vipans Ltd	1 Meter 2 x 2 steel box section 2600
BACS190124 CHAPMANSO	20/02/19	13731		£258.16	£43.03	£215.13	5. OS	Chapmans Garden Machinery	Multi tool head for chainsaw 5630
BACS190131A PLANT	20/02/19	13732		£473.52	£78.92	£394.60	5. OS	A Plant Hire Ltd	Hire of 6" towable chipper. Delivery and collectio 5660
BACS190201S AGE	18/02/19	13767		£31.20	£5.20	£26.00	1. CM	Sage (UK) Ltd	Pensions Modules 01.02.2019 to 28.02.2019 1350
BACS190201 WALKERS1	20/02/19	13727		£267.75	£44.63	£223.12	5. OS	Walkers Timber	12 x 3ft posts, 20metres 4x4 rail, 2x 2-4mtr railwa5610/1
BACS190204 CHUBB	07/02/19	13723		£154.20	£25.70	£128.50	2. CC	Chubb Fire & Security	INTRUDER ALARM REST 2610/3
BACS190204 GSGENE01	07/02/19	13721		£94.00	£0.00	£94.00	3. TA	G S General Handyman Servi	REPLACE 5 syphon seals and fix leaking toilet in 3600
BACS190205 CHAPMANS	20/02/19	13730		£18.98	£3.16	£15.82	5. OS	Chapmans Garden Machinery	5 litre chain saw oil 5610/1
BACS190206 WALKER2	20/02/19	13728		£11.18	£1.86	£9.32	5. OS	Walkers Timber	1 length 4 x 4 knee high fence 2.5mtr 5610/1

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS190207 METCALF	20/02/19	13729		£342.00	£57.00	£285.00	5. OS	Sam Metcalf Trees & Landsc	Removal of 2 dead trees at Shakespeare Park C 5610/1
BACS190208A RCO	01/03/19	13769		£143.04	£23.84	£119.20	5. OS	Arco	1 waterproof hi vis jacket 5290
BACS190208 COLES	20/02/19	13734		£430.20	£71.70	£358.50	5. OS	Coles Nurseries	15 standard trees, 200 whips, stakes and ties 5610/1
BACS190208 ROYALIMAGE	20/02/19	13726		£369.60	£61.60	£308.00	1. CM	Royal Images	4 photographs 1990
BACS190213 WALKER	20/02/19	13725		£175.96	£29.32	£146.64	5. OS	Walkers Timber	8 x 4 x 4 posts @ 4ft 5610/1
BACS190214 WALKER3	20/02/19	13735		£44.40	£7.40	£37.00	5. OS	Walkers Timber	1 scoop mulch 5610/1
		13772/1		£93.60	£15.60	£78.00	5. OS	Tensid UK Ltd	Graffi Green x 10 500ml 5330
		13772/2		£16.20	£2.70	£13.50	1. CM	Tensid UK Ltd	Carriage 1300
BACS190219T ENSID	01/03/19	13772	2913	£109.80	£18.30	£91.50		Tensid UK Ltd	5330
BACS190220A S	22/02/19	13742		£1,861.74	£0.00	£1,861.74	1. CM	Wages -	Salary Feb 19 1010
BACS190220B A	22/02/19	13744		£1,381.91	£0.00	£1,381.91	1. CM	Wages -	Salary Feb 19 1010
BACS190220B R	22/02/19	13752		£1,054.52	£0.00	£1,054.52	1. CM	Wages -	Salary Feb 19 1010
BACS190220 C	22/02/19	13750		£759.59	£0.00	£759.59	1. CM	Wages -	Salary Feb 19 1010
BACS190220 C	22/02/19	13755		£1,106.64	£0.00	£1,106.64	1. CM	Wages -	Salary Feb 19 1010
BACS190220 G S	22/02/19	13749		£1,241.75	£0.00	£1,241.75	1. CM	Wages -	Salary Feb 19 1010
BACS190220 H	22/02/19	13748		£949.18	£0.00	£949.18	1. CM	Wages -	Salary Feb 19 1010
BACS190220 HMRC	22/02/19	13739		£6,192.74	£0.00	£6,192.74	1. CM	H M Revenue & Customs	Tax & NI Feb 19 1010
BACS190220J E	22/02/19	13751		£1,635.32	£0.00	£1,635.32	1. CM	Wages -	Salary Feb 19 1010
BACS190220J G	22/02/19	13753		£1,203.48	£0.00	£1,203.48	1. CM	Wages -	Salary Feb 19 1010
BACS190220K E	22/02/19	13741		£1,615.32	£0.00	£1,615.32	1. CM	Wages -	Salary Feb 19 1010

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS190220L CC	22/02/19	13737		£7,384.81	£0.00	£7,384.81	1. CM	Leicestershire County Council Pensions	1020
BACS190220L E	22/02/19	13761		£102.70	£0.00	£102.70	1. CM	Wages - Salary Feb 19	1010
BACS190220 M	22/02/19	13760		£873.27	£0.00	£873.27	1. CM	Wages - Salary Feb 19	1010
BACS190220 M	22/02/19	13743		£1,246.20	£0.00	£1,246.20	1. CM	Wages - Salary Feb 19	1010
BACS190220 O	22/02/19	13759		£1,107.50	£0.00	£1,107.50	1. CM	Wages - Salary Feb 19	1010
BACS190220 R	22/02/19	13745		£1,353.75	£0.00	£1,353.75	1. CM	Wages - Salary Feb 19	1010
BACS190220S I	22/02/19	13757		£1,251.61	£0.00	£1,251.61	1. CM	Wages - Salary Feb 19	1010
BACS190220S M	22/02/19	13756		£410.43	£0.00	£410.43	1. CM	Wages - Salary Feb 19	1010
BACS190220S N	22/02/19	13740		£2,015.76	£0.00	£2,015.76	1. CM	Wages - Salary Feb 19	1010
BACS190220T G	22/02/19	13758		£698.29	£0.00	£698.29	1. CM	Wages - Salary Feb 19	1010
BACS190220T I	22/02/19	13754		£1,739.88	£0.00	£1,739.88	1. CM	Wages - Salary Feb 19	1010
BACS190220 UNISON	22/02/19	13738		£58.00	£0.00	£58.00	1. CM	Unison Union Fees	1010
BACS190220 W	22/02/19	13747		£919.47	£0.00	£919.47	1. CM	Wages - Salary Feb 19	1010
BACS190220Y U	22/02/19	13746		£672.99	£0.00	£672.99	1. CM	Wages - Salary Feb 19	1010
BACS190221 CHUBB	01/03/19	13777		£159.90	£26.65	£133.25	2. CC	Chubb Fire & Security STANDARD DETECTOR BASE & OPTICAL DE	2610/1
BACS190226X EROX	01/03/19	13768		£238.58	£39.76	£198.82	1. CM	Xerox PHOTOCOPIER RENT 01.04.2019 TO 30.06.20	1410
BACS190228 HALLMARK	01/03/19	13778		£773.53	£128.92	£644.61	5. OS	Hallmark Tractors Ltd Full service of New Holland tractor	5610/1
BACS190301S AGEO	18/03/19	13853		£31.20	£5.20	£26.00	1. CM	Sage (UK) Ltd Pensions Modules 01.03.2019-31.03.2019	1350
		13788/1		£58.00	£0.00	£58.00	1. CM	Post Office Shop 2nd class stamps x 100	1300
		13788/2		£3.95	£0.66	£3.29	1. CM	Post Office Shop Delivery	1300

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS190307P OSTSHOP	25/03/19	13788	2921	£61.95	£0.66	£61.29		Post Office Shop	1300	
BACS190312 CHUBBTA	25/03/19	13796		£111.59	£18.60	£92.99	3. TA	Chubb Fire & Security	Fire Alarm serviced Thorpe Astley	3610/3
BACS190312I DEA	25/03/19	13799		£547.20	£91.20	£456.00	1. CM	Improvement & Development	Subscription 01.04.2019 - 31.03.2019	1350
		13798/1		£120.00	£20.00	£100.00	1. CM	IT Solutions	BATTERY UPS	1420
		13798/2		£0.00	£0.00	£0.00	1. CM	IT Solutions	KEYBOARD & MOUSE PACKAGE	1420
		13798/3		£90.00	£15.00	£75.00	1. CM	IT Solutions	INSTALL NEW USER	1420
BACS190312I TSOLUTION	25/03/19	13798	2910	£210.00	£35.00	£175.00		IT Solutions		1420
		13803/1		£30.60	£0.00	£30.60	5. OS	Chapmans Garden Machinery	CHAINSAW CHAIN	5610/1
		13803/2		£17.71	£2.95	£14.76	5. OS	Chapmans Garden Machinery	SPARK PLUG	5610/1
		13803/3		£4.75	£0.79	£3.96	5. OS	Chapmans Garden Machinery	AIR FILTER	5610/1
BACS190313 CHAPMANS	25/03/19	13803	2911	£53.06	£3.74	£49.32		Chapmans Garden Machinery Limited	Chainsaw chains x 2	5610/1
BACS190313 CHAPMANS1	25/03/19	13804		£48.00	£8.00	£40.00	5. OS	Chapmans Garden Machinery	UNSIZEE BOLT ON CUTTER SPINDLE	5610/1
		13802/1		£30.78	£5.13	£25.65	5. OS	Chubb Fire & Security	EC20C 2KG CO2 EXTN. (PED)	5990
		13802/2		£10.78	£1.80	£8.98	2. CC	Chubb Fire & Security	NAC initial service fee	2610/2
		13802/3		£30.68	£5.11	£25.57	2. CC	Chubb Fire & Security	FX2 SPO6 6KG POWDER EXTING	2610/2
		13802/4		£8.40	£1.40	£7.00	2. CC	Chubb Fire & Security	ENVIRO DISPOSAL CHARGE	2610/3
BACS190313 CHUBB	25/03/19	13802	2788	£80.64	£13.44	£67.20		Chubb Fire & Security	Fire Extinguishers	5990
		13808/1		£2,742.72	£457.12	£2,285.60	2. CC	Chubb Fire & Security	CCTV upgrade at CC, PART PAY	2610/1
		13808/2		£384.00	£64.00	£320.00	3. TA	Chubb Fire & Security	5 PIXEL CAMERAS	3050/1
BACS190313 CHUBBPART P	25/03/19	13808	2735	£3,126.72	£521.12	£2,605.60		Chubb Fire & Security	CCTV upgrade at CC, PART PAY	2610/1
BACS190313K BPACKAGIN	25/03/19	13807		£309.60	£51.60	£258.00	8. PE	KB Packaging	30,000 black dog bags	8900/1
BACS190313L RALC	25/03/19	13800		£40.00	£0.00	£40.00	1. CM	LRALC	Councillor Training on 14th February for Cllr Dars 1230	
		13801/1		£40.00	£0.00	£40.00	1. CM	LRALC	Parish Clerks 2 Course - Meetings and Powers	1210

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS190313L RALC2	25/03/19	13801	2926	£40.00	£0.00	£40.00		LRALC	Training for P Snow	1210
BACS190313V IPANS	25/03/19	13806		£84.60	£14.10	£70.50	5. OS	Vipans Ltd	Bolt/wire cutters	5630
BACS190313 WALKERS	25/03/19	13805		£122.72	£20.45	£102.27	5. OS	Walkers Timber	5 - 3inch x 3inch post	5990
		13856/1		£1,197.60	£199.60	£998.00	5. OS	Chubb Fire & Security	CCTV upgrade at Franklin Park	5610/1
BACS190319 CHUBBFRAN K	25/03/19	13856	2804	£1,197.60	£199.60	£998.00		Chubb Fire & Security	CCTV Franklin Park	5610/1
		13835/1		£270.60	£45.10	£225.50	2. CC	Crocodile Catering Equipment	Filters for urns & Maintenance	2610/1
BACS190320 CROCODILE	25/03/19	13835	2909	£270.60	£45.10	£225.50		Crocodile Catering Equipment	1 for CC Lincat boiler water filter , 2 for MH Lincat FC04 filter	2610/1
BACS190320K BPACK	25/03/19	13838		£309.60	£51.60	£258.00	8. PE	KB Packaging	30,000 black dog bags x 30,000	8900/1
BACS190320L CCWASTE	25/03/19	13836		£57.00	£9.50	£47.50	8. PE	Leicester County Council - W	Removal of rubbish to tip 21.03.18	8440
BACS190320P RINCIPALC	25/03/19	13840		£1,049.41	£174.90	£874.51	2. CC	Principal Hygiene Systems Lt	PERIOD 01.04.2019 - 30.06.2019	2440
BACS190320P RINCIPALT	25/03/19	13837		£508.09	£84.68	£423.41	3. TA	Principal Hygiene Systems Lt	PERIOD 01.04.2019 - 30.06.2019	3440
		13839/1		£46.15	£7.69	£38.46	5. OS	Walkers Timber	knee rail 3 inch	5990
		13839/2		£33.84	£5.64	£28.20	5. OS	Walkers Timber	post 4 inch	5990
		13839/3		£12.42	£2.07	£10.35	5. OS	Walkers Timber	1 knee rail 4 inch	5990
		13839/4		£18.00	£3.00	£15.00	5. OS	Walkers Timber	straps	5990
		13839/5		£28.80	£4.80	£24.00	5. OS	Walkers Timber	Post Crete	5990
BACS190320 WALKERS	25/03/19	13839	2928	£139.21	£23.20	£116.01		Walkers Timber		5990
BACS190320 WATERPLUS P	20/03/19	13850		£1,136.67	£0.00	£1,136.67	3. TA	Water Plus/STW	ACC. 0479003705TA	3430
BACS190321 CHILLI1	25/03/19	13844		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	CHILLI CLEAN CC	2600
BACS190321 CHILLITA	25/03/19	13845		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	CHILLI CLEAN TA	3600
BACS190328 WATERPLUC C	19/03/19	13849		£809.87	£0.00	£809.87	2. CC	Water Plus/STW	ACC. 0583085823 CC	2430

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS190328 WATERPLUS P	10/03/19	13848		£142.55	£0.00	£142.55	5. OS	Water Plus/STW	ACC. 0703064724 - AVON ROAD 5430
BACS19032IT SOL	25/03/19	13797		£1,020.00	£170.00	£850.00	1. CM	IT Solutions	Set up and supply TV at Thorpe Astley to adverti 1420
		13863/1		£525.12	£87.52	£437.60	2. CC	Chubb Fire & Security	CCTV upgrade at CC, PART PAY 2610/1
		13863/2		£0.00	£0.00	£0.00	3. TA	Chubb Fire & Security	5 PIXEL CAMERAS 3050/1
BACS190331 CHUBBCCPA R	25/03/19	13863	2927	£525.12	£87.52	£437.60		Chubb Fire & Security	CCTV upgrade at CC, 2610/1
		13862/1		£969.60	£161.60	£808.00	5. OS	Chubb Fire & Security	CCTV upgrade at underpass 5610/1
BACS190331 CHUBBUNDE R	25/03/19	13862	2805	£969.60	£161.60	£808.00		Chubb Fire & Security	CCTV underpass 5610/1
BACS19321P ERSONNELS	25/02/19	13841		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	FEBRUARY 2019 1170
BACS19321P ERSONNELS	22/03/19	13851		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	MARCH 2019 1170
BACSS190324 A	22/03/19	13815		£1,912.61	£0.00	£1,912.61	1. CM	Wages -	Salary March 2019 1010
BACSS190324 B	22/03/19	13817		£1,381.71	£0.00	£1,381.71	1. CM	Wages -	Salary March 2019 1010
BACSS190324 B	22/03/19	13825		£1,230.71	£0.00	£1,230.71	1. CM	Wages -	Salary March 2019 1010
BACSS190324 C	22/03/19	13823		£759.59	£0.00	£759.59	1. CM	Wages -	Salary March 2019 1010
BACSS190324 C	22/03/19	13828		£1,106.44	£0.00	£1,106.44	1. CM	Wages -	Salary March 2019 1010
BACSS190324 G	22/03/19	13822		£1,241.75	£0.00	£1,241.75	1. CM	Wages -	Salary March 2019 1010
BACSS190324 H	22/03/19	13821		£948.98	£0.00	£948.98	1. CM	Wages -	Salary March 2019 1010
BACSS190324 J	22/03/19	13824		£1,635.32	£0.00	£1,635.32	1. CM	Wages -	Salary March 2019 1010
BACSS190324 J	22/03/19	13826		£1,203.68	£0.00	£1,203.68	1. CM	Wages -	Salary March 2019 1010
BACSS190324 K	22/03/19	13814		£1,615.12	£0.00	£1,615.12	1. CM	Wages -	Salary March 2019 1010

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACSS190324 LCC	25/03/19	13811		£7,625.39	£0.00	£7,625.39	1. CM	Leicestershire County Council	Pensions March 2019 1020
BACSS190324 L	22/03/19	13834		£510.03	£0.00	£510.03	1. CM	Wages -	Salary March 2019 1010
BACSS190324 M	22/03/19	13833		£336.31	£0.00	£336.31	1. CM	Wages -	Salary March 2019 1010
BACSS190324 M	22/03/19	13816		£1,365.17	£0.00	£1,365.17	1. CM	Wages -	Salary March 2019 1010
BACSS190324 O	22/03/19	13832		£608.74	£0.00	£608.74	1. CM	Wages -	Salary March 2019 1010
BACSS190324 R	22/03/19	13818		£1,353.55	£0.00	£1,353.55	1. CM	Wages -	Salary March 2019 1010
BACSS190324 S	22/03/19	13830		£1,251.81	£0.00	£1,251.81	1. CM	Wages -	Salary March 2019 1010
BACSS190324 S	22/03/19	13829		£410.23	£0.00	£410.23	1. CM	Wages -	Salary March 2019 1010
BACSS190324 S	22/03/19	13813		£2,015.76	£0.00	£2,015.76	1. CM	Wages -	Salary March 2019 1010
BACSS190324 T	22/03/19	13831		£706.44	£0.00	£706.44	1. CM	Wages -	Salary March 2019 1010
BACSS190324 T	22/03/19	13827		£2,727.87	£0.00	£2,727.87	1. CM	Wages -	Salary March 2019 1010
BACSS190324 Unison	22/03/19	13812		£58.00	£0.00	£58.00	1. CM	Unison	Union Fees March 2019 1010
BACSS190324 W	22/03/19	13820		£919.47	£0.00	£919.47	1. CM	Wages -	Salary March 2019 1010
BACSS190324 Y	22/03/19	13819		£672.99	£0.00	£672.99	1. CM	Wages -	Salary March 2019 1010
BCARD19010 4BYPHONE	01/03/19	13790		£180.00	£30.00	£150.00	1. CM	Byphone Voxbit	Phones for new contract 1400
BCARD19021 3AMAZON	01/03/19	13791		£66.94	£0.00	£66.94	2. CC	Amazon UK	Replacement lamp for Benq MX570 projector 2610/1
BCARD19021 3YTUDOR	01/03/19	13792		£270.00	£45.00	£225.00	5. OS	Tudor Environmental	1 Stihl BR200 backpack blower 5630
BCARD19031 3BYPHONE	05/03/19	13809		£180.00	£30.00	£150.00	1. CM	Byphone Voxbit	Phones for new contract 1400
BCARD19031 8AMAZON	18/03/19	13854		£24.99	£4.17	£20.82	1. CM	Amazon UK	2 picture frames 1990

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BCARD19031 8AMAZON01	18/03/19	13855		£39.95	£0.00	£39.95	1. CM	Amazon UK	1000 tamper proof bags	1300
CARD190104 BYPHONECA R	15/02/19	13781		£180.00	£30.00	£150.00	1. CM	Byphone Voxbit	Phones for new contract	1400
CARD190121 AMAZON01	15/02/19	13780		£0.01	£0.00	£0.01	1. CM	Amazon UK	Picture frame for poppy cascade pictures +	1300
DD090202BD CTRADEWAS T	15/02/19	12929		£1,275.11	£0.00	£1,275.11	2. CC	Blaby District Council	106343 - TRADE WASTE - H0003104	2440
DD180219BTC CFAX	22/02/19	13783		£45.49	£7.58	£37.91	2. CC	British Telecom	EM 1663 1367 - 01162 824785	2400
DD180226BT MM	25/02/19	13775		£93.91	£15.65	£78.26	5. OS	British Telecom	EM 1313 0189 - 01162 630018	5400
DD181103TG PCGASCC	17/02/19	13722		£2,836.80	£472.80	£2,364.00	2. CC	Total Gas & Power	GAS - CIVIC CENTRE	2430
DD181120TG PCCELEC	20/02/19	13786		£2,569.62	£428.28	£2,141.34	2. CC	Total Gas & Power	ELECTRICITY - CIVIC CENTRE	2430
DD190201ENT RANADCC	28/02/19	13765		£27.90	£4.65	£23.25	1. CM	Entanet International Ltd	0116 2824785 CC ADSL 01.02.19-28.02.19	1400
DD190204ENT RANADCC	11/02/19	13724		£27.90	£4.65	£23.25	1. CM	Entanet International Ltd	0116 2824785 CC ADSL 01.02.2019 - 28.02.2019	1400
DD190204KIN GS	10/02/19	13720		£77.04	£12.84	£64.20	2. CC	Kings Armoured Security Serv	Cash in transit	2580
DD190206TG PAVONELEC	20/02/19	13787		£39.69	£1.89	£37.80	5. OS	Total Gas & Power	ELECTRICITY - AVON RD	5430
DD190207BTC CALARM	21/02/19	13782		£62.39	£10.40	£51.99	3. TA	British Telecom	EM 1536 9632 - 01162 824968 CIVIC CENTRE	3400
DD190208BTC IVIC	22/02/19	13784		£45.47	£7.58	£37.89	2. CC	British Telecom	EM 1957 2346 - 01162 893973	2400
DD190213ENT RAADSLTA	13/02/19	13764		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893834 TA ADSL 05.02.19-04.03.19	1400
DD190215BD CDOGWASTE	15/02/19	13700		£2,125.81	£354.30	£1,771.51	5. OS	Blaby District Council	DOG WASTE OCTOBER - DECEMBER 2018	5440
		13766/1		£29.40	£4.90	£24.50	2. CC	Global Payments	THE PERIOD OF 01.01.2019 to 31.01.2019	2580
		13766/2		£93.69	£0.00	£93.69	2. CC	Global Payments	THE PERIOD OF 01.01.2019 to 31.01.2019	2580
DD190218GL OBAL	18/02/19	13766		£123.09	£4.90	£118.19		Global Payments	THE PERIOD OF 01.01.2019 to 31.01.2019	2580

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD190222BTT AADS	22/02/19	13846		£45.47	£7.58	£37.89	3. TA	British Telecom	EM 2285 3976 - 01162 893834 ADSL 3400
DD190222BTT AALARM	22/02/19	13785		£45.47	£7.58	£37.89	3. TA	British Telecom	EM 2285 4032 - 01162 892108 THORPE ASTLE 3400
DD190225ENT RANETMM	25/02/19	13763		£27.40	£4.57	£22.83	1. CM	Entanet International Ltd	0116 2630018 ADSL17.02.2019-16.03.2019 1400
DD190226ENT RAADSLCC	22/02/19	13773		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 CC ADSL 14.02.2019 TO 13.03.21400
DD190226ENT RANETMM	25/02/19	13774		£27.40	£4.57	£22.83	1. CM	Entanet International Ltd	0116 2630018 ADSL 17.02.2019 TO 16.03.2019 1400
		13847/1		£69.60	£11.60	£58.00	2. CC	ESPO	CIGARETTE BIN 2600
		13847/2		£135.26	£22.54	£112.72	1. CM	ESPO	SUPPLIES 1300
		13847/3		£258.17	£43.03	£215.14	2. CC	ESPO	CLEANING 2330
		13847/4		£11.81	£1.97	£9.84	5. OS	ESPO	CLEANING 5330
		13847/5		£104.40	£17.40	£87.00	1. CM	ESPO	SUPPLIES 1300
		13847/6		£92.43	£15.40	£77.03	1. CM	ESPO	SUPPLIES 1300
		13847/7		£29.71	£4.95	£24.76	3. TA	ESPO	CLEANING 3330
		13847/8		£47.72	£7.95	£39.77	1. CM	ESPO	SUPPLIES 1300
		13847/9		£21.89	£3.65	£18.24	1. CM	ESPO	SUPPLIES 1300
		13847/10		£119.04	£19.84	£99.20	3. TA	ESPO	CLEANING 3330
		13847/11		£197.50	£32.92	£164.58	3. TA	ESPO	CLEANING 3330
		13847/12		£109.20	£18.20	£91.00	1. CM	ESPO	SUPPLIES 1300
DD190228ES PO	28/02/19	13847		£1,196.73	£199.45	£997.28		ESPO	ASS. 2600
DD190228KIN GS	10/03/19	13776		£96.30	£16.05	£80.25	2. CC	Kings Armoured Security Serv	Cash in transit 2580
DD190313ENT RAADSLTA	13/03/19	13789		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893834 TA ADSL 05.03.19 to 04.04.19 1400
		13852/1		£29.40	£4.90	£24.50	2. CC	Global Payments	THE PERIOD OF 01.02.2019 - 28.02.2019 2580
		13852/2		£50.70	£0.00	£50.70	2. CC	Global Payments	THE PERIOD OF 01.02.2019 - 28.02.2019 2580
DD190318GL OBALO	18/03/19	13852		£80.10	£4.90	£75.20		Global Payments	THE PERIOD OF 01.02.2019 - 28.02.2019 2580
DD190321ENT RANADCC	11/03/19	13842		£27.90	£4.65	£23.25	1. CM	Entanet International Ltd	0116 2824785 CC ADSL01.03.2019 - 31.03.201 1400

# Paid Expenditure Transactions

between 06/02/19 and 31/03/19

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD190321TG PMMELEC	21/03/19	13843		£930.49	£155.08	£775.41	3. TA	Total Gas & Power	ELECTRICITY -MM 3430
DD190322ENT RAADSLCC	25/03/19	13866		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 CC ADSL 14.03.2019 TO 13.04.21400
		13868/1		£144.90	£24.15	£120.75	3. TA	ESPO	CLEANING 3330
		13868/2		£254.05	£42.34	£211.71	2. CC	ESPO	CLEANING 2330
DD190329ES PO	29/03/19	13868		£398.95	£66.49	£332.46		ESPO	3330
<b>Total</b>				£113,135.51	£5,971.05	£107,164.46			