



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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14<sup>th</sup> February 2018

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday, 22nd February 2018** 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 11th January 2018**  
To confirm the accuracy of the Minutes of the meeting held 11th January 2018 to be signed by the Chairperson (**Enclosed**).
5. **Braunstone Town Library - future management arrangements**  
To set out arrangements and timescales to the transfer the management of Braunstone Town Library to Braunstone Town Council (**Enclosed**).

6. **Shakespeare Park - Improvement & Development**  
To consider and approve the business case and plan, funding arrangements, tender and next stages of the project (**Enclosed**).
7. **Citizens Advice Bureau - Service Level Agreement for Braunstone Civic Centre**  
To consider arrangements for the Citizens Advice Bureau Service at Braunstone Civic Centre post 31st March 2018 (**Enclosed**).
8. **Alignment of Hire Charges for Community Centres Facilities**  
To align charging dependent upon the category of room (**Enclosed**).
9. **Mystery Shopper Scheme**  
To consider arrangements for a Mystery Shopper Scheme in order to maintain and develop standards of customer service (**Enclosed**).
10. **Extension of Civic Centre Licensed Bar Contract**  
To consider extending the Civic Centre Licensed Bar Contract by 12 months in order to accommodate refurbishment of the space and review the future contract provisions to include café services (**Enclosed**).
11. **Standards and Criteria for Parks Works and Maintenance Programmes**  
To consider and approve a set of standards and criteria to ensure maintenance of hedges, trees and waterways across Town Council parks and open spaces was applied to a consistent criteria and standard (**Enclosed**).
12. **Pitch Allocations 2018/2019**  
To consider pitch capacity and set the fees and process for allocations for the 2018/2019 season (**Enclosed**).
13. **Review of the Legal Transfer of Open Spaces, Thorpe Astley**  
To receive an update on the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council, including the options available to the Town Council, the implications and associated costs (**Enclosed**).
14. **Highways Grass Cutting**  
To receive an update on additional (7th) annual highways verge cuts (**Enclosed**).
15. **Park and Stride Scheme for Millfield Academy**  
To consider whether the Town Council should support the Park & Stride Scheme for Millfield Academy and authorise the use of Mosssdale Meadows Car Park as an official Park & Stride location (**Enclosed**).

**16. Internal Audit Services**

To appoint a new Internal Auditor for 2017/2018, following the withdrawal of the offer of the originally appointed Internal Auditor to continue to provide internal audit services to the Town Council, and to consider joining Leicestershire and Rutland Association of Local Councils Internal Audit Service from the next financial year (commencing 1st April 2018) (**Enclosed**).

**17. Scattering of ashes on Town Council Land**

To consider a request of a local resident to scatter ashes on Town Council owned land and to give delegated authority to the Executive Officer & Town Clerk to authorise future requests (**Enclosed**).

**18. Financial Comparisons**

To receive Financial Comparisons for the period 1st April 2017 to 31st January 2018 (**Enclosed**).

**19. Approval of Accounts**

To consider payments from 1st January 2018 until 12th February 2018 (**Enclosed**).

**20. Organisation Review and Interim Arrangements**

***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is 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). Reasons for exception – Personal Information / Legal Advice.*

To set out proposals to reorganise staffing resources to utilise spare capacity and ensure the delivery of Library and Customer Services, including timescales for consultation and implementation and interim arrangements from April 2018 for the period prior to implementation (**Enclosed**).

**21. 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 11th JANUARY 2018 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Shabbir Aslam, Parminder Basra, Sharon Betts, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh, Robert Waterton and Bill Wright (Town Mayor ex-officio).

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

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

**46. Apologies**

Apologies for absence were received from Councillor Anthea Ambrose.

**47. Disclosures of Interest**

A declaration of Non-Pecuniary Interest was made by Councillors Sharon Betts, Nick Brown, Amanda Hack and Robert Waterton in agenda item 14, Jo Cox Memorial, as members of the General Committee of the South Leicestershire Constituency Labour Party.

**48. 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 present.

**49. Minutes of the Meeting held 26th October 2017**

The Minutes of the Meeting held on 26th October 2017 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 26th October 2017 be approved and signed by the Chairperson as a correct record.

**50. Council Objectives**

The Committee considered the Council's Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 5 on the agenda).

**RESOLVED** that it be recommended to Council:

1. that the Council Priorities for 2018/2019 be based on the 2017/2018 Priorities; and
2. that the Council Objectives set out in Appendix 1, as amended, be approved.

*Reasons for Decision*

1. *The Council's priorities continued to be the focus for delivering a vision for local services and an environment which reached the highest possible standards, and the approach was supported by the Town's Citizens' Advisory Panel and the Council's Standing Committees.*
2. *To ensure that the Council's objectives were relevant and reflected changing issues within the community.*

**51. Updated Medium Term Priorities and Financial Planning**

The Committee received an updated report, which set out the context for the Council's medium term priorities and financial planning prior to setting the budget and precept for 2018/2019 (item 6 on the agenda).

**RESOLVED** that it be recommended to Council:

1. that the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's Commuted Sums Reserve be used in 2018/19 and 2019/20 to offset the loss of Council Tax Support Grant and avoid significant increases in the precept in one year; and
4. that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period.

*Reasons for Decision*

1. *To provide a foundation for preparing budget estimates for 2018/2019 and beyond.*
2. *To ensure the Council focusses its activity and spending given the future financial uncertainties.*
3. *Following the withdrawal of Council Tax Support Grant, to use reserves to protect services, while phasing the equivalent in precept increases over a period of 3 years to avoid any adverse impact a single large precept increase would have on residents.*
4. *The current economic and political climate meant that long term predictions was an exercise projecting over ten years the impact of existing and known pressures and this had limited value.*

**52. Capital Plan 2018/2019**

The Committee considered priorities and projects for 2018/2019 Capital Plan (item 7 on the agenda).

**RESOLVED** that it be recommended to Council:

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the projects due for completion (section b) be removed, assuming their completion prior to the end of the plan period, otherwise to be included on the 2018/2019 Capital Plan;
3. that the Current Projects (section c) be rolled forward on to the 2018/2019 Capital Plan;
4. that the Proposed New Projects (section d) be added to the 2018/2019 Capital Plan; and
5. that the Project proposed for Deletion (section e) be removed from the rolling programme of Capital Projects

*Reasons for Decision*

1. *To confirm that the projects had been completed and there was no further work outstanding.*
2. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
3. *To confirm that the projects were outstanding and were still required.*
4. *To recognise the need to undertake investment and improvement as identified.*
5. *To recognise that, following review, this Project was no longer required.*

**53. Revenue Savings Projects 2018/2019**

The Committee considered savings to meet projected increases in expenditure and to enable continuous improvement (item 8 on the agenda).

**RESOLVED**

1. that progress be noted with the implementation the capital investment projects which generate revenue savings, as detailed at Appendix 1 of the report;
2. that the post of Cleaner & Premises Operative be reduced by 390 hours per annum to 4186 hours per annum;
3. that the Town Council end the financial contribution for the provision of purchasing Highway Grit Bits from April 2018;
4. that clarification be sought from Blaby District Council as to whether it intended to offer in 2018/2019 the scheme where both the District and Parish part fund the seventh seasonal highway verge cut and if so the cost to Braunstone Town Council; and that a report be submitted to the Committee to determine whether the Town Council should continue to part fund the seventh seasonal highway verge cut; and
5. that the ongoing savings generated on parks and grounds equipment,

as a result of decisions by Policy & Resources Committee earlier in the financial year, be approved.

*Reason for Decision*

1. To note that those which had been implemented had produced predicted savings and that there was a plan in place for the implementation of the other projects identified.
2. Post holder surrendered 390 hours per annum (7½ hours per week) to take up the same number of hours as a Duty Officer. The Cleaning & Premises Service has been effectively delivered over the last 6 months while the 7½ hours per week has been frozen and therefore, the deletion of the vacant hours should not have a negative impact upon the service.
3. No requests had been received for funding Grit Bins in the last 3 years and it was unlikely unless there was a significantly prolonged cold winter, in which case the budgetary provision of £200 would be insufficient to meet demand.
4. To determine whether the scheme to part fund the seventh seasonal highway verge cut would be offered in 2018/2019 and whether it would represent good value for money, given financial pressures on other services.
5. To recognise previous decisions made by the Committee concerning parks equipment would result in ongoing savings.

**54. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2017 to 31st December 2017 (item 9 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 2017/2018.*

**55. Estimates for Budget and Precept 2018/2019 and beyond (including Fees & Charges)**

The Committee considered the budget and precept for 2018/2019, including fees and charges and to set out proposed estimates for future years (item 10 on the agenda).

It was noted that there was a budget increase for Capital Projects at Thorpe Astley Community Centre, which should have been highlighted at Appendix 1. In addition, Waste Services at Braunstone Civic Centre and Room Hire income for both Centres were incorrectly highlighted, since there was no proposed change.

**RESOLVED** that it be recommended to Council:

1. that the Estimates for 2018/2019, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2018/2019;
2. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges, while noting that some Community Centres fees may slightly increase as part of a proposed alignment of fees to category of room, to be determined by Policy & Resources Committee on 22nd February 2018; and
3. that a Net Precept Requirement for £574,107 for the financial year 2018/2019 be submitted to Blaby District Council.

*Reasons for Decision*

1. *To meet the Town Council's operating budgets for 2018/2019 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.*
2. *Given the economic pressures many are facing, to increase hire charges in line with the projected increase in precept over the next 3 to 5 years was likely to have a negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community.*
3. *The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.*

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

The Committee considered progress and revised timescales for the Shakespeare Park Improvement Project (item 11 on the agenda).

**RESOLVED** that revised timescales for the project (Appendix 1) be adopted.

*Reason for Decision*

*To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

**57. Thorpe Astley Park Medical Rooms – Occupational Licence Agreement**

The Committee considered arrangements for Kingsway Surgery to occupy rooms at Thorpe Astley Community Centre (item 12 on the agenda).

**RESOLVED**

1. that the expression of interest from Kingsway Surgery and East Leicestershire and Rutland Clinical Commissioning Group to provide NHS Primary Care Services, including a General Practitioner Service, from the Thorpe Astley Community Centre Medical Rooms be accepted;
2. that the proposed changes to Thorpe Astley Community Centre to accommodate an ancillary room (toilet and changing facilities) as an

- annexe to the Treatment Room, shown at Appendix 1, be approved in principle and that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to finalise the detailed designs and specification for the works, seek any necessary approvals under the lease agreement and building regulations, invite quotes and appoint a contractor to undertake the works; and
3. that the proposed Occupational Licence Agreement, attached at Appendix 2, be approved and that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make minor amendments, finalise the agreement, including the operating hours and service charge, with Kingsway Surgery and East Leicestershire and Rutland NHS Clinical Commissioning Group and to enter into further agreements in respect of staffing and premises support services.

#### *Reasons for Decision*

1. *To enable an NHS provider to make use of the Thorpe Astley Medical Rooms, which were built to NHS specifications, providing accessible Primary Care, including General Practitioner Services for the benefit of the community.*
2. *To enable the Treatment Room to be used for minor surgery, where patients would need direct access to toilet and changing facilities.*
3. *To ensure that appropriate agreements were in place to ensure the effective running of services and their co-location at Thorpe Astley Community Centre.*

#### **58. Completion of Legal Transfer of Open Spaces (Persimmon Homes Ltd) Thorpe Astley**

The Committee received a report in respect of completing the legal transfer of open space at Thorpe Astley from Persimmon Homes Ltd to the Town Council (item 13 on the agenda).

#### **RESOLVED**

1. that the legal transfer of Open Spaces from Persimmon Homes Ltd, as shown on the HM Land Registry Plan attached at Appendix 1 and detailed in the Official Copy of Register of Title attached at Appendix 2, be completed and concluded and adopted by Braunstone Town Council;
2. that where parcels of land were initially offered by Persimmon Homes Ltd and subsequently maintained and managed by the Town Council, but not included in the final legal transfer and adoption set out in 1 above, the Town Council cease to manage and maintain such land and inform Persimmon Homes accordingly; and
3. that should Persimmon Homes Ltd seek to subsequently transfer additional open space and should Braunstone Town Council be interested in adopting, then this would be subject to:
  - a) Persimmon Homes Ltd picking up the cost of the Town Council's legal fees in full and providing a mutually agreeable commuted sum;

- b) the land being transferred in a condition agreeable to Braunstone Town Council; and
- c) the transfer of responsibility for management and maintenance taking place once the legal transfer had been completed and confirmed by HM Land Registry.

*Reasons for Decision*

1. *To enable the transfer to be completed and for the Town Council to become the legal owner of the public open space.*
2. *There was no evidence that Persimmon Homes would be in a position to transfer this land, nor was there any indication that other land originally identified would be transferred to Braunstone Town Council in the future.*
3. *To ensure that the Town Council nor the Town Council's Solicitor picked up additional legal costs due to the failure of Persimmon Homes Ltd to properly identify the open space for transfer and produce the necessary legal documentation. To ensure the Town Council was able to meet the initial costs of maintaining additional open space, particularly give the restraints on the Council's finances.*

**59. Jo Cox Memorial**

The Committee considered a request from the General Committee of the South Leicestershire Constituency Labour Party to plant a tree and install an associated brass plaque in memory of Jo Cox (item 14 on the agenda).

**RESOLVED**

1. that the request of the South Leicestershire Constituency Labour Party to plant a tree in memory of Jo Cox along with the installation of an associated brass plaque on Braunstone Town Council land be approved in accordance with points 3 – 7 listed in the background section of the report and paid for by the South Leicestershire Constituency Labour Party; and
2. that delegated authority be given to the Executive Officer & Town Clerk, having consulted with the South Leicestershire Constituency Labour Party, to determine the location of the tree and brass plaque.

*Reasons for Decision*

1. *The request had received the support of Jo Cox's family and the Jo Cox Trust and the Town Council supported the reasoning given in point 1 in the background section of the report.*
2. *To enable an appropriate location to be selected in order that planting could be undertaken prior to the spring of 2018.*

**60. Approval of Accounts**

The Committee considered payments from 18th October 2017 until 31st December 2017 (item 15 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 18th October 2017 until 31st December 2017 be approved.

*Reason for Decision*

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

**61. Termination of the Meeting**

The meeting closed at 8.55pm.

**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 22<sup>nd</sup> February 2018.*

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 5 – Braunstone Town Library - future management arrangements**

##### Purpose

To set out arrangements and timescales to the transfer the management of Braunstone Town Library to Braunstone Town Council.

##### Background

In 2014, Leicestershire County Council consulted on and approved proposals which included Braunstone Town Library being transferred to be managed by the community. Also during 2014, Blaby District Council held in discussions with the Town Council over the model and future shape of the Joint Customer Service Shop at Braunstone Civic Centre.

On 15<sup>th</sup> May 2014, Braunstone's Annual Towns Meeting unanimously resolved that *"Braunstone Town Council work with the community, other partners and stakeholders and uses its offices, powers and influence to keep the Braunstone Town Library open and also provide a better service that is more responsive to the needs of local residents"*.

In this context proposals were considered by Policy and Resources Committee on 12<sup>th</sup> June 2014 and subsequently by Citizens' Advisory Panel in autumn 2014, which included:

1. Combining the Customer Service Shop with the Library Service either by relocating the Customer Service Shop in the Library or by combining the Civic Centre and Library buildings to create a single access point via one reception; or
2. Running the Library as a separate Service, with paid Library staff or staffed using volunteers, or a combination of both.

Both Policy and Resources Committee, which also held public participation sessions, and Citizens' Advisory Panel agreed to support the model of combining the Customer Service Shop with the Library Service.

Policy and Resources Committee on 17th December 2014 considered initial outline proposals for combining the Customer Service Shop and Library, along with estimated costs and decided that the proposed model be approved as the Town Council's model for delivering both the Library Service and the Customer Service Shop in Braunstone Town and therefore on that basis, the Town Council submitted an expression of interest in January 2015 to Leicestershire County Council to run Braunstone Town Library.

On 9th July 2015, Leicestershire County Council's Cabinet determined not to accept the outline business plan submitted by the Town Council and invited a second and

final period for expressions of interest to run the Library.

On 20th August 2015, Policy & Resources Committee considered alternative options for the Town Council to run the Library and assessed their viability. The Committee also received legal advice on the status and obligations of the Library lease, which included specific advice in relation to how the lease agreement sat in the context of other decisions.

As a result, on 4th September 2015, the Town Council submitted to Leicestershire County Council two alternative models to run the Library:

- a) an updated version of the initial Outline Business Case for the Combined Public Services Facility as the preferred option; and
- b) a second Outline Business Case where the Town Council takes over running the existing service, with the County Council continuing to meet its obligations under the Lease.

County Council Cabinet on 7th October 2015 determined not to accept the Town Council's proposals and approved a 3 month consultation with Braunstone Town residents and library users on the alternative provision of library services. The consultation explored alternative library service provision based on the mobile library service for book lending, online library services and Council-funded libraries for all other services.

During the consultation period an alternative proposal to manage Braunstone Town library was submitted to Leicestershire County Council by a social enterprise group (Fabula). County Council Cabinet on 1st March 2016, determined that the Fabula proposal most closely matched the support package on offer, in that it enabled the County Council to sub-let the running costs of the lease to Fabula, thereby making a saving on the lease/running costs, therefore the Cabinet decided that the Fabula proposal was pursued rather than those proposed by the Town Council.

Since that time the Fabula proposal was progressed and an independent charitable organisation was established, Braunstone Town Community Library. However at this point in time, Braunstone Town Community Library group have concluded with regret that their plans have become unsustainable due to time pressures and staff capacity in pursuing their plans.

Braunstone Town library remains one of the busiest of the libraries targeted for community management, and there is strong support for its continuation in its present location from the community as opposed to the establishment of a mobile library site and closure of the operation of library services from the existing venue.

## Proposed Way Forward

In the absence of a service provider for Braunstone Town Library, Leicestershire County Council approached the Town Council to determine whether the Town Council's proposals, submitted on 4th September 2015 were still on offer, since the County Council consider them to be able to deliver the continuation of the library in Braunstone Town for the following reasons:

- it is the most pragmatic way forward to sustain the library service in the area;
- there is strong Town Council and local community support in adopting the Town Council proposal;
- the County Council is obligated to honour the terms of the lease agreement held with the Town Council; and
- the library would continue to operate from its current site.

Therefore, it is likely, that a recommendation will be presented to the County Council's Cabinet on 9th March 2018 to accept the Town Council's alternative proposal to run Braunstone Town Library, which is as an existing service, with the County Council continuing to meet its obligations under the Lease. Should the Cabinet approve the recommendation, then the Director of Adults and Communities will be authorised to progress to formal agreements to enable the Town Council to manage the library. Currently the target date for transfer is June 2018.

## Confirming the Town Council's Decision

Following County Council Cabinet on 1st March 2016, approving the Fabula Reading proposal for the Library, on 14th April 2016, the Committee considered the future role of the Town Council and the status of its proposals.

The Committee determined that the outline business cases submitted in September 2015 by Braunstone Town Council to run Braunstone Town Library remains available to Leicestershire County Council to accept; and that the Town Council's proposals for a joint Community Hub facility with partners and community organisations offering public, community and social inclusion services remain the Town Council's preferred solution for Braunstone Town Library and Braunstone Joint Customer Service Shop. In addition, the Committee confirmed that the principles set out in Braunstone Town Council's Mission Statement and the motion approved by the Annual Towns Meeting on 15th May 2014, be the basis upon which the Town Council works with Leicestershire County Council and any organisation selected by the County Council to manage Braunstone Town Library, to reach agreement on future partnership arrangements and collaborative working (minute 100 2015/2016).

A copy of the two alternative options submitted in September 2015 are attached at Appendix 1 (Option 1 – Combined Service Hub, incorporating the Lease) and Appendix 2 (Option 2 – Existing service, with the County Council continuing to meet its obligations under the Lease).

It is Option 2, existing service, with the County Council continuing to meet its obligations under the Lease, which Leicestershire County Council is pursuing with the Town Council. To that extent they have asked the Town Council to reconfirm that the offer is still on the table.

### Resources

Both options, when submitted in September 2015, took into account TUPE transfer of Library staff to Braunstone Town Council. Due to the passage of time, the circumstances relating to TUPE transfer could have changed. While this is a matter for Leicestershire County Council to determine with any affected staff, the Town Council currently has resources on its existing staff establishment which could be utilised to run the Library service, therefore, the transfer of the service is not dependent upon the transfer of staff.

### Power to Run a Library Service

Under Section 1 of the Localism Act 2011, Braunstone Town Council holds the General Power of Competence, which allows Councils that qualify to do anything that an individual with full capacity can do that is not specifically prohibited and complies with existing legislation.

General Advice was issued through the Leicestershire & Rutland Association of Local Councils in March 2014:

*“it is important to remind any council looking at taking on library provision that **they do not have the explicit legal power to do so**. Parish Councils should ensure the legality of any arrangement being considered by taking appropriate legal advice before any decision is taken by Council in relation to Parish Council involvement in library provision.*

*Unless a council has the General Power of Competence, or the library function is formally devolved from County to a PC, then a PC has no specific power to actually directly run a library. They can provide a space for one to be run, provide funds to another body to run one, etc, but any Parish Council currently considering directly providing a library service is very strongly advised to take legal advice on the specific local arrangement being considered to ensure that they do not find themselves in the same situation as the PC running a museum and others. There are some powers available (e.g. s137) which would allow certain provision to be made, but a Parish Council cannot assume that they have the power to directly take on existing library provision in its current form, in fact it is likely that they do not.*

*It is the responsibility of the Parish Council itself to ensure that any proposals made by other bodies (e.g. County Council, District/Borough Council, voluntary sector groups, etc) are compliant with local council law”*

Under Section 2 of the Localism Act 2011, a Council cannot exercise the General Power of competence where there is prohibition, restriction or other limitation expressly imposed by a statutory provision. In the case of Libraries, the Public Libraries and Museums Act 1964 provides a statutory obligation on Leicestershire County Council to ensure the provision of a comprehensive and efficient library service within its administrative area. Therefore, the Town Council cannot establish a Library Service, but using the General Power of Competence it can manage the service on behalf of Leicestershire County Council under a service level and/or management agreement.

In relation to a decision by the Town Council to run Braunstone Town Library, Policy & Resources Committee's delegated powers on behalf of the Council includes dealing "*with all other general matters either allocated to the Committee or not coming within the purview of one or other of the Standing Committees of the Council*". Given Library Services are not part of the Council's current service provision, the Executive Officer & Town Clerk's advice is that the Committee doesn't have sufficient delegated power on behalf of the Council to agree to run the Library. Therefore the policy principle will need the approval of the full Council, once approved, the detailed legal arrangements, the provision of resources and the ongoing management of the Library by the Town Council will fall within the purview of the Policy & Resources Committee.

### Recommendations

1. That the outline business cases submitted in September 2015 by Braunstone Town Council to run Braunstone Town Library remain available to Leicestershire County Council to accept;
2. that the principles set out in Braunstone Town Council's Mission Statement and the motion approved by the Annual Towns Meeting on 15th May 2014, be the basis upon which the Town Council reaches agreement with Leicestershire County Council to manage Braunstone Town Library; and
3. THAT IT BE RECOMMENDED TO COUNCIL that subject to an acceptable offer being received from Leicestershire County Council, Braunstone Town Council take over responsibility for the management and operation of the Braunstone Town Library service under the Town Council's corporate governance, decision making and management structures; and in accordance with the Town Council's policies and procedures and allocation of resources and responsibilities.

### Reasons

1. The Town Council's proposals were viable, fully costed and were supported by the local community. The second option to manage the service based on the current service provision was compliant with the County Council's support package, since the premises lease represented an existing and separate party legal agreement.
2. It was recognised that Leicestershire County Council was the commissioning and responsible authority for Library Services; while Braunstone Town Council

would work with public bodies, service providers and the community to meet its aims and objectives to protect and enhance public services, including the Library service.

3. To approve the principle that the Town Council should formally accept an offer from Leicestershire County Council to manage and operate the Braunstone Town Library service, enabling Policy & Resources Committee and the Executive Officer & Town Clerk to enter into the detailed legal arrangements and make provision for the necessary resources and ongoing management of the Library service.

## PREFERRED OPTION - COMBINED SERVICE CENTRE

# Appendix 1

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## Outline Business Plan for the provision of a Community Managed Library Service

The purpose of this document is to provide a framework for prospective community bodies to follow, for the submission of an outline business plan to Leicestershire County Council for the community body to provide a community managed library service.

Please refer to the Guidance Notes (contained in Part 1A appendix 2) before you complete this form.

### Your Details

1. Name of applicant group/organisation

2. Status of group/organisation (Please refer to Guidance Note 1)

3. Contact details for correspondence

NAME	
TELEPHONE DAYTIME	
TELEPHONE EVENING	
EMAIL	
POSTAL ADDRESS	

## Overview of your proposals

4. Name of Library or area which this outline business plan relates to:

5. Please provide an overview of your proposals and the vision of your group organisation  
(Please refer to Guidance Note 2)

6. Please describe the intended community benefits of your proposals

7. Please describe how you are engaging the local community in the development of the service (please refer to Guidance Note 3)

## Opening hours

8. Please set out your proposed opening hours (Please refer to Guidance Note 4).

DAY	AM	PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

## Management & staffing

9. Please describe how you will manage and staff the proposed service (please refer to Guidance Note 5).

## Finance - Transition Funding for set-up costs and capital works

10. Please provide indicative activities and costs for which set-up funding or further short-term support may be required (Please see Appendix 8 for further details).

11. Please provide indicative plans and costs of capital works required to deliver the proposed services as outlined above. (Please see Appendix 8 for further details).

## Finance – Financial projection of income, expenditure and cashflow

12. Please provide an overview of your expected income and expenditure and cash-flow, including a 7 year annual financial projection. (Please refer to Guidance Note 6)

## Legal

13. Please provide details of the action you have taken to date and any further action required to ensure you comply with the relevant legal requirements to enter into a Service Level Agreement (Please refer to Guidance Note 7)

## Use of assets

14. Please confirm you will be intending to use the current Library building and its current fittings, fixtures and equipment. (Please refer to Guidance Note 8)

15. Please confirm you will be intending to use Leicestershire County Council book-stock. (Please refer to Guidance Note 9)

## Risk Assessment

16. Please state any risks associated with the delivery of this outline business plan and how you would propose to mitigate those risks? (Please refer to Guidance Note 10)

Other

17. Please provide any other supporting information you feel is applicable.

Please sign the following statement

I understand that by submitting this outline business plan that I am confirming that I understand the terms of the grant offer being made available to support community managed libraries by the County Council and that I want the County Council to give full consideration to the proposals within it.

SIGNED	
NAME	
DATE	

Once signed please return as soon as possible and no later than 14th March 2015 to:

Paul Love - e-mail : [paul.love@leics.gov.uk](mailto:paul.love@leics.gov.uk) or post to

Paul Love  
 Project Manager  
 Leicestershire County Council  
 County Hall  
 Glenfield  
 Leicestershire  
 LE3 8RL

## Combined Public Services Centre @ Braunstone Civic Centre Braunstone Town Council

Starting date   
Cash balance alert minimum

	Beginning	16/17	17/18	18/19	19/20	20/21	Total
Cash on hand (beginning of year)		0	-963	-385	176	195	

RECEIPTS							
Braunstone Town Council		22,000	22,000	22,000	22,000	22,000	110,000
Blaby District Council		15,000	15,000	15,000	15,000	15,000	75,000
Leicestershire County Council		20,000	20,000	20,000	20,000	20,000	100,000
Book Fines		1,500	1,500	1,500	1,500	1,500	7,500
Other Income		1,500	1,775	2,000	2,250	2,500	10,025
<b>TOTAL RECEIPTS</b>		60,000	60,275	60,500	60,750	61,000	302,525
<b>Total budget available</b>	0	60,000	59,312	60,115	60,926	61,195	

PAYMENTS							
Staff		42,718	43,145	43,576	44,012	44,452	217,903
Recharge: Corporate Management		3,860	3,919	3,978	4,038	4,098	19,893
Recharge: Premises		10,606	8,818	9,034	9,255	9,480	47,193
Recharge: Supplies		1,779	1,815	1,851	1,926	1,965	9,336
Promotion and one-off investment		2,000	2,000	1,500	1,500	1,500	8,500
<b>TOTAL CASH PAID OUT</b>		60,963	59,697	59,939	60,731	61,495	302,825
<b>Cash on hand (end of year)</b>	0	-963	-385	176	195	-300	

Revised Costs - September 2015

## ALTERNATIVE OPTION - LIBRARY ONLY

## Appendix 2

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### Outline Business Plan for the provision of a Community Managed Library Service

The purpose of this document is to provide a framework for prospective community bodies to follow, for the submission of an outline business plan to Leicestershire County Council for the community body to provide a community managed library service.

Please refer to the Guidance Notes (contained in Part 1A appendix 2) before you complete this form.

#### Your Details

1. Name of applicant group/organisation

2. Status of group/organisation (Please refer to Guidance Note 1)

3. Contact details for correspondence

NAME	
TELEPHONE DAYTIME	
TELEPHONE EVENING	
EMAIL	
POSTAL ADDRESS	

## Overview of your proposals

4. Name of Library or area which this outline business plan relates to:

5. Please provide an overview of your proposals and the vision of your group organisation  
(Please refer to Guidance Note 2)

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TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

## Management & staffing

9. Please describe how you will manage and staff the proposed service (please refer to Guidance Note 5).

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10. Please provide indicative activities and costs for which set-up funding or further short-term support may be required (Please see Appendix 8 for further details).

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Other

17. Please provide any other supporting information you feel is applicable.

Please sign the following statement

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SIGNED	
NAME	
DATE	

Once signed please return as soon as possible and no later than 14th March 2015 to:

Paul Love - e-mail : [paul.love@leics.gov.uk](mailto:paul.love@leics.gov.uk) or post to

Paul Love  
Project Manager  
Leicestershire County Council  
County Hall  
Glenfield  
Leicestershire  
LE3 8RL

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 6 – Shakespeare Park - Improvement & Development**

##### Purpose

To consider and approve the business case and plan, funding arrangements, tender and next stages of the project.

##### Preparation for Tenders and Contract

###### *Tender Approach*

On 26th October 2017, in order to provide a framework for the preparation of tender documentation and management of the construction of both the site layout and new pavilion, Policy & Resources Committee approved the approach for the Preparation for Tenders and Contract, including the use of the Joint Contract Tribunal, Contract Pre-meeting and Site Meetings and Payments (Minute 41).

###### *Planning and Building Regulation Approval*

On 8th November 2017, the planning application to rebuild the Pavilion and improve facilities at Shakespeare Park was approved by Blaby District Council, with some conditions to discharge; these will be dealt with through the next stages of the project.

The technical drawings underpinning the plans have been submitted in accordance with Building Regulations.

###### *Site Preparations*

Part of the area of Shakespeare Park where the new pavilion is due to be located has been cleared in order that soil tests could be undertaken on Wednesday 22nd November to ascertain the design of the foundations, drainage and water soakaways in order to draw up the tender specifications for the building contract.

###### *Tender Documents*

Specification documents and drawings have been produced for inclusion in the tender package. A list of these documents is attached at Appendix 1 and the documents and drawings are included in the Annex papers for this item.

The documents include the documentation considered and approved by Policy & Resources Committee in preparation for the planning application:

- i. Site Location & Block Plan
- ii. Site Plan & Layout
- iii. Pavilion Floor Plan & Elevations

- iv. External Lighting location & details
- v. Topographical Survey

Underpinning these documents are more detailed technical drawings and specifications, which are to be included in the tender package:

- vi. Services – specification, and
- vii. Finishing schedule.

The General specification for the tender includes:

- Materials (design drawings)
- Workmanship (dealt with preliminaries)

The Bill of quantities for the tender includes:

- Preliminaries
- Schedule, to include internal fittings
- CDM matters. Health & safety issues.

The Mechanical & Electrical Performance Standard includes:

- Lighting levels
- Heating levels
- Basic performance levels
- Brief performance standard put into Bill of Quantities

A price breakdown document is included to be returned with the tender submission.

The Form of Tender to be used is attached at Appendix 2.

### *Timescales*

The Tender will be advertised as soon as practically possible, and within a week, after the meeting. The deadline for tenders to be returned to the Architect is 2pm on Wednesday 28th March 2018. Tender documents will subsequently be opened by the Leader of the Council and the Executive Officer & Town Clerk and their tender price recorded. The Quantity Surveyor will then analyse the price breakdown document returned with the tender submission with a view to making recommendations on awarding the contract to Policy & Resources Committee on 26th April 2018. Assuming finance is in place, then the contractor could start on site in June/July 2018 with an estimated completion of September/October 2019. Revised timescales for the project is attached at Appendix 3. If finance is not in place and further funding sources need to be sought, this could delay the commencement of the site works.

### Business Case and Business Plan

Policy & Resources Committee on 26th October 2017 approved the emerging Business Case and Business Plan. These are evolving documents and Policy & Resources Committee were happy that the drafts approved reflect the overall objectives for the project, while recognising that the documents would need to be adapted in line with the tender process.

The Business Case summarises the project, providing the headline but factual information on why the project is needed, what it will achieve, how it will be funded and managed, what it will cost and what the outputs / outcomes will derive from it. Once complete, the document can be used as a “pitching” tool to perspective funders / supporters and will inform the community and sports clubs on what the project is designed to achieve. The updated emerging Business Case is attached at Appendix 4.

The Business Plan provides additional detail to the business case and sets out how the project will be delivered and how the facilities will be operated. This document includes some element of the Business Case but sets out in more detail all the key components of how the project, new facility and ongoing programmes will be delivered, managed and sustained. The document will include financial planning, operating explanations, and what outputs / outcomes will be achieved. The emerging Business Plan was approved by Policy & Resources Committee in October 2017. Once the Business Case has been completed, the detailed Business Plan will be updated and completed.

### Recommendations

1. That the Tender Specification documents and drawings, produced for inclusion in the tender package, as set out at Appendix 1 and included in the Annex papers for this item, be approved and that delegated authority be given to the Executive Officer & Town Clerk to finalise the General Specification and Bill of Quantities and make minor alterations and corrections to the Tender Documentation to ensure compliance and consistency;
2. that the Form of Tender to be used be approved based on the template attached at Appendix 2;
3. that revised timescales for the project, attached at Appendix 3, be adopted; and
4. that the updated emerging Business Case attached at Appendix 4 be approved and that delegated authority be given to the Executive Officer & Town Clerk to finalise the Business Case and Business Plan in preparation for funding applications.

### Reasons

1. To ensure that the tender package was complete and provided all necessary plans and technical specifications and that the tender process would be undertaken in compliance with legislation and financial regulations.
2. To ensure each tender response received would be standard for compliance and assessment purposes.
3. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.
4. To ensure that the Business Case and Business Plan reflect the overall objectives for the project while ensuring that the documents could be adapted in line with the tender and funding application processes, avoiding undue delay.

## **APPENDIX 1 – Tender Specification Documents and Drawings**

### **Quantity Surveyor – Graham Clarkson Associates:**

1. Bill of Quantities

### **Architect's Drawings - HSSP Architects:**

2. 7209 – Finishes Schedule Forbo Option Rev A
3. 2473-01-aA – Topographical Survey
4. 7209-01-001P1 – Site Location and Site Block Plan
5. 7209-05-001B2 – Proposed Elevations and Plans
6. 7209-05-002B2 – Proposed Sections
7. 7209-05-003B2 – Proposed Section and Roof Plan
8. 7209-05-004B1 – Proposed Door and Window Schedule
9. 7209-05-01-P7 – Proposed Site Plan
10. 7209-05-011 – Proposed Access and Compound
11. 7209 – Drawing Issue Sheet

### **Engineer's Drawings - Collins Hall Green:**

12. E625-0001T01 – Foundation Layout
13. E625-0002T01 – Ground Floor Showing Structure Above
14. E625-0003T01 – Roof Layout

### **Electrical Drawings - Axis Consulting:**

15. AX1725 Electrical Drawing Issue Sheet
16. AX1725-E-01
17. AX1725-E-02
18. AX1725-E-03
19. AX1725-E-04
20. AX1725-E-05
21. AX1725-E-06
22. Electrical Specification

### **Mechanical Drawings – Axis Consulting:**

23. AX1725 Mechanical Document Issue Sheet
24. AX1725-M-01a
25. AX1725-M-02a
26. AX1725-M-03a
27. AX1725-M-04A
28. AX1725-M-05A
29. AX1725-M-06A
30. AX1725 Braunstone Pavilion Mechanical Tender Specification
31. AX1725-ME-01A
32. AX1725 ME Hazard Assessment
33. Braunstone Sports Pavilion – Part L 2013-BRUKL

*These documents form part of the Annex papers for this item and are available electronically and from the Office of the Executive Officer & Town Clerk.*

**APPENDIX 2**  
**FORM OF TENDER**



To: Mr Darren Tilley Town Clerk  
c/o HSSP Architects Ltd  
Pera Business Park  
Nottingham Road  
Melton Mowbray  
Leicestershire LE13 0PB

Dear Sirs

**New Sports Pavilion - Shakespeare Park Braunstone  
for Braunstone Town Council**

I/We the undersigned, having fully examined the Site of the Works, Schedule of Works, Specifications and Drawings, hereby Tender and undertake to execute and complete all work required for the sum of:-

£..... (excluding VAT)

(.....)  
(Please insert amount in words)

We confirm that we can commence the work on ..... for completion within  
..... weeks.

Unless and until a formal agreement is prepared and executed, this tender, together with the Employer's acceptance thereof, shall constitute a binding contract between us.

We understand that the Employer does not bind himself to accept the lowest or any Tender and that he does not hold himself liable for any cost or expense incurred by the Tenderer in preparation of such Tender.

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.

I/We further agree that this tender remains open for consideration for twelve weeks.

Signed .....

in the capacity of .....

duly authorised to sign tenders for and on

behalf of .....

Date .....

This Form of Tender is to be sealed in the envelope provided and delivered to HSSP Architects Ltd Pera Innovation Park Nottingham Road Melton Mowbray Leicestershire LE13 0PB by no later than 2 pm on Wednesday 28th March.

### **APPENDIX 3 – TIMESCALES**

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

February 2018	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee approves business case, tender documentation and timescales</li> <li>• Invitation to Tender for Pavilion/Car Park/Site Construction works</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• Tender Return</li> <li>• Applications for Funding</li> <li>•</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>• Working with Blaby District Council to identify further external funding sources, including sponsorship</li> <li>• Policy &amp; Resources Committee determines tenders and award contracts and considers Public Works Loan Board funding</li> </ul>
May 2018	<ul style="list-style-type: none"> <li>• Working with Blaby District Council to identify further external funding sources, including sponsorship</li> <li>• Council consideration of Public Works Loan Board application</li> <li>• Lead in Period</li> </ul>
June/July 2018	<ul style="list-style-type: none"> <li>• Commencement of Building Works on Pavilion</li> <li>• Invitation to Quote for Playground and Tennis Courts Works</li> </ul>
August 2018	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>• Exploring options around long term leases with Clubs</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>• Commencement of works on Playground and Tennis Courts</li> </ul>
February 2019	<ul style="list-style-type: none"> <li>• Completion of works on Playground and Tennis Courts</li> </ul>
August 2019	<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> <li>• Commencement of work on Tennis Courts</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Completion of work on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

# Shakespeare Park Improvement and Development Project

Shakespeare Park, Avon Road,  
Braunstone Town, Leicester

Business  
Case  
February  
2018

*Sport  
Recreation  
Play  
Community Facilities*



**Braunstone Town Council**



**Braunstone Juniors Football Club**



**Shakespeare Park Bowls Club**

## **Executive Summary / Value Proposition**

Braunstone Town Council, in partnership with Shakespeare Park Bowls Club and Braunstone Juniors Football Club, and with the support of Blaby District Council and local tennis and petanque representatives, has ambitious plans to improve the recreation, play and sporting facilities at Shakespeare Park, Avon Road, Braunstone Town, Leicester, which is owned by the Town Council.

The current Clubhouse/Pavilion was erected in the 1950s and is primarily a wooden structure, although various additions, including the football changing rooms have been subsequently added and built using brick. The current building is damp, has no heating or air circulation and the clubroom is not large enough to accommodate players when all bowling rinks are in use. The clubroom is equally too small for use by the football club and has limited flexibility for alternative income generating uses.

Both the playground and tennis courts have not been substantially refurbished in the last 20 years with no new play equipment having been installed at the site during that time. Proposals to improve these facilities will be part funded by the Town Council and Section 106 contributions, with the balance being sought from local donors.

The proposals involve relocating the pavilion to another part of the site, then demolishing the existing pavilion and using the land for additional car parking. This will provide for a new modern and fit for purpose brick built clubhouse / pavilion, which can be shared between bowls, football, tennis and petanque clubs and with the ability of the clubroom to be hired for various healthy living and recreational clubs/sessions.

Renovation of the playground equipment will include the installation of modern low maintenance mulch safety surfaces and new play equipment including the provision of new sensory play equipment, which enables children with special needs to enjoy the playground and park with their friends and siblings. Improvements to the tennis courts will include the surface, markings and perimeter netting in order for the courts to be attractive for a club and for tennis training. The Tennis Courts will continue to be available for free use by residents outside the times used by a tennis club.

Estimated costs for the improvements and refurbishment across the site is approximately £xxxxxxx.

The proposed relocation and new pavilion will increase participation in sport since the new clubroom will be able to accommodate the use of all bowling rinks at the same time and will enable the extension of the car park for both bowls and football club usage. The current bowls clubhouse does not have a disabled toilet, which will be provided. Existing and new clubs will benefit from access to modern clubhouse facilities, which will include equipment storage, modern fit for purpose changing facilities, social and meeting space, including kitchen facilities. The building is designed to enable the hire of the

clubroom and kitchen facilities for private hire and in particular for fitness classes and other healthy living and recreational use providing for an additional revenue income stream.

### **What is the project**

The proposals involve building a brand new single storey Pavilion to cater for the sports which use the Park (i.e. Bowling, Football and Tennis). The location of the new building is between the Bowling Green, Tennis Courts and Recreation Field (to the rear of Shakespeare Drive). The building will make more efficient use of the floor space by providing a single clubroom (approximately 15 x 8 metres), kitchen (approximately 6½ x 2 metres), two changing rooms (each approximately 6 x 5¾ metres, including showers and toilets) and two changing facilities for officials (approximately 4¼ x 2½ metres) and storage facilities for all sporting teams using the park (football store is approximately 7¼ x 3 metres and the bowls store is approximately 4¼ x 2¼ metres).

Once the new Pavilion is operational, the existing Pavilion, adjacent to the Tennis Courts and car park (to the rear of Avon Road) will be demolished and the Car Park extended. The surface will be replaced and parking spaces lined out. Provision will also be made for cycle rails to which cycles can be secured.

During the construction of the new Pavilion, demolition of the existing Pavilion and extension of the Car Park, the Tennis Courts will be closed and used as a secure compound for the construction equipment and materials. The existing Clubhouse will remain in use during construction of the new Pavilion in order for existing clubs to continue to operate.

It is proposed that during the improvements, new safety surfaces and new play equipment, including the provision of Sensory Play Equipment, will be installed at the Playground, which will be closed for the duration of the installation of the equipment (anticipated to be no more than 2 months).

The perimeter fence of the tennis courts, safety surface and nets will be renewed at the end of the Project.

The current timescales are for work to commence in summer 2018 and to be completed by autumn 2019. Construction and delivery vehicles will be directed to and from Braunstone Lane via Shakespeare Drive, this is a small scale construction project and large amounts of vehicular movement is not anticipated. Works on the site will take place during the working week and during the day.

### **Why do we need the project?**

The current Sports Pavilion, which contains the Bowling Clubhouse and Football Changing Rooms, is in disrepair and no longer fit for use, the

Clubhouse is predominantly constructed using wood. The football changing facilities do not provide separate referee changing facilities, nor internal access to toilet facilities. There is no heating and windows don't open. There is no disabled access to the Bowling Clubhouse (identified as a deficiency in provision in the Blaby District Open Space Audit of 2015). To make changes to the existing Pavilion would be an inefficient use of resources since the main structure is at the end of its life.

The existing Pavilion is an inefficient use of space. The Club Room and Kitchen are too small for the number of pitches on the Bowling Green and there are separate changing and toilet facilities for the Bowling Club and Football Club, the Bowling season being April to October and Football Season August to April. Since bowling and football don't take place every day, in the couple of months both clubs overlap there is the ability to schedule use of the new facility to avoid clashes.

Both the Playground and Tennis Courts are well used by the local community, however, there has been no significant investment in the facilities on this site for 15 years. Surveys and assessments undertaken by the Town's Citizens' Advisory Panel identified the need for improvements to the facilities. Modern technologies produces long lasting, vandal proof, yet attractive play equipment and safety surfaces. Currently tree bark hides needles and broken glass, presenting dangers to young children, wet pour is shrinking presenting trip hazards and the tarmac tennis court surface is wearing thin, with cracks and holes appearing in the surface. Installing new safety surfaces at the Playground and Tennis Courts will not only improve safety, it will also reduce maintenance costs while improving the visual appearance. In addition, Braunstone Town only has traditional play equipment at its parks, there are a variety of sensory play equipment available which allows for play for all ages and abilities and in particular those physically unable to use traditional play equipment such as swings and slides, installing such equipment at an existing playground allows for the family and friends to enjoy play and recreation together.

In 2016, the population of the Winstanley Ward was estimated as £10,203, of which 1953 (19%) are aged 17 or under and 2515 (25%) are aged over 65.

According to the Indices of Multiple Deprivation, five out of 10 of the most deprived Lower Level Super Output Areas in Blaby District are in Braunstone Town. The rankings for England (1 being the most deprived and 32,482 being the least deprived); Woodland Drive ranked 55, Henley Crescent 71, Cleveley Avenue 103, Winstanley Community College area 109 and Narborough Road South 126. All top quartile on the Indices of Multiple Deprivation. Woodland Drive and Henley Crescent are in the top 20% in Leicestershire for overall deprivation. These two areas experience high rankings across a range of domains, including Income, Employment and Education deprivation.

The Annual Report of the Leicestershire Director of Public Health 2017 identifies that throughout Leicestershire, over a fifth (22%) of residents were "inactive" and in Blaby District, this rose to over a quarter (27%) of all adults.

The National Childhood Measurement Programme data for Leicestershire shows in 2015/16, a fifth (21.3%) of children in Reception (4-5 years) and a third (31.3%) of children in Year 6 (10-11 years) were overweight or obese. Winstanley Ward (along with Sileby Ward) are the worst in Leicestershire and have a worse statistical significance compared to England.

The Blaby District Open Space Audit of 2015 identified the following deficiencies at Shakespeare Park:

- “Disabled improvements needed at Shakespeare Park BC” (page 157);
- “the courts in Shakespeare Park are rated ‘below average’ which will adversely affect their usage capacity” (page 125);

and recommended the following improvements:

- disabled access improvements required at the Bowls Club (page 16);
- tennis court surface improvements (page 16);

### **What will be achieved by the project Impact?**

The new multi-purpose Pavilion located on a site providing lawn bowls, pétanque, football pitches and tennis courts provides for both sustaining current sport and recreation participation and encouraging growth in both participation and in the range of sporting activities:

1. Improved Site Layout, incorporating landscaping, additional parking and cycle rails allowing for increased use of the facility and reducing the negative effects of on street parking on the local residential area.
2. New Clubhouse/Pavilion providing modern changing facilities which can cater for most sports and a larger clubroom and kitchen providing social facilities, expanding the offer of the clubs enabling membership numbers to be retained and increased and a wider offer to families as a whole. The Clubhouse can also accommodate new sports clubs who wish to use the site, for example a tennis club, therefore increasing sports participation and the number of sports the site has to offer.
3. Improved play facilities – efficient modern play equipment, sensory equipment for children with special needs and play equipment which aids a child’s learning and development, to allow for the all children and siblings to enjoy play and learn.

With the hiring out the new pavilion and the opportunity to provide shared space for more sports clubs, the footfall will be increased and the site will provide sporting, recreation and play opportunities for all age groups and families. This will provide the opportunity to encourage people to take up new activities reducing the number of inactive residents and the levels of obesity and providing for improvements to health and wellbeing.

The project will have an impact from completion allowing existing clubs to expand and become more sustainable. New sporting clubs will take longer to establish but this is considered relatively short term (2-5 years from completion of the on-site works). Put in Need section that clubs are unable to expand so that there is a clear link.

If the project was not delivered the existing building would fall into further disrepair, even with annual maintenance the building would become unusable in the next 5 to 10 years. This would leave the clubs with no facilities to use which will see these groups having to disband or move away from the area, further increasing inactivity and obesity and contributing to increasing levels of deprivation.

The building will also be environmentally friendly and more economical to run with improved lighting and insulation.

## **Strategic Partners / Community Involvement**

### ***Braunstone Town Council***

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

We provide a wide range of services to the citizens of Braunstone Town 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 District Council and other public bodies to provide and supplement public services within the town area.

The Town Council has a Business Plan, reviewed annually, setting out priorities for the year, alongside a Capital Plan.

The Town Council is the owner and manager of the Shakespeare Park site.

### ***Shakespeare Park Bowling Club***

Shakespeare Bowling club was formed in 1963, and has been meeting at the park ever since. The Club hold friendly afternoon fixtures with many of the local clubs throughout the season. The club also has teams in the Hinckley & District Triples League and the South Leicestershire Triples League

The Club provide lessons and courses and also hold community open days when residents can find out more and have a go.

The Bowling Club currently partly manage the existing pavilion and green and have valuable insight into the usage and potential of the site.

### ***Braunstone Juniors***

Braunstone Juniors' vision is:

- to provide quality, safe opportunities for young people of all ages in our community to play football;
- to help develop personal skills and confidence;

- to introduce people to football regardless of age, ability, sex, religion and ethnic background;
- to improve the performance of players, coaches and volunteers within the club.

The Club have seven teams which play on the park (from under 7s to under 14s) and two teams which play at neighbouring Thorpe Astley Park. The club hold football tournaments, training sessions and family fun days.

The Club has Development Plan for the FA Charter Standard, which runs from 2016/17 – 2021/22 and includes objectives to retain and increase participation, develop players and coaches, and the playing and training facilities.

The football club are growing and bring knowledge of building a new successful club.

### **Other Clubs**

The Town Council has been working with Leicester Forest East Tennis Club and Leicestershire Pentanque to ensure there is scope for improvements and expansion of these sports in the Town and in particular in the Winstanley Ward.

### **Current Provision / Position / Context**

The breakdown of population in 2016 was:

	Population	Under 18	65 & Over	Male	Female
Braunstone Town					
Winstanley Ward					

The breakdown of club membership is currently:

	Members	Under 18	65 & Over	Male	Female
Shakespeare Park Bowls					
Braunstone Juniors					

The 2015 Opens Space Audit identified per capita levels of provision of as follows:

	Braunstone Parish	Blaby District
<i>Population</i>	<i>16,850</i>	<i>93,674</i>
Adult Football	1: 2,407	1: 2,082
Youth Football (11v11)	1: 16,850	1: 10,408

Youth Football (9v9)	1: 16,850	1: 8,519
Mini-soccer (7v7)	1: 16,850	1: 9,357
Mini-soccer (5v5)	1: 16,850	1: 7,205
Cricket	1: 16,850	1: 4,942
Rugby	-	1: 7,206
'3G'	-	1: 93,900
Bowling Greens	1: 16,850	1: 13,414
Tennis Courts	1: 4,213	1: 2,408

## **Consultation / Market Research**

In 2012 and 2013, Braunstone Town's Citizens' Advisory Panel, which is made up of residents from around the Town (and is open to join) along with some local ward members, carried out a review of the Council's Open Spaces and Parks to identify priorities for improvements for Capital Projects should external funding arise. This included site visits, identifying need, potential projects and scoring the projects to create a ranking.

Details of the proposals were published in Braunstone Life, which is circulated to each property in Braunstone Town, along with details on how to respond to the consultation, consultation information events were also held at Braunstone Civic Centre. Questions were included in the Town Council's Annual Survey, undertaken between June and August each year.

The Consultation identified the following:

1. Bowling Club Pavilion – Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement;
2. Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms);
3. Replacement to Perimeter Fencing of Tennis Courts;
4. Improvements to the entrance to the park area (access from the car park to the park)

As a result the project was included in their report, Proposals & Priorities for Improvements to Our Parks & Open Spaces, which was adopted by the Policy & Resources Committee on 11th April 2013.

The Project has subsequently been included in the Council's Capital Plan and has been included in the plan for 2017/2018 adopted by Council on 26th January 2017.

## **Proposed Facility / Action**

### Governance and project management

Braunstone Town Council's Policy & Resources Committee is the responsible body for overseeing the vision and capital improvement project to the site. Every scheduled meeting of Policy & Resources Committee receives a progress report, considers any actions/decisions required for the next stage and reviews the project timescales. The Committee has established a sub-committee of three Councillors take decisions between meetings where this is required.

The three Councillors on the sub-committee are also part of the Working Group which has been established to deal with detailed progress of the project and the proposals. Represented on the Working Group are Town Councillors, relevant Town Council officers, Braunstone Juniors Football Club and Shakespeare Park Bowls Club representatives. This group ensures the valued and essential input of the clubs currently using the site.

The Town Council's Executive Officer & Town Clerk is charged with ensuring that the project is managed, monitored and delivered on a day to day basis. This includes liaison with the District Planning Authority, the Architect, surveyor and other professionals appointed to advise and work on the project. The Deputy Executive Officer & Community Services Manager is managing funding opportunities and grant applications.

### Phases of consultation

In addition to the consultation identified above in relation to need for the improved facility, once open, the management body will consult with partners, clubs, users and the community on its proposed activities and framework for community use. This consultation will also include plans by the clubs using the facility to develop sporting provision. The management body, will further develop the approved Business Plan for the facility.

The Management Committee will produce an Annual Report and make it publically available. Consultation will be undertaken by the management team on changes to the business plan and with its future plans and will include the Town Council and partner Sports Clubs and, where relevant, the local community, hirers and users.

### Planning permission

Following recommendations of the Working Group and a public consultation, proposals for redeveloping the site, erecting a new Pavilion/Clubhouse and demolishing the existing clubhouse and extending the car park were submitted to the District Planning Authority on 17th July 2017.

Permission was granted on 8th November 2017 with conditions, discharging these conditions will be dealt with through the next stages of the project.

### Architect and Professional services

Professional Services have been commissioned as follows:

- a) from HSSP Architects for all work from initial stages through to Design Development and Contract Management;
- b) from Graham Clarkson Associates for quantity surveying – from Pre-tender stages, through procurement to contract management;
- c) from Collinshallgreen Ltd for civil and structural engineering services, including foundations and drainage;
- d) from Axis M&E Consulting Engineers – for design of electrical, heating and water services; and
- e) from the Parkinson Partnership, VAT Advice.

### Procurement of contractor

Drawings and the bill of quantities has been prepared for Building Regulation submission and invitation to tender for the contract. This work consists of:

- i. Drawings for building regulations,
- ii. Services – specification, and
- iii. Finishing schedule.

The Form of Contract to be used is JCT – Joint Contract Tribunal, which is a contract form routinely used in the construction and building industry and was selected by the Council since JCT publish a suite of contracts to cover all eventualities. JCT approach includes a front form which is the contract of particulars, a section filled out by the surveyor, and it goes on to cover insurance and liabilities, standard clauses and concludes with start & finish dates, and damages.

The General specification for the tender includes:

- Materials (design drawings)
- Workmanship (dealt with preliminaries)

Bill of quantities for the tender includes:

- Preliminaries
- Schedule, to include internal fittings
- CDM matters, and
- Health & safety issues.

The Mechanical & Electrical Performance Standard includes:

- Lighting levels
- Heating levels
- Basic performance levels
- Brief performance standard put into Bill of Quantities
- Price breakdown back with tenders

### Seeking Quotes

The deadline for submission of tenders by potential contractors is anticipated to be immediately after Easter (beginning of April).

Policy & Resources Committee on 26th April 2018 is scheduled to determine the successful tender, award the contract and submit a request to Council on 10th May 2018 to apply for a loan from the Public Works Loan Board and to seal the contract. Assuming finance is in place, then the contractor could start on site in June with an estimated completion of autumn 2019.

### Construction works

Once sealed, a Pre-contract meeting will be held with the appointed contractor, where documents will be signed and all detailed arrangements for commencing the works will be agreed and recorded and confirmed in writing.

The official communications channel and first point of contact for the Council will be the architect. On site meetings will be held with the contractor every month. These meetings will involve the Executive Officer & Town Clerk, Council Architect, Council Surveyor and any other professional employed to advise the Council on elements of the project as necessary and the appointed representatives of the contractor.

This meeting will discuss progress of the project and the monthly valuation undertaken by the surveyor, according to the Bill of Quantities. On approval, 95% of the monies relating to each monthly valuation will be paid to the contractor, the rest being held until completion.

On completion of the work the surveyor will issue a Practical Completion Certificate. At that point  $\frac{1}{2}$  the amounts retained on the monthly payments is released and the rest is held for 12 months.

An inspection will be undertaken 12 months after completion to ensure that the contractor has addressed all defects, which have been identified. Assuming this is the case an end of defects period certificate is issued and the balance paid.

### **Expenditure – facility example**

Since it is proposed to sub-let on a medium term lease to a Management Committee the operational management of the building, the staffing arrangements will be determined by the clubs, which currently is anticipated to be clubs volunteers.

The clubs themselves will continue to pay for their own sporting equipment. Equipment used in the facility, such as in the kitchen will be provided by the Management Committee using the income from the clubs and hire by third parties.

Utilities costs will be reduced per unit due to the creation of an energy efficient building. However, given it is anticipated that there will be a higher usage, the projected costs are higher and these will be met by income from the clubs and hires.

Maintenance will be undertaken by the leaseholder and these are expected to be minimal given it is a new build building, however, the leaseholder will be expected to hold a sinking fund to ensure funds are available for the future maintenance of the building. The amount that the transfer into the sinking fund each year will increase as the building increases in age. This approach will also enable the leaseholder to build up a sustainable revenue income to cover running costs and as the facility becomes used by more clubs and hirers, set aside money for the sinking fund.

The park, playground and tennis courts will continue to be managed by the Town Council.

### **Income**

Since it is proposed to sub-let on a medium term lease to a Management Committee the operational management of the building, the Committee will be responsible for setting a pricing structure and securing grants to ensure that the obligations of the lease and the requirements of any external funding received for the site and pavilion construction is met.

Income from the lease will be peppercorn rate.

### **Programme**

In leasing the management of the Pavilion facility to a Management Committee, Braunstone Town Council will require that the site meets its sporting and recreational objectives, including those of its partners and those of the external funding bodies.

Key programme priorities will be:

- demonstrating increased membership and participation in the existing sports (Bowls and Football) clubs;
- accommodating additional clubs to expand participation in other sports, e.g. tennis, pentanque;
- when determining the focus for additional use of the facilities, including the hire terms & conditions and charging structure, priority being given to healthy living activities and groups, which can range from fitness activities (e.g. a meeting and changing facility for cross-country running, dance and fitness classes) to education sessions (e.g. eating and exercising information).

## **Marketing Plan**

Information will be provided prior to the commencement of the construction concerning the plans for the site and timescales. Regular updates on progress will be provided with opening dates. All this publicity will raise awareness of the park and the new facilities and what it will have to offer, including sports clubs and their activities.

Upon completion, an open day will be held to meet the clubs, find out what they have to offer and to sign up. This will be a family event with activities and an opportunity to have a go at the sports.

Publicity will also be available at Braunstone Civic Centre and through the partner clubs. Information will also be circulated to local schools. The Town Council will use all communication methods: Braunstone Life, website, social media, leaflets and posters.

Targeted publicity will be launched two months before completion and opening. The Town Mayor, partners and VIPs will open the facilities.

New activities and programme will be promoted by targeting existing relevant community groups and organisations.

Introductory packages will be promoted via the above means and through the sports clubs.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 7 – Citizens Advice Bureau - Service Level Agreement for Braunstone Civic Centre**

##### Purpose

To consider arrangements for the Citizen's Advice Bureau Service at Braunstone Civic Centre post 31st March 2018.

##### Background

In 2006, Braunstone Town Council and Citizen's Advice Bureau (CAB) made a Service Level Agreement to formalise the provision of Citizens' Advice Services from Braunstone Civic Centre. Since then the agreements have been renewed in 2009, 2012 and 2015.

The objective of the agreement is that the bureau is to provide free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more. The nature of the assistance provided depends on a client's needs and ranges from the provision of information to negotiating on behalf of clients. Under the current agreement Braunstone Town Council granted the Citizen's Advice Bureau:

- 2015/16 £2,500
- 2016/17 £2,563
- 2017/18 £2,627

in return for an outreach advice session at Braunstone Civic Centre for 4 hours every week.

##### Renewal of 3 year Service Level Agreement

The current Service Level Agreement made in 2015 runs out on 31<sup>st</sup> March 2018. While the agreement allows the service to roll-on year by year and the Executive Officer and Town Clerk has delegated authority to extend existing agreements (*Financial Regulations 11a(iii)*); a new 3 year Service Level Agreement would need to be approved by Policy and Resources Committee.

The Citizen's Advice Bureau have been contacted to ascertain whether they would be happy to sign a new Service Level Agreement for a further three years, since this would give stability to the service, and this is currently being considered by the Bureau.

Assuming that a 2.5% increase is applied to the grant each year, as was the case between 2015 and 2018, then the grant would be as follows:

- 2018/19 £2,693
- 2019/20 £2,760
- 2020/21 £2,829

The purpose of increase the grant by 2.5% each year during the current agreement was to cover anticipated pay increases. Citizen's Advice Bureau would cover any increase in operating costs. Should the 2.5% increase apply each year throughout a new agreement this would result in a £202 increase in the grant over the three year period to March 2021.

To avoid any delays and to enable a new Service Level Agreement to negotiated and signed prior to 31st March 2018, it is recommended that delegated authority be given to the Executive Officer & Town Clerk to complete an agreement on behalf of the Council provided that the total annual grant payment does not exceed the delegated authority limits given to the Executive Officer & Town Clerk under Financial Regulation 11.1h in each of the financial years.

#### Recommendation

That delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to finalise and enter into a three year Service Level Agreement with Citizen's Advice Bureau from 1st April 2018 up to 31st March 2021 based on a similar agreement to the current Service Level Agreement and subject to the total annual grant payment not exceeding the delegated authority limits given to the Executive Officer & Town Clerk under Financial Regulation 11.1h in each financial year.

#### Reason

To enable the Citizen's Advice Bureau to continue to provide free, confidential, impartial and independent advice to local residents beyond 31st March 2018 without delay or a break in service, in order that residents could receive assistance with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 8 – Alignment of Hire Charges for Community Centres Facilities**

##### Purpose

To align charging dependent upon the category of room.

##### Background

In addition to the precept, the Council levies charges for using its community and sporting facilities and some miscellaneous administrative charges. Since 2016/2017 fees and charges were increased in line with precept increases: 3.1% in 2016/2017 and 4.4% in 2017/2018.

However, in 2017/2018 the increase resulted in cancellation of some longer term hires, who have reported that year on year, slightly above inflation increases has meant that their activity is no longer viable.

Since the income received from both centres has over that period remained steady and given the economic pressures many are facing, to increase hire charges in line with the 9.7% increase in precept this year and the projected 4.9% next year (to account for the loss of Council Tax Support Grant from April 2018), is likely to have a negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community. Therefore, in accordance with the financial strategy, it is recommended that these charges are frozen this year.

##### Simplifying the Charges

A recent report of a Working Group looking at Community Centres considered it more appropriate to align charging dependent upon the category of room and to offer incentives to regular hirers to pay at a discount using more efficient methods of payment such as direct debit and standing order. This approach is hoped will standardise the customer base, attract new hires and therefore improve what the Centres have to offer as well as increase the net income.

To date, rooms of a similar size often attract a slightly different charge, sometimes as little as 5p difference. For example, comparing the Council Chamber with Thorpe Astley Main Hall:

- Private Functions & Commercial Use, Monday to Thursday and Friday until 5pm the Council Chamber is £12.65 per hour and Thorpe Astley Main Hall is £12.70 per hour; while at the weekends and after 5pm on a Friday the Council Chamber is £26.35 per hour and Thorpe Astley Main Hall is £26.25 per hour.
- Braunstone Town residents the prices are the same.
- Community Groups, Monday to Thursday and Friday until 5pm and on Sunday the Council Chamber is £10.75 per hour and Thorpe Astley Main Hall is £10.85 per hour; while on Saturdays and after 5pm on a Friday the Council

Chamber is £22.65 per hour and Thorpe Astley Main Hall is £23.25 per hour.

### Room Categories

Given the number of staff who take bookings, the administrative work involved in setting the charges, the aspiration to take web bookings and the need to promote the facilities and provide easy to understand choices and charges, Policy & Resources Committee on 27th April 2017 agreed that the rooms should be categorised and the prices aligned for each category of room within each category of customer and charging period and to the highest of the current rates. The agreed categories are as follows:

<b>Room Category</b>	<b>Rooms</b>	<b>Capacity*</b>
A	Millfield Hall, Civic Centre	240
B	Council Chamber, Civic Centre	100
	Main Hall, Thorpe Astley	100
C	Ravenhurst Room, Civic Centre	45
D	Fosse Room, Civic Centre	20
	Large Meeting Room, Thorpe Astley	20
	Activity Room, Thorpe Astley	15
E	Winstanley Room, Civic Centre	10
	Small Meeting Room, Thorpe Astley	10
F	Meeting Room, Civic Centre	4
	Interview Room, Civic Centre	4

*\* maximum capacity, dependent upon layout of the room.*

Nothing in these proposals impacts on the principle of the structure of charges in relation to the category of hirer (Private Functions & Commercial Use, Braunstone Town Residents, Community Group) or the charging periods (Monday to Thursday, Friday until 5pm, Friday after 5pm, Saturday and Sunday).

### Aligning Hire Charges from April 2018

Attached at Appendix 1 are the proposed aligned hire charges to take effect from 1st April 2018. For comparative purposes the current hire charges are attached at Appendix 2.

While aligning the charges to room category, it became apparent that the Large Meeting Room and Activity Room at Thorpe Astley Community Centre were both charged at a similar rate to the Ravenhurst Room at Braunstone Civic Centre, which has over twice the capacity. The Fosse Room, which has a similar capacity, was over £1 less per hour. Due to these differences, it was considered inappropriate to raise the Fosse Room charges to the Thorpe Astley Large Meeting Room and Activity Room prices since this would increase the Fosse Room charges by more than £1 an hour and was likely to result in a loss of income/hires. Therefore, on alignment, the proposed Category D prices have been averaged rather than increase to the highest charge.

### Recommendation

That the proposed aligned Community Centres charges, according to Category of Room, as attached at Appendix 1 of the report be applied from 1st April 2018 to all new bookings and where payment would be made on or after 1st April 2018.

### Reason

To simply and align Community Centre charges, while ensuring sustainability of the Council's services in accordance with the Council's Medium Term Priorities and Financial Planning objectives.

**APPENDIX 1**

**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES FROM 01.04.2018**

**PRIVATE FUNCTIONS & COMMERCIAL USE**

Dances, aerobic classes, commercial sales and any private function to which access is limited by invitation.

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday	Friday		Saturday/ Bank Hol	Sunday
Room Category		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
	Min. Period of Hire	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
<b>A</b>	MILLFIELD HALL	£15.40**	£15.40**	£40.95*	£40.95*	£40.95*
<b>B</b>	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£12.70**	£12.70**	£26.35*	£26.35*	£26.35*
<b>C</b>	RAVENHURST ROOM	£5.65**	£5.65**	£5.65**	£5.65**	£5.65**
<b>D</b>	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£4.95**	£4.95**	£4.95**	£4.95**	£4.95**
<b>E</b>	WINSTANLEY ROOM TA SMALL MEETING ROOM	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**
<b>F</b>	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£6.25**	£6.25**	£6.25**	£6.25**	£6.25**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session (inclusive of VAT)

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b> Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday
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**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES FROM 01.04.2018**

**PRIVATE FUNCTIONS - BRAUNSTONE TOWN RESIDENTS**

HOW TO QUALIFY: Registered elector and proof of identity required

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday	Friday		Saturday/ Bank Hol	Sunday
Room Category		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
	<b>Min. Period of Hire</b>	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
<b>A</b>	MILLFIELD HALL	£14.35**	£14.35**	£38.75*	£38.75*	£38.75*
<b>B</b>	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£12.00**	£12.00**	£25.30*	£25.30*	£25.30*
<b>C</b>	RAVENHURST ROOM	£5.15**	£5.15**	£5.15**	£5.15**	£5.15**
<b>D</b>	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£4.65**	£4.65**	£4.65**	£4.65**	£4.65**
<b>E</b>	WINSTANLEY ROOM TA SMALL MEETING ROOM	£3.60**	£3.60**	£3.60**	£3.60**	£3.60**
<b>F</b>	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.55**	£3.55**	£3.55**	£3.55**	£3.55**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£5.95**	£5.95**	£5.95**	£5.95**	£5.95**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.85**	£3.85**	£3.85**	£3.85**	£3.85**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

**BUSINESS MEETINGS / SEMINARS**

Use of OHP, Flip Chart, TV/Video

£4.10 each item per session

**WEDDING / PARTY PACKAGE (Saturday or Sunday)**

Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES FROM 01.04.2018**

**COMMUNITY GROUP**

HOW TO QUALIFY: The hiring must not be for personal or commercial gain but should benefit the community as a whole and group must be a charity or community, non-profit making organisation. Applicants must successfully meet the criteria set out on the Application Form. Local Authorities also qualify if hiring is for the direct benefit of local residents

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING. \*\*PAYMENT TO BE MADE ON THE DAY OF THE BOOKING  
NEW GROUPS ARE REQUIRED TO PAY FOR FIRST 8 BOOKINGS AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday		Friday		Saturday/ Bank Hol	Sunday
Room Category		8.00am– 5.00pm	After 5.00pm	9.00am to 5.00pm	After 5.00pm	All Day	All Day
	Min. Period of Hire	2 Hours		2 Hours	3 Hours	3 Hours	3 Hours
<b>A</b>	MILLFIELD HALL	£13.25**	£13.25**	£13.25**	£35.50*	£35.50*	£29.70*
<b>B</b>	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£10.85**	£10.85**	£10.85**	£23.25*	£23.25*	£10.85*
<b>C</b>	RAVENHURST ROOM	FREE USE	£4.95**	FREE USE	£4.95**	£4.95**	£4.95**
<b>D</b>	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	FREE USE	£4.40**	FREE USE	£4.40**	£4.40**	£4.40**
<b>E</b>	WINSTANLEY ROOM TA SMALL MEETING ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
<b>F</b>	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	Free of Charge
<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b>	
Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday	

**APPENDIX 2**

**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE HIRE CHARGES**

**PRIVATE FUNCTIONS & COMMERCIAL USE**

Dances, aerobic classes, commercial sales and any private function to which access is limited by invitation.

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE	Monday to Thursday	Friday		Saturday	Sunday
	All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
Min. Period of Hire	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
MILLFIELD HALL	£15.40**	£15.40**	£40.95*	£40.95*	£40.95*
COUNCIL CHAMBER	£12.65**	£12.65**	£26.35*	£26.35*	£26.35*
RAVENHURST ROOM	£5.65**	£5.65**	£5.65**	£5.65**	£5.65**
WINSTANLEY ROOM	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
FOSSE ROOM	£4.30**	£4.30**	£4.30**	£4.30**	£4.30**
MEETING ROOM	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
KITCHEN (inc use of cooker) min period of 1 hour)	£6.25**	£6.25**	£6.25**	£6.25**	£6.25**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session (inclusive of VAT)

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b> Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday
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<b>BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays</b>
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**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE HIRE CHARGES**

**PRIVATE FUNCTIONS - BRAUNSTONE TOWN RESIDENTS**

HOW TO QUALIFY: Registered elector and proof of identity required

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE	Monday to Thursday	Friday		Saturday	Sunday
	All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
Min. Period of Hire	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
MILLFIELD HALL	£14.35**	£14.35**	£38.75*	£38.75*	£38.75*
COUNCIL CHAMBER	£12.00**	£12.00**	£25.30*	£25.30*	£25.30*
RAVENHURST ROOM	£5.15**	£5.15**	£5.15**	£5.15**	£5.15**
WINSTANLEY ROOM	£3.55**	£3.55**	£3.55**	£3.55**	£3.55**
FOSSE ROOM	£4.10**	£4.10**	£4.10**	£4.10**	£4.10**
MEETING ROOM	£3.55**	£3.55**	£3.55**	£3.55**	£3.55**
KITCHEN (inc use of cooker) min period of 1 hour)	£5.95**	£5.95**	£5.95**	£5.95**	£5.95**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b>
Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

<b>BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays.</b>
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**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE HIRE CHARGES**

**COMMUNITY GROUP**

HOW TO QUALIFY: The hiring must not be for personal or commercial gain but should benefit the community as a whole and group must be a charity or community, non-profit making organisation. Applicants must successfully meet the criteria set out on the Application Form. Local Authorities also qualify if hiring is for the direct benefit of local residents

**Prices shown are per hour**

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*PAYMENT TO BE MADE ON THE DAY OF THE BOOKING**

**NEW GROUPS ARE REQUIRED TO PAY FOR FIRST 8 BOOKINGS AT TIME OF BOOKING**

HOURLY RATE	Monday to Thursday		Friday		Saturday	Sunday
	9.00am to 5.00pm	After 5.00pm	9.00am to 5.00pm	After 5.00pm	All Day	All Day
Min. Period of Hire	2 Hours	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
MILLFIELD HALL	£13.25**	£13.25**	£13.25**	£35.50*	£35.50*	£29.70*
COUNCIL CHAMBER	£10.75**	£10.75**	£10.75**	£22.65*	£22.65*	£10.75*
RAVENHURST ROOM	FREE USE	£4.95**	FREE USE	£4.95**	£4.95**	£4.95**
WINSTANLEY ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
FOSSE ROOM	FREE USE	£3.80**	FREE USE	£3.80**	£3.80**	£3.80**
MEETING ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
KITCHEN (inc use of cooker) min period of 1 hour)	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	Free of Charge

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b> Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday
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<b>BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays</b>
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**BRAUNSTONE TOWN COUNCIL  
THORPE ASTLEY COMMUNITY CENTRE HIRE CHARGES**

**PRIVATE FUNCTIONS & COMMERCIAL USE**

Dances, aerobic classes, commercial sales and any private function to which access is limited by invitation.

**Prices shown are per hour**

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE	Monday to Thursday	Friday		Saturday	Sunday
	All Day	8.00am to 5.00pm	After 5.00pm	All Day	All Day
Min. Period of Hire	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
MAIN HALL	£12.70**	£12.70**	£26.25*	£26.25*	£26.25*
MEETING ROOM (Large)	£5.65**	£5.65**	£5.65**	£5.65**	£5.65**
ACTIVITY ROOM	£5.65**	£5.65**	£5.65**	£5.65**	£5.65**
MEETING ROOM (Small)	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**
KITCHEN (min period of 1 hour) NO COOKER	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session (inclusive of VAT)

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b>
Discount of 20% on the price for any bookings over 6 hours between the hours of 9am – 11pm Saturday & 9am – 10.30pm on Sunday

<b>BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays</b>
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**BRAUNSTONE TOWN COUNCIL  
THORPE ASTLEY COMMUNITY CENTRE HIRE CHARGES**

**PRIVATE FUNCTIONS – BRAUNSTONE TOWN RESIDENTS**

**HOW TO QUALIFY:** Registered elector and proof of identity required

**Prices shown are per hour**

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE	Monday to Thursday	Friday		Saturday	Sunday
	All Day	8.00am to 5.00pm	After 5.00pm	All Day	All Day
Min. Period of Hire	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
MAIN HALL	£12.00**	£12.00**	£25.30*	£25.30*	£25.30*
MEETING ROOM (Large)	£5.20**	£5.20**	£5.20**	£5.20**	£5.20**
ACTIVITY ROOM	£5.20**	£5.20**	£5.20**	£5.20**	£5.20**
MEETING ROOM (Small)	£3.60**	£3.60**	£3.60**	£3.60**	£3.60**
KITCHEN (min period of 1 hour) NO COOKER	£3.85**	£3.85**	£3.85**	£3.85**	£3.85**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

**BUSINESS MEETINGS / SEMINARS**

Use of OHP, Flip Chart, TV/Video

£4.10 each item per session (inclusive of VAT)

**WEDDING / PARTY PACKAGE (Saturday or Sunday)**

Discount of 20% on the price for any bookings over 6 hours between the hours of 9am – 11pm Saturday & 9am – 10.30pm on Sunday

**BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays**

**BRAUNSTONE TOWN COUNCIL  
THORPE ASTLEY COMMUNITY CENTRE HIRE CHARGES**

**COMMUNITY GROUP**

**HOW TO QUALIFY:** The hiring must not be for personal or commercial gain but should benefit the community as a whole and group must be a charity or community, non-profit making organisation. Applicants must successfully meet the criteria set out on the Application Form. Local Authorities also qualify if hiring is for the direct benefit of local residents.

**Prices shown are per hour**

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING**

**\*\*PAYMENT TO BE MADE ON THE DAY OF THE BOOKING**

**NEW GROUPS ARE REQUIRED TO PAY FOR FIRST 8 BOOKINGS AT TIME OF BOOKING**

HOURLY RATE	Monday to Thursday		Friday		Saturday	Sunday
	8.00am to 5.00pm	After 5.00pm	8.00am to 5.00pm	After 5.00pm	All Day	All Day
Min. Period of Hire	2 Hours	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
MAIN HALL	£10.85**	£10.85**	£10.85**	£23.25*	£23.25*	£10.85*
MEETING ROOM (Large)	FREE USE	£5.00*	FREE USE	£5.00**	£5.00**	£5.00**
ACTIVITY ROOM	FREE USE	£5.00**	FREE USE	£5.00**	£5.00**	£5.00**
MEETING ROOM (Small)	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
KITCHEN (min period of 1 hour) NO COOKER	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	Free of Charge

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b>
Discount of 20% on the price for any bookings over 6 hours between the hours of 9am – 11pm Saturday & 9am – 10.30pm on Sunday

<b>BANK HOLIDAY - Saturday Rates and Conditions apply for all Bank Holidays</b>
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**BRAUNSTONE TOWN COUNCIL****THORPE ASTLEY SPORTS FACILITIES – HIRE CHARGES**

<b>MULTI USE GAMES AREA</b>	FREE USE
<b>MULTI USE GAMES AREA – WITH FLOODLIGHTS (UPTO 10 P.M.)</b>	£16.70 Per Hour
<b>TENNIS COURTS</b> (Cost per court) – for coaching sessions only	£5.60 Per hour
<b>TENNIS COURTS - WITH FLOODLIGHTS (UPTO 10 P.M.)</b>	1 @£11.15 Per Hour 2 @ £17.25 Per Hour
<b>SPORTS CHANGING ROOMS FOR TEAM EVENTS</b> (Minimum Hire Period – 2 Hours)	£9.60 Per Hour
<b>FOOTBALL ALLOCATIONS &amp; AD-HOC PITCH HIRE</b>	As per Pitch Fees

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 9 – Mystery Shopper Scheme**

##### **Purpose**

To consider arrangements for a Mystery Shopper Scheme in order to maintain and develop standards of customer service.

##### **Background**

Braunstone Town Council aims to ensure that all customers receive a high standard of customer care when visiting our premises and using the services the Town Council provides. This becomes more important as the Town Council potentially takes over responsibility for more services, such as the Library.

In April 2017 the Council adopted a formal policy for Customer Service Standards. Ongoing work and internal training of staff is undertaken to maintain service standards. However, evidence has indicated that the level of customer service is not always consistent with the standards set out in the Customer Service Standards policy.

Arrangements have been made to provide formal Customer Care training through an external provider for Customer Service & Information Advisors and Duty Officers (where available) to help support and train staff. It was felt important to undertake a survey of customer's experiences of the Customer care they received. The best way to gather accurate and honest comments was to arrange for Mystery Shoppers to access our services and feedback/comment on the service they received.

It is proposed that a Mystery Shopper scheme could run for three months to assess the work of Customer Services & Information Advisors and Duty Officers. Volunteers would be asked to complete a report on their experiences when using the Customer Service Shop and reception services at both centres, in person, by telephone or by email. A small payment of £5 would be made for each report completed, up to a maximum of three reports per mystery shopper. The time and date for each mystery shopper visit would be determined in advance by the Mystery Shopper. The Executive Officer & Town Clerk and the Council's Management would ensure that visits were spread over appropriate times, locations and methods of contact in order to ensure that a range of services were assessed.

##### **Recommendations**

1. That arrangements be made to invite Mystery Shoppers to take part in a Survey over a three month period, in person, by telephone or by email to cover Braunstone Civic Centre and Thorpe Astley Community Centre, for Customer Services & Information Advisors and Duty Officers roles;

2. that approval be given to pay £5 for each Mystery Shopper report completed and submitted, up to a maximum of three reports per Mystery Shopper per survey; and
3. that delegated authority be given to the Executive Officer & Town Clerk to agree the Mystery Shoppers, report form, and detailed arrangements.

### Reasons

1. To gather first-hand, comprehensive feedback on the level of Customer Service Standards provided by reception staff in order to improve and maintain the services the Town Council provides.
2. To encourage Mystery Shoppers to take part in the survey and ensure that a sufficient number of reports would be returned.
3. To ensure a range of services would be represented in the survey and that appropriate days and times for each survey were coordinated.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 10 - Extension of Civic Centre Licensed Bar Contract**

##### Purpose

To consider extending the Civic Centre Licensed Bar Contract by 12 months in order to accommodate refurbishment of the space and review the future contract provisions to include café services.

##### Background

From the 13th August 1986 to 6th May 1989 the Licensed Bar at Braunstone Civic Centre was managed and operated by the Council.

Since 7th May 1989, the Council has entered into four year contracts with a private contractor to operate the Licensed Bar service on its behalf. The contractor pays the Council a fixed sum for each year of the contract and is in receipt of all incoming monies to the Licensed Bar Services derived from the sale of alcoholic and non-alcoholic drinks and cold bar snacks. Since the contract is a service contract, the bar space remains part of the Council's premises and the Council bears the cost of the general rate, heating, lighting, general power and water rates.

By contracting out the service to a private contractor, the Council receives fixed sum payments and the contractor is responsible for:

- all staffing costs and matters relating to the operation of the bar service;
- keeping stock records and accounts;
- payment of all Government dues involved in running the Licensed Bar including VAT, Income Tax, National Insurance;
- receiving all deliveries of stock;
- stocking the bars with a wide range of beers bottled and draught, soft drinks, spirits, wines, fortified wines, low alcohol beers and red and white house wines, together with hot beverages (tea and coffee);
- determining the retail selling prices, subject to these being competitive with similar establishments; and
- providing a Mobile Bar Service at the Thorpe Astley Community Centre at no additional cost to the hirers.

On 10th July 1993 the Council entered into a four year Agreement for a private contractor to operate the bar at a fixed sum. At the end of the contract period, the contract was extended for one year, until 9th July 1998, whilst a major Civic Centre refurbishment programme was completed.

The Council has subsequently advertised and renewed the contract in 1998, 2002, 2006, 2010 and finally on 10th July 2014, which runs until 9th July 2018.

##### Planned Refurbishment and Café Services

The Town Council's Capital Plan, recently reviewed and approved by Council on 25th January 2018, includes a priority project to refurbish the Civic Centre Bar, Kitchen and Store Facilities, to enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space.

The Council's Architect has produced plans, which also incorporate refurbishment of both sets of toilets, which were last refurbished in the refurbishment programme of 1997/1998. However, these plans have been put on hold while the Town Council completes the procurement process of the Shakespeare Park project and undertakes further discussions with Leicestershire County Council with a view to taking over the service management of the Library.

Once the full cost of the Shakespeare Park Project is known and should the Town Council take over responsibility for the Library, then it will be in a position to determine whether the Capital Plan item to create a single access point and reception area for the Civic Centre and the Library should be considered.

If the Council determines to create a single access point, then it is likely it will accommodate the bar and toilet refurbishment as part of that scheme. If it chooses not to go ahead, then it is likely that the current proposals for the Bar and toilets will be pursued.

Given that the Licensed Bar contract provisions will need to be reviewed to take into account the requirement to provide Café Services, it is important that the new contract reflects the services which can be provided. Therefore, it is proposed that a temporary interim arrangement is made for Licensed Bar Services, while the Town Council considers and resolves the issues identified above.

### Procurement Act 2015

Under the Procurement Act 2015, 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 with 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. A specification of the goods, materials, services and the execution of works must also be drawn up.

Financial Regulation 11.1 and Standing Order 6.6b cover in detail the Council's processes for contracts. Financial Regulation 11a(iii) allows for the extension of existing agreements, however, this would not allow the extension of a contract beyond the £25,000 threshold set out in the Procurement Act of 2015.

## Extension of existing Licenced Bar Contract

The current Licensed Bar Contract runs from 10th July 2014 until 9th July 2018. This contract was sealed by Council on 26th June 2014. The annual amount payable to the Council by the contractor is £19,000 (£76,000 for the four year period).

The Council previously entered into a four year contract on 10th July 1993, which was extended for one year, until 9th July 1998, whilst a major Civic Centre refurbishment programme was completed. The circumstances behind the current refurbishment plans are similar and the decisions in relation to the Council's intention to carry out a refurbishment of the Civic Centre Bar to enable a Café Service have been approved by the Council.

Given as mentioned above, a decision on the extent and scope of the refurbishment cannot be made until the completion of the Shakespeare Park procurement and conclusion around the future management of the Library, with a contract value of £19,000 per annum, it would be possible to offer to the current contractor an extension of the existing Licensed Bar Contract for a further 12 months until 9th July 2019.

In undertaking the extension it would be prudent to allow flexibility around Civic Centre and Bar @ the Civic Centre opening hours in order to reduce costs for both the Town Council and the Bar Contractor where possible and to allow refurbishment works to be carried out.

Therefore it is proposed that contract provision 3(i) as follows is amended to include the wording in bold and remove the wording struck:

*"The minimum service periods for the Civic Centre Licensed Bar are as follows:-*

<i>Monday to Thursday</i>	<i>7.00pm to 11.00pm</i>
<i>Friday to Saturday</i>	<i>7.00pm to 11.30pm</i>
<i>Sundays</i>	<i>Noon to 2.00pm and 7.00pm to 10.30pm</i>
<i>New Year's Eve</i>	<i>7.00pm to midnight</i>
<i>Other Bank &amp; Statutory Holidays</i>	<i>7.00pm to 11.00pm</i>

***unless otherwise agreed in advance and in writing between the Licensed Bar Contractor and the Executive Officer & Town Clerk and within the Contract Price.***

*The Contractor may extend the opening hours at the Civic Centre within the maximum periods set out in Section 2i above, within the Contract Price and at no extra charge.*

*The Contractor may open the Licensed Bar on Bank & Statutory Holidays between 10.00am and 7.00pm subject to sufficient notice being given to the Executive Officer & Town Clerk, and the necessary staff cover being provided. (Note: ~~the Civic Centre may not open for public use unless an appointed Council employee is on duty.~~)*

***The Town Council will only provide a Duty Officer at Braunstone Civic Centre when the Centre is open for use by hirers or for Town Council business. Outside these times, if the Licensed Bar is open, the Contractor will be responsible for the safety and security of the Civic Centre premises”.***

#### Recommendation

That the current Licensed Bar Contractor be offered a one-year extension of the current Licensed Bar Contract, made on 26th June 2014, until 9th July 2019, subject to the amendment of contract specification 3(i) as set out in the report.

#### Reason

The Licensed Bar contract provisions would need to be reviewed to take into account provision of Café Services, however, a decision on the extent and scope of the building refurbishment required to do this could not be made until completion of the Shakespeare Park procurement and conclusion of the future management arrangements for the Library. With a contract value of £19,000 per annum, a one year contract extension could be offered until 9th July 2019, without breaching the requirements of the Procurement Act 2015.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE 22<sup>ND</sup> FEBRUARY 2018**

#### **Item 11 - Standards and Criteria for Parks Works and Maintenance Programmes**

##### Purpose

To consider and approve a set of standards and criteria to ensure maintenance of hedges, trees and waterways across Town Council parks and open spaces was applied to a consistent criteria and standard.

##### Background

Each year Braunstone Town Council ground staff and managers put forward a Winter Works maintenance schedule for approval for all the Town Council parks and open spaces.

The document includes the annual hedge cutting schedule that is carried out each year, repairs to fencing, equipment, vehicles etc. as required since this work cannot be carried out during the summer months due to grass cutting. The Winter Works schedule is mainly dictated by the weather conditions as and when the grass cutting season finishes and commences, although all hedge cutting work must be completed by the end March due to nesting birds.

The Winter Works programme has always consisted of work carried out on all the open spaces owned by the Town Council in an ad hoc manner with no formal procedure, standard or decision making process. The Town Council Ground staff are asked to prepare a list of repairs and work that they consider needs to be carried out on the parks along with the annual task of cutting back hedgerows and shrubs.

For the 2017/2018 programme, the Committee on 26th October 2017 (Minute 36) that it would be beneficial to concentrate on specific parks/open spaces each year and undertake a programme of repairs and maintenance to ensure that the park was brought up to standard. This year it was decided to concentrate on Holmfield Park as replacement mulch was required under some of the play equipment and new litter and dog bins were required along with other work. Nevertheless, essential work and repairs in other parks and open spaces will continue to be included in the winter works programme within the budgets set.

Policy & Resources Committee also requested that a framework be set for determining the Winter Works Programme to ensure that future works are considered and approved based on formal Standards and Criteria for Parks Works and Maintenance Programmes and a proposed set of standards and criteria is attached at Appendix 1.

## Suggested Policies and Principles for Winter Works

From 2017/2018 it was agreed that more effective use of staff time and budget could be made by concentrating on a separate park or area each year to ensure that particular area was completely finished before moving onto another area. By adopting this new method of work it would be noted that any urgent works on other parks and Open spaces would still need to be carried out.

Discussions had been held with the ground staff regarding their criteria for suggesting particular work, maintenance or purchases for the Parks/Open spaces. It is recommended that the following should be taken into account when considering items to be included in the Winter Works Schedule.

HEALTH & SAFETY	Work or repairs that require to be undertaken to eliminate a threat to health and safety of employees or members' of the public
ROSPA REPORTS	To ensure that any work of medium risk level or above with a Risk Score of 8 or more on the annual ROSPA Reports, be included in the Winter Works Programme
TREES	Trees to be surveyed on each park/open space on a rotating basis to ensure that damaged/diseased trees are removed or made safe and to assess any trees that require cutting back if they are intruding onto neighbouring properties
PLAYGROUNDS	To check and undertake repairs or replacement of play equipment or safety surfaces where required at a time when they are less likely to be used during winter months
CRIME REDUCTION	To assess and include any work that would help reduce crime
HEDGE CUTTING	Annual hedge cutting on each park
AESETHIC IMPROVEMENTS	To undertake work to improve and maintain the aesthetic look of parks and open spaces, eg. addition of extra trees and shrubs, painting of fences, replacement of worn or old street furniture, bins and notice boards

## Recommendations

1. That the Standards and Criteria for Parks Works and Maintenance Programmes, attached at Appendix 1, be approved as the criteria for prioritising work for inclusion in the annual Winter Works Programme; and
2. that each request for work to be included in the Winter Works Programme, be assessed against the criteria set out in the policy.

## Reasons

1. To put in place a set of formal principles for including work in the Parks and Grounds annual Winter Work Programme
2. To ensure that any work suggested for inclusion is assessed against agreed criteria

## BRAUNSTONE TOWN COUNCIL APPENDIX 1

### WINTER WORKS POLICY STANDARDS AND CRITERIA FOR PARKS WORKS AND MAINTENANCE PROGRAMMES

#### 1. CONTEXT

In January 2017 the Town Council undertook a review of the Council Objectives for each Standing Committee that included the provision of Parks and Open Spaces and Community Development which included the following objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution by planting trees on our parks
5. To reduce opportunities for crime, increase public safety and establish a community spirit

In order to ensure the parks and open spaces are maintained to meet the objectives above, the Town Council approves a Winter Works programme each year that is undertaken by the Town Council Ground staff.

#### 2. PURPOSE

The Winter Works programme essentially consists of maintenance work, hedge cutting and repairs to equipment that are carried out at a time when grass cutting is not taking place and equipment is less likely to be used. The Winter Works schedule is generally carried out between October and March, its start and end times is mainly dictated by the weather conditions for the grass cutting works that has to be carried out in the warmer months.

The Winter Works Policy provides a framework to assess and make decisions on what work should be carried out on the Parks and Open Spaces owned by the Town Council, during the winter months within the annual budget set by the Town Council. Any work put forward for inclusion in the programme should be compatible with the Town Council's objectives and criteria for winter work as set out in the policy.

#### 3. CRITERIA FOR ASSESSING WORK IN WINTER WORKS PROGRAMME

When considering any work to be included in the annual Winter Works Programme the following criteria and standards are to be considered:

##### **HEALTH & SAFETY**

Work or repairs that require to be undertaken to eliminate a threat to the health and safety of employees or members' of the public. This will include annual surveys of trees on a rotating basis between each park/open space, play equipment and playgrounds, buildings, paths and car parks, street furniture, vehicles and equipment etc.

##### **ROSPA REPORTS**

The Royal Society for the Prevention of Accidents (ROSPA) is employed by the Town Council to undertake a full survey of all play equipment and play grounds owned and managed by the Town Council on an annual basis. A full report is presented to the Town Council with details of all equipment and play grounds, their condition and recommendations for replacement or repair. Each item is scored with a risk level along with the recommendation. Any work of medium risk level or above with a Risk Score of 8 or more on the annual ROSPA Reports, will be included in the Winter Works Programme. Any urgent/high risk recommendation is undertaken following receipt of the report, during the summer.

#### **TREES**

All trees on Town Council owned land will be surveyed on each park/open space on a rotating basis to ensure that damaged/diseased trees are removed or made safe. Trees will also be assessed on whether they require cutting back if they are intruding onto neighbouring properties or likely to cause damage to property or preventing access to paths/highways.

Additional tree planting is also undertaken during the Winter Works Programme to help fight pollution and improve the natural environment of parks and open spaces. When available, free tree packs are to be accessed and applied for.

#### **PLAYGROUNDS**

To check and undertake repairs or replacement of play equipment or safety surfaces where required at a time when they are less likely to be used during winter months. In part, this work will be dictated by the ROSPA report received by the Town Council but work may also be recommended to replace old equipment or improve playgrounds.

#### **CRIME REDUCTION**

To assess and include any work that would help reduce crime such as cutting back hedges or shrubbery that provide cover for crimes or criminals or to plant new shrubs to prevent access to areas or boundaries. To also consider replacing old equipment with anti-vandal equipment to prevent or reduce further damage.

#### **HEDGE CUTTING**

Annual hedge cutting is carried out on each park or open space during the winter works in order to maintain and manage the hedges and shrubs on land owned by the Town Council to a manageable level and to prevent overgrowth on to neighbouring properties and land.

#### **AESTHETIC IMPROVEMENTS**

To undertake work to improve and maintain the aesthetic look of parks and open spaces, eg. addition of extra trees and shrubs, painting/replacement of fences, replacement of worn or damaged street furniture, bins and notice boards.

### **4. PROCESS FOR APPROVAL OF WINTER WORKS PROGRAMME**

Items for inclusion in each annual Winter Works Programme will initially be suggested by the Town Council ground staff in consultation with the Service Manager and Executive Officer & Town Clerk using the criteria and standards set out in [section 3 above the Winter Works Policy](#).

The Town Council's Officer Management Team will consider the full programme and make recommendations to Policy & Resources Committee for approval ~~of the final draft by 1<sup>st</sup> October each year in order for the Programme to commence.~~

**Commented [DT1]:** P&R generally meets late August and then late October, so we will need to discuss our timelines and approach.

5. CHANGES TO THIS POLICY

Changes to this policy can be made by the Council's Policy & Resources Committee, subject to this being within their powers of delegation given to them by the Town Council.

6. CONTACT

Any queries concerning this Policy should be directed to the Deputy Executive Officer & Community Services Manager, Braunstone Town Council, Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester, LE3 2PP.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018

#### Item 12 – Pitch Allocations 2018/2019

##### Purpose

To consider pitch capacity and set the fees and process for allocations for the 2018/2019 season.

##### Pitch Capacity

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee determines by February each year the type, level and capacity of football pitch provision.

Following assessment by the Executive Officer & Town Clerk and advice from the Senior Ground staff, capacity is recommended as follows for 2018/2019

<b>TABLE 1 – Pitch Capacity 2017/2018</b>			
<b>PARK</b>	<b>SPORT</b>	<b>PITCH</b>	<b>CAPACITY</b>
Mossdale Meadows	Football	Senior Pitches (1 & 2)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Shakespeare Park	Bowls	Bowling Green	1 club
	Football	Junior Pitch	50 matches
	Football	Mini Pitch	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches
	<b>TOTAL</b>		355 matches

Braunstone Town Council parks staff have been consulted on the capacity of the pitches and number of teams playing and have advised that no change is required to the current capacity for 2018/2019 season.

##### Terms & Conditions

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee also determines by February each year whether the current Terms & Conditions are fit for purpose.

The current Football Terms & Conditions are attached at Appendix 1 and the Bowling Terms & Conditions are attached at Appendix 2. There are no proposed changes this year.

## Pitch Fees

In accordance with the Council's Pitches Policy & Procedure (adopted 15th January 2015) Policy & Resources Committee sets by February each year the pitch fees for the forthcoming season. In accordance with the Council's Medium Term Priorities and Financial Planning, approved by Council on 25th January 2018, no change to the Pitch fees for the 2018/2019 has been proposed and confirmation of the pitches and fees are attached at Appendix 3.

## Recommendations

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 9<sup>th</sup> April 2018.

## Reasons

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.

**CURRENT STANDARD TERMS AND CONDITIONS (FOOTBALL)**

The permission for your pitch allocation is subject to :

Fee Payments

- (1) Your club paying the season fee by the specified dates. If they fail to do so the Club shall not be entitled to use the pitch for the purposes of playing football at any time during the season.
- (2) If on, or after the signing of the Agreement the Club disbands or resigns from the Football League, the Club shall give written notice to the Council within seven days thereafter. Upon receipt of such notification the Council may refund to the Club a percentage of the hire charge pro rata depending in the number of weeks remaining in the football season on the provision that the Club shall not be entitled to any refund if it fails to notify the Council within seven days.

Pitch Marking

- (3) Subject to receiving at least 7 days' notice, the Council will mark out the pitches at the commencement of each season, thereafter each club will be responsible for white lining a pitch as and when required.

Match Fixtures

- (4) The Club Secretary is required to submit a fixtures list to the Executive Officer & Town Clerk before the commencement of the season. All matches must be booked in advance in order to confirm use of the pitch in order to avoid pitches being booked out ad hoc.
- (5) A club which shares facilities (pavilion/changing rooms, pitches etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing of matches and for the general maintenance and cleanliness of dressing rooms etc.
- (6) At the end of the season no matches/training sessions shall take place on the pitches after **31<sup>st</sup> May**. No matches or training will be allowed until 1<sup>st</sup> August. It should be noted that the pitches may not be marked out until mid August.

Cancellation of Matches

- (7) It will be the responsibility of the appointed referee to decide whether or not play should take place.
- (8) Should the clubs Team Manager/Representative consider the pitch to be unfit for play on any particular match day he/she should set out his/her reasons in writing and hand a copy to the appointed Referee. A copy of the clubs representations should also be forwarded to the Executive Officer & Town Clerk, so as to be received on the day immediately following the date of the match concerned. In these circumstances the Council will not hold the club responsible for any damage caused to the pitch. However, the clubs may be held responsible for damage caused to pitches due to over-usage and additional games not included on the fixture list.
- (9) The Council shall not be responsible for any loss or damage arising or for any loss due to any acts or restrictions imposed on the Council, which may cause the pitch to be temporarily closed or the hiring to be interrupted or cancelled.

Keyholders

- (10) Your club will appoint a "Keyholder". Please check the enclosed Keyholders List and let me know if there have been any alterations. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your Club's Keyholders that they are responsible for:-

(a) ensuring that all doors (**including fire doors**), garages, sheds, park gates and premises are locked and made secure **for the duration of matches** at the **end of each day's play** whenever the facilities have been used by your club.

(b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition. Ensuring cleanliness of the pitches in surrounding areas, ie. **litter picking following the match**.

Please note that a charge of £15 will be made to a club if changing rooms are left in an unacceptable condition or pitches are not litter picked after a match.

- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.
- (d) ensuring that any equipment or articles belonging to the Club are removed from the changing rooms facilities.

Parking (Applicable to Mossdale Meadows only)

- (11) Pitch allocations at Mossdale Meadows are conditional upon your club appointing a Warden to ensure that there is not inconsiderate parking on the Kingsway Grass Verges. The Warden should advise visitors to use the car parking facilities off Kingsway or the extra car parking available at the Braunstone Civic Centre (ie. No vehicular access to the pavilion and pitch via the bridle road).

Emergencies & Health & Safety Information

- (12) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

- (13) First Aid

**First aid provision -**

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954  
British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

**Box Contents -**

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

<b>FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS</b>			
ITEM	NUMBER OF CLUB MEMBERS		
	1 - 5	6 - 10	11 - 50
GUIDANCE CARDS		1	1
INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS	20	20	40
	1	2	4
STERILE EYE PADS, WITH ATTACHMENTS	1	2	4
TRIANGULAR BANDAGES	1	2	4
STERILE COVERINGS FOR SERIOUS WOUNDS	6	6	12
SAFETY PINS	3	6	8
MEDIUM STERILE UNMEDICATED DRESSINGS	1	2	4
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4

- (14) Personal Property  
The Council shall not be responsible for any loss or damage to any property arising out of the hiring.
- (15) Insurance  
Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.
- (16) Electrical Equipment  
You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.
- (17) Alterations to Premises and Defect Reporting  
No alterations or additions will be made to the town Council's premises without the consent of the Council.
- (18) Serving Food  
Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555
- (19) Slips and Falls  
To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.
- (20) Health & Safety Policy Statement  
A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.
- (21) Child Protection Policies  
Allocation of Football Pitches will be conditional upon CRB Enhanced Disclosure being obtained in accordance with the FA CRB Unit Guidance and the Disclosure & Barring Scheme Service.
- Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
- You must ensure that all current and new club members with direct access to children and young people are required to complete a CRB Enhanced Disclosure via The FA CRB Unit.
- Further advice on child protection matters can be obtained from:
- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
  - The Football Association/NSPCC Child Protection 24 Hour Helpline 0808 800 5000
  - The FA child protection team on 0207 745 4649.
- A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.
- (22) Members of your football club shall not, without prior written consent of the Council, assign or sublet the pitches or changing rooms to other teams not listed on the allocations list.

**CURRENT STANDARD TERMS AND CONDITIONS  
SHAKESPEARE PARK BOWLING GREEN**

Your club's permission to use the facilities at Shakespeare Park is therefore subject to the following conditions:-

- (1) A season fee of **£5,369**. The season fee to be reduced subject to the following arrangements being put in place:-

i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.

**Discount £626**

ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-

**Discount £2,103**

OCTOBER	supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader
JAN / FEB	supply and treat with weedkiller
MARCH	supply and apply Moss/Worm/Turf Tonic Treatment
APRIL	supply and apply fertiliser and weedkiller
JUNE	supply and apply fertiliser and weedkiller
	Every fourth year hollow tine the green and apply additional top dressing

iii) Summer Green Cutting (3 cuts per week)

**Discount £3,285**

iv) Security Alarm Systems. Provision and maintenance by the Club of the Club House/Pavilion Alarm and keyholder call-out in the event of activation of either the Braunstone Town Council Store Rooms security alarm or the Club House/Pavilion Alarm.

**Free**

The net cost to the Council will therefore be **£645**. I acknowledge receipt of the paid invoices covering the above work and I will arrange for a transfer of £645 into your bank account in due course.

- (2) Public Use – The club will make two rinks available for public use to coincide with the Club's Home Fixtures and the Club shall provide appropriate signage indicating that the facility is open to the Public Use.

Bowling Green Assistants will be available during these times in accordance with the previously agreed Badge Identification Scheme.

- (3) Fees – the club will be entitled to keep any fees paid by members of the public for casual use and coaching sessions. Charges for casual hire will remain at £1 per person, per hour.
- (4) A club which shares facilities (pavilion/changing rooms, pitches, etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing for matches and for the general maintenance and cleanliness of dressing rooms, etc.
- (5) It will be the responsibility of the individual green ranger to decide whether or not play should take place. Clubs will be responsible for any damage caused to a green through playing in unsuitable conditions.
- (6) You club will appoint a "Keyholder". Please check and return the enclosed Keyholders List with any alterations as soon as possible. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your club's keyholders that they are responsible for:-

- (a) ensuring that all doors, garages, sheds, park gates and premises are locked, made secure and alarmed at the end of each day's play whenever the facilities have been used by the club.
- (b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition.
- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.

The Town Council has agreed that additional keys may also be issued to all Club Members subject to:-

- i) The Club Secretary maintaining an up to date list of keyholders.
  - ii) The club shall be responsible for securing the return of any keys from players who may, from time to time, give up their membership to the club.
  - iii) The club will ensure that all members issued with a key will receive the necessary training in connection with the "Keyholder" responsibilities as set out above.
  - iv) The Shakespeare Park Bowling Club will indemnify Braunstone Town Council against any loss or damage caused to the green or premises due to the gates or clubhouse, etc being left unlocked.
- (7) Bowls Club Use – This agreement covers the exclusive use of four of the six rinks daily, subject to two rinks being made available for members of the public.
- (8) The use of the pavilion facilities to be shared by the Bowls Club and members of the public.
- (9) Any further services or facilities which you intend to provide for use by members of the public and for which a charge will be made, must first be approved by the Council's Policy & Resources Committee.
- (10) Emergencies & Health & Safety Information
- a) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

b) First Aid

**First aid provision -**

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954  
British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

**Box Contents -**

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS			
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STERILE EYE PADS, WITH ATTACHMENTS	1	2	4
TRIANGULAR BANDAGES	1	2	4
STERILE COVERINGS FOR SERIOUS WOUNDS	1	2	4
SAFETY PINS	6	6	12
MEDIUM STERILE UNMEDICATED DRESSINGS	3	6	8
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4
EXTRA LARGE STERILE UNMEDICATED DRESSINGS	1	2	4

c) Serving Food

Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555

d) Insurance

Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.

e) Alterations to Premises and Defect Reporting

No alterations or additions will be made to the town Council's premises without the consent of the Council. Defects noticed by staff or visitors must be reported in writing to the Executive Officer & Town Clerk as soon as possible.

f) Slips and Falls

To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.

g) Electrical Equipment

You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

h) Health & Safety Policy Statement

A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.

i) Use of Contractors

Please let me know the name and address of the person appointed by the Club with overall responsibility for supervising the grass cutting and green maintenance contract. The Contractor employed by the Club should be supplied with a copy of the Council's Health & Safety Policy Statement. The following controls must be implemented:-

- All Contractors asked for Health and Safety Policy
- Contractors asked to produce risk assessments for the associated work activities
- Contractor to have public liability insurance cover of at least £2million
- Work of all Contractors is monitored
- Records of monitoring activities are kept

The Council reserves the right to monitor the Contractor's performance in order to check on compliance with the agreed safety arrangements. If Contractors are acting in a way which is deemed to be unsafe then the work will be stopped. As the principal to the contract, the Council has not only the power to do this but the responsibility to ensure the safety of employees, visitors and the Contractors themselves.

Copies of the Council's Risk Assessments (which include 'mowing', 'manual handling' and 'lone working', etc) available for inspection in the Executive Officer & Town Clerk's office, may be of assistance to the person appointed by the Club to supervise the Contract.

(11) Child Protection Policies

Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

Further advice on child protection matters can be obtained from your local association and national governing body. Alternatively the NSPCC Child Protection 24 Hour Helpline can be contacted on 0808 800 5000.

A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.



**BRAUNSTONE TOWN COUNCIL**

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

*Darren Tilley – Executive Officer & Town Clerk*

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

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

Telephone: 0116 2890045 Fax: 0116 2824785

**NOTICE**

**PITCH APPLICATIONS 2018/2019 INVITED**  
**at Mossdale Meadows, Shakespeare Park and Thorpe Astley**

Braunstone Town Council will shortly be considering applications for pitches for the coming season. Applications, in writing, are invited from interested clubs, to be received no later than **Monday 9<sup>th</sup> April 2018**. When making applications, clubs should specify (where applicable) the number of matches, the number of teams, senior or junior, day and time of match, etc.

Following assessment of the current pitches, capacity for 2018/2019 is as follows:

<b>TABLE 1 – Pitch Capacity 2017/2018</b>			
<b>PARK</b>	<b>SPORT</b>	<b>PITCH</b>	<b>CAPACITY</b>
Mossdale Meadows	Football	Senior Pitches (1 & 2)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Shakespeare Park	Bowls	Bowling Green	1 club
	Football	Junior Pitch	50 matches
	Football	Mini Pitch	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches

	<b>2018/2019</b>
<p><b><u>Bowls Club Season Fee</u></b>                      The season fee to be reduced subject to the following arrangements being put in place:-</p> <p>i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.</p> <p>ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-</p> <p>OCTOBER supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader                      JAN / FEB supply and treat with weedkiller                      MARCH supply and apply Moss/Worm/Turf Tonic Treatment                      APRIL supply and apply fertiliser and weedkiller                      JUNE supply and apply fertiliser and weedkiller                      Every fourth year hollow tine the green and apply additional top dressing</p> <p>iii) Summer Green Cutting (3 cuts per week)</p> <p>NET cost to the Council per annum</p>	<p><b>£5369</b></p> <p><b>Discount £626</b></p> <p><b>Discount £2103</b></p> <p><b>Discount £3285</b>  <b>-£645</b></p>
<p><b><u>Soccer - Senior (per team)</u></b></p> <ul style="list-style-type: none"> <li>• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON</li> <li>• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31<sup>ST</sup> MAY</li> </ul>	<p>10 matches: <b>£400</b>                      15 matches: <b>£600</b>                      20 matches: <b>£800</b></p>
<p><b><u>Soccer - Junior Under 18s (per team)</u></b></p> <ul style="list-style-type: none"> <li>• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON</li> <li>• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31<sup>ST</sup> MAY</li> </ul>	<p>10 matches: <b>£125</b>                      15 matches: <b>£185</b>                      20 matches: <b>£245</b></p>
<p><b><u>Soccer - Mini (under 10's) (per team)</u></b></p> <ul style="list-style-type: none"> <li>• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON</li> <li>• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31<sup>ST</sup> MAY</li> </ul>	<p>10 matches: <b>£37</b>                      15 matches: <b>£55</b>                      20 matches: <b>£73</b></p>

<b>Casual Hire – Bowls, per person</b>	<b>£1</b> per hour
<b>Ad-hoc pitch hire – Senior Football Pitches &amp; changing rooms</b> (minimum 2 hours)	<b>£13.40</b> per hour
<b>Ad-hoc pitch hire – Junior Football Pitches &amp; changing rooms</b> (minimum 2 hours)	<b>£4.20</b> per hour
<b>Ad-hoc pitch hire – Mini Football Pitches &amp; changing rooms</b> (minimum 2 hours)	<b>£1.25</b> per hour

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 13 - Review of the Legal Transfer of Open Spaces, Thorpe Astley**

##### Purpose

To receive an update on the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council, including the options available to the Town Council, the implications and associated costs.

##### Context

On 26th October 2017, the Committee considered items for inclusion on the Winter Works Programme for 2017/2018 for the Councils Parks, Open Spaces and Grounds.

While the Town Council has been responsible for the management of the open space at Thorpe Astley since 2011/2012, for which it has received commuted sums from the developers, some of the land remains to be legally transferred to the Town Council, which is adding to pressures on the Town Council's finances as commuted sums depleted.

Therefore it was resolved that a report be submitted to the February 2018 meeting, setting out the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council, including the options available to the Town Council, the implications and associated costs.

##### Background

At a meeting with the Developers of Thorpe Astley, held on 9th October 1995, Town Councillors discussed the provision of a community centre and the transfer of open spaces.

Braunstone Town Council expressed an interest in accepting the transfer of linear open spaces and the proposed park and recreational land to the west of the development.

A comprehensive Community Appraisal was undertaken in December 1999 by Braunstone Town Council with the help of a group of local residents. Over 500 residents of all ages completed the questionnaire and the following needs were identified:-

1. Football Pitch (76%)
2. Rugby Pitch (29.9%)
3. Cricket Pitch (32.1%)
4. Tennis Court (66.9%)
5. Basketball (32.8%)
6. Other (13%)

On 12<sup>th</sup> July 2002 Blaby District Council agreed the following policy for the adoption of open spaces:-

- “1) *That a new Council policy for the adoption of open spaces be approved in line with the proposals set out below:-*
- a) *That a new Landscape Guide be adopted to set standards for the provisions of all new public open space;*
  - b) *That a standard commuted sum calculation for twenty years be applied to new areas of open spaces offered to this Council for adoption;*
  - c) *That, subject to the outcome of negotiations with Developers the District Council seek to transfer all new public open space to Parish/Town Councils;*
  - d) *That, in the event of the commuted sum not being agreed with the Developer, the Council reserve the right to turn down the proposed adoption, subject to individual exceptions to be determined through delegated authority to the Head of Community Services in conjunction with the Director of Resources.”*

In May 2006 the Town Council received a letter from the Landscape Officer at Blaby District Council with regard to public open space adoptions at Thorpe Astley. There were 37 parcels of land, 5 of which contained fix play equipment, 10 parcels of amenity land and 2 areas of woodland (protected by Tree Preservation Orders).

The Town Council replied and expressed its interest in adopting the Open Spaces at Thorpe Astley and asked that remedial works highlighted by the Executive Officer & Town Clerk during the site visit be carried out by the Developers beforehand.

Principally, there are three developers who the Town Council is dealing with in respect of the linear open spaces at Thorpe Astley and from which commuted sums have been received as follows:

- Barratt Homes, £69,614 in 2011/2012,
- David Wilson Homes, £72,088 in 2011/2012, and
- Persimmon Homes, £96,927 in 2012/2013.

On receipt of the commuted the Town Council took over responsibility for managing and maintaining the respective open spaces.

In addition, Thorpe Astley Park has been transferred to Blaby District Council and the District Council received a commuted sum from Persimmon Homes of £236,054.58. With legal costs and maintenance and improvement costs, which the Town Council has drawn on and ring fenced funds for the Community Centre, which was then underspent, the current balance of the Park commuted sums is £143,680.44, which is being held by Blaby District Council until the Park is transferred to the Town Council. The Town Council can continue to draw on this fund to cover legal, maintenance and improvement costs associated with the park.

### Persimmon Homes Transfer

At the last meeting of the Committee on 11th January 2018, the legal transfer of Open Spaces from Persimmon Homes Ltd (not including Thorpe Astley Park) was completed and concluded and this land has been formally adopted by Braunstone

Town Council, i.e. the Town Council is registered as the freeholder with the Land Registry.

The Committee agreed that where parcels of land were initially offered by Persimmon Homes Ltd and subsequently maintained and managed by the Town Council, but not included in the final legal transfer and adoption, the Town Council would cease to manage and maintain such land and inform Persimmon Homes accordingly.

The Committee also agreed a process for dealing with any subsequent requests from Persimmon for land transfers as follows:

- a) Persimmon Homes Ltd picking up the cost of the Town Council's legal fees in full and providing a mutually agreeable commuted sum;
- b) the land being transferred in a condition agreeable to Braunstone Town Council; and
- c) the transfer of responsibility for management and maintenance taking place once the legal transfer had been completed and confirmed by HM Land Registry.

(Minute 58).

#### Barrett Homes Transfer

Policy and Resources Committee on 20th August 2015 approved the adoption of 12 areas of open space from Barratt Homes at Thorpe Astley (Minute 33, 2015/2016). On 10th March 2016 Council received the transfer documentation and applied the Common Seal (Council Minute 5416).

However, the Land Registry rejected two of the transfer documents since two of the four joint owners had not been listed – Beazer Homes Bedford Limited and Ideal Homes Limited. Therefore, two of the transfer documents and plans had to be revised in order to proceed to complete the adoption and the Common Seal was applied to these documents at Council on 25th January 2018 (Council Minute 5616).

All that remains is for the Land Registry to generate the Official Copy of the Register for the 12 areas of open space and once received, Policy & Resources Committee will be able to determine whether to complete the adoption and take the freehold title.

#### David Wilson Homes Transfer

Attached at Appendix 1, is a map of the open space proposed for transfer from David Wilson to the Town Council. The Town Council manages and maintains this land and has received the commuted sum.

Currently, the Council's Solicitor is in discussion with the legal representatives from David Wilson to remove the shaded section either side of Murby Way just off the Meridian Way roundabout since this area has a pre-emption agreement with a third party, since this will complicate matters at this stage. David Wilson have suggested transferring this land separately once the pre-emption has run its course.

In addition, the Council's Solicitor has questioned whether David Wilson has the

freehold to the land to the south of this area adjacent to the Meridian Way roundabout, the new road and Murby Way. This is currently being checked by David Wilson's legal representatives.

Once the extent of the space to be transferred can be confirmed on the map, then transfer documentation with the associated map will be presented to Policy & Resources Committee for consideration. Once approved, these would be presented to Council for the Common Seal to be applied and once the Official Title of the freehold had been prepared by the Land Registry, this would be presented to Policy & Resources to confirm completion and adoption.

Estimating timescales is just that. However, it has taken around 2 to 3 years to get from this stage to completion with Persimmon Homes and potentially with Barrett Homes.

It is possible at any time prior to the Common Seal being applied to the transfer documentation for the Town Council to change its mind. Should the Town Council wish to pursue this option, then full legal advice on the implications would need to be obtained.

### Thorpe Astley Park

Thorpe Astley Park has been transferred from Persimmon Homes Ltd to Blaby District Council, who hold the commuted sums. The Town Council manage and maintain the park under a Licence Agreement and are able to draw on the commuted sums held at the District Council to cover costs. The long term intention is for the Town Council to take the freehold title of the land and receive the balance of the commuted sums.

It had been Leicestershire County Council's original intention on opening of the Community Centre and Park area in 2010 to adopt the footpath, bridge and lighting columns through the park area; however it had not proceeded due to the culvert installed by the developers over Lubbesthorpe Brook not meeting the County Council's required specifications.

Blaby District Council therefore proceeded with adopting the land, including the culvert. Braunstone Town Council decided not to proceed to adopt the land from the District Council until the matter of the culvert was resolved.

On 8th April 2014 Leicestershire County Council proposed the following solution to Persimmon:

*“Following these discussions with LCC structures colleagues, Blaby District Council and Braunstone Town Council; we would like to propose a way forward as below;*

- *That option 3 in the attached – the steel beam footbridge be progressed with the removal of the exiting culvert. The design of the bridge **must** go through an AIP process with LCC structures officers prior to commencement of works. This approval is needed for Braunstone Town Council as they have offered to take on the long-term maintenance of the bridge structure, hence removing the need for a Commuted Lump Sum for the bridge.*

- *Once the bridge design is approved and the bridge constructed LCC will then progress adopting the entire length of the footway/cycleway. However, The Town Council also requests the provision of a fence/motorcycle restriction barrier at the southern end of the footpath onto the Meridian Way roundabout. Further discussion may be needed to clarify how the route ties in with the existing highway at Meridian Way roundabout (drop kerbs).*

*Progressing as above would remove the need for the construction of a further length of footway/cycleway with associated street lighting across to Tuffley Way, together with the upgrade of Public Footpath 7 (south side of the ditch) to allow pedestrians/cycles to re-join on the other side of the ditch. Removal of the existing unsafe culvert is required for all options”.*

There were several meetings and correspondence between 2014 and 2016 and Persimmon Homes needed to obtain the agreement of their Board and the partner housebuilders in the consortium prior to proceeding. On 16th March 2017, Persimmon Homes confirmed that they would undertake the requested works removing the culvert and installing a bridge over Lubbesthorpe Brook. Their contractor had confirmed they would start all works in 4-6 weeks as long as the County Council provided the AIP for proposed remedial works and S38 agreement for the footpath.

On 11th May, Leicestershire County Council responded:

*“As promised, I have now had an opportunity to review our historic files and discuss the proposed adoption of the footway links shown on the attached drawing with Leicestershire County Council’s Asset Manager. We have concluded that Leicestershire County Council will not adopt the footway links for a number of reasons:*

- *No agreement was entered into historically for the footway links to be adopted*
- *The links shown on the original drawings did not include links to the residential areas*
- *Alternative routes are available within the existing extents of the adopted highway. Therefore, the routes are not necessary for the safe functioning of the highway*
- *Incomplete ownership meaning the links could not be adopted in their entirety*
- *Ongoing maintenance liability (regardless of payment of commuted sums), with both the footway links and associated structure*

*In addition, I can confirm that we have no interest in the footway links being dedicated as Public Rights of Way. These links are simply recorded as permissive paths with the responsibility of maintenance resting with the landowner”.*

As a result, Blaby District Council approached the Town Council on 26th September 2017 to ask whether the Town Council would be prepared to adopt the park and receive the balance of the commuted sums without Leicestershire County Council adopting the footpath, bridge and lighting, provided Persimmon Homes installed the new bridge.

There would be costs associated with this, which could be funded from the commuted sums currently held by Blaby District Council:

1. Lighting to be upgraded to LED (this could be undertaken at the same time as the Council's other car park and footpath lighting)
2. Persimmon's culvert design would need to be approved by a 3rd party jointly-appointed Structural Engineer and an inspection undertaken on completion to confirm drawings compliance.

Therefore, the only remaining obstacle to completing the legal transfer of Thorpe Astley Park and receiving the commuted sum is Leicestershire County Council no longer being willing to adopt the footway, new bridge and lighting. The Town Council will need to consider the benefits of resolving the culvert issue against meeting the ongoing maintenance cost of the bridge, footway and lighting.

### Land Adjacent to the New Road to the M1 Bridge

On 27th October 2016, the Committee considered a proposal to enter into arrangements for the legal transfer of open space adjacent to the new M1 Bridge and Meridian Way, Thorpe Astley.

The matter is complicated since there is land in Thorpe Astley to the south of Priestman Road, including the play area, originally owned by David Wilson, where the ownership has been transferred to Drummond.

On 25th September 2017, the Executive Officer & Town Clerk met with Mather Jamie who represent Drummond and the following approach was discussed:

- Drummond need to retain the land between the new road and the footpath into Thorpe Astley Park until 2019 since they may use earth from this site to form the bund on the western side of the Motorway. Drummond will remain responsible for the site during that time and will take necessary action to prevent illegal site access and fly-tipping.
- Drummond will bring the site (south of the footpath, which is currently fenced off) up to the standard of a useable open/recreation space. The Town Council wish to be involved in site design and layout.
- While there is land north and east of the footpath into Thorpe Astley Park, which includes a playground in the ownership of Drummond, the Town Council will currently maintains this area on the grounds that it has received the commuted sum and it will be transferred directly from Drummond to the Town Council at the point when the whole site is transferred.
- Once completed, the whole site (including the Town Council managed area/playground to the north and east of the footway) would be transferred to the Town Council's freehold/ownership with Drummond meeting the Town Council's legal cost.

While there would be no additional commuted sum for ongoing or future maintenance, Drummond would be prepared to transfer the site to the Town Council at a high standard as a usable public open/recreation space. Drummond in transferring this site directly to the Town Council would avoid having to transfer existing land back to David Wilson and this would avoid the Town Council having the legal cost of transfer of the playground area from David Wilson.

## Recommendations

1. That the completion of the transfer of open spaces from Persimmon Homes and the progress to land registration stage on the transfer of open spaces from Barrett Homes be noted;
2. that David Wilson Homes be asked to provide timescales for the preparation of the transfers for consideration by the Town Council with a target completion and transfer date before the end of 2018;
3. that Braunstone Town Council adopt Thorpe Astley Park without Leicestershire County Council adopting the footpath, bridge and lighting, subject to:
  - a) confirmation that the balance of the commuted sums held by Blaby District Council would be paid on or before completion;
  - b) Persimmon Homes installing the proposed new bridge at the culvert over Lubbethorpe Brook; and
  - c) the new bridge referred to in b above being approved by a 3rd party Structural Engineer jointly appointed by the District and Town Councils and an inspection undertaken on completion to confirm drawings compliance;
4. that payment of the structural engineer (referred to in 3(c) above) and upgrade of the footpath lighting to LED be funded from the Thorpe Astley Park commuted sums budget (currently held by Blaby District Council);
5. that the position and proposals in respect of the transfer of land adjacent to the new road to the M1 Bridge, along with the adjacent land to the south of Priestman Road, be endorsed.

## Reasons

1. To recognise that significant progress had been made with the completion and adoption of open space from Persimmon Homes and with the transfers being finalised and sealed with Barrett Homes.
2. To ensure that David Wilson was aware of the Town Council's desire to complete the transfer of the open space without further delays and additional cost.
3. Thorpe Astley Park was a significant asset, which should be owned by the Town Council, however, despite the best efforts of both Braunstone Town Council and Blaby District Council, Leicestershire County Council had retracted their commitment to adopt the footpath, lighting and any new bridge at Thorpe Astley Park and given the developers had agreed to install a suitable bridge to replace the existing culvert at Lubbethorpe Brook, transfer of the ownership of the Park should be progressed.
4. To ensure that the new bridge met structural and safety standards and to ensure that the ongoing costs of the lighting was minimised.
5. To enable appropriate plans to be drawn up and determined which would benefit residents of Thorpe Astley with useable recreation space, while providing appropriate screening for local residents reducing any adverse environmental impact. To recognise that the transfer of the land south of Priestman Road as part of the wider site would avoid any additional legal costs.



Notes  
 Hatched area within red line indicates area of drainage easement - rights over which the Local Drainage Authority have access for maintenance in perpetuity.

Rev	Details	Date
A	Two areas amended due to land discrepancies	26.06.09
B	Red areas amended due to land discrepancies	11.11.10
C	Updated survey added showing new footpath	01.12.10
D	Updated survey added showing footpath	04.02.11
E	Further update to show removed green hatch area from plan.	24.04.17

POS Transfer Plan  
 24.04.17  
 Prepared by BW

Drg No: S396/POS/01 Rev D  
 Scale 1:1250

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 14 - Highways Grass Cutting**

##### Purpose

To receive an update on additional (7th) annual highways verge cuts.

##### Background

Currently Leicestershire County Council have an agreement with Blaby District Council to carry out urban and rural grass cutting on the County Council's behalf within Blaby District.

The areas covered in Braunstone Town are all the small strips of grass that run between the road and the footpaths; and any unsponsored traffic islands. There are also four jitties:

1. From: Next to No. 9 Staplehurst Ave  
To Next to No. 200 Woodcote Road
2. From: Next to No. 14A Avon Road  
To Mosssdale Meadows Recreation Ground
3. From: Lubbesthorpe Way [ subway ]  
To Kingsway North
4. From: Next to No. 23 Braunstone Lane  
To Recreation Ground (Shakespeare Park)

The m2 of land is 86,373.

During 2015/2016, the County Council reduced funding for verge cuts from 7 cuts per season to 5 cuts per season. Blaby District Council believed that this reduction in frequency would have a detrimental effect on the overall appearance of the area and decided to fund an additional cut where the Parish wished to do the same in order to retain the number of seasonal cuts at 7. Policy & Resources Committee on 20th August 2015 rejected the offer but agreed that a further report should be submitted to the Committee in the autumn of 2016 setting out any issues and concerns which had arisen as a result of the reduction in the number of Highways Verge Cuts and making any recommendations as necessary to be considered as part of the budget estimates for 2017/2018 (minute 34 2015/2016).

For 2016/2017, Leicestershire County Council increased the funding for verge cuts from 5 cuts per season (in 2015/2016) to 6 cuts per season. Therefore, Blaby District Council offered to share the cost of the seventh cut with Parish/Town Councils in its area.

The additional cuts for major highways junctions cutting, e.g. Lubbethorpe Way, Narborough Road South, will be funded by Blaby District Council.

Therefore, on 27th October 2017, the Committee agreed to accept Blaby District Council's offer to provide an additional (seventh) seasonal highway verge cut, match funded by the Town Council and included a growth item of £1,000 in the Council's budget from 2017/2018 (minute 43 2016/2017).

However, due to the pressures placed on the Council's finances due to the loss of Council Tax Support Grant from 1st April 2018, the Committee at its last meeting (11th January 2018) considered savings to meet projected increases in expenditure and determined *"that clarification be sought from Blaby District Council as to whether it intended to offer in 2018/2019 the scheme where both the District and Parish part fund the seventh seasonal highway verge cut and if so the cost to Braunstone Town Council; and that a report be submitted to the Committee to determine whether the Town Council should continue to part fund the seventh seasonal highway verge cut"* (Minute 53).

#### Progress Update

Council on 25th January 2018, removed the budgetary provision for Highways Grass Cutting (Council Minute 5607).

In response to the Town Council's clarification request, Blaby District Council informed us on 23rd January that Leicestershire County Council will be taking back responsibility for all grass cutting relating to highways. The District Council subsequently issued a memorandum to local Parish and Town Council's on 5th February: *"Please note: - Leicestershire County Council have terminated the Highways Grass Cutting Contract. From March 2018 the District Council will no longer be responsible for the maintenance of highway grass and as such all requests for additional cuts need to be directed to LCC along with all other enquires and complaints"*.

Therefore, the Town Council will no longer be contributing towards 7th seasonal grass cut. Should Leicestershire County Council make an offer concerning additional highway grass cuts, then this can be reported to Policy & Resources Committee for consideration and determination.

#### Recommendation

That no further action be taken concerning additional seasonal highway grass cuts at the present time.

#### Reason

Blaby District Council were no longer responsible for Highways Grass Cutting in the District and therefore, the current arrangement with the District Council to part fund the seventh seasonal highway verge cut would end in March 2018.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 15 - Park and Stride Scheme for Millfield Academy**

##### Purpose

To consider whether the Town Council should support the Park & Stride Scheme for Millfield Academy and authorise the use of Mosssdale Meadows Car Park as an official Park & Stride location.

##### Background

Leicestershire County Council have requested the use Mosssdale Meadows as a Park & Stride site to support a School Clear Zone Trial which has been designed to reduce congestion, increase active and sustainable travel and safety by putting physical traffic management measures in place.

Leicestershire County Council are planning to add a no waiting restriction from 8-9am and 2-4pm on the streets surrounding Millfield Academy. The affected roads will include Hat Road, Freeboard Road, Woodcote Road, Lubbesthorpe Road and Pits Avenue.

Millfield Academy has a history of parking issues on surrounding residential roads with dangerous parking at junctions, driveways being blocked and most recently an ambulance was not able to access the emergency entrance of the school to respond to a 999 call.

Similar schemes have been successful in other areas of the country such as Solihull and Camden, these schemes are becoming nationally recognised and supported by Modeshift.

##### Alternative Measures

The County Council are planning to work with parents, pupils and the school to ensure that parking issues are not pushed back on to other residential roads. The scheme involves providing two Park and Stride location options a short distance away from the school so that they are able to walk in with their child to ease congestion.

Cycling training and walking initiatives will also be promoted before and during the School Clear Zone Trial for both parents and children to get involved in. This will open up travel options and help reduce dependency on the car. Training and support will be given by County Council officers and also by the school through different types of engagement.

The Winstanley Arms is intended to be the primary Park & Stride location and has approximately 80 spaces and is 4 minutes' walk away from the school.

Mossdale Meadows would be the second Park & Stride location, since it is 8-9 minutes' walk away from the school.

### Communications

As part of the trial Leicestershire County Council is working with the school to promote more active and sustainable modes of travel. The school already regularly distribute information relating to active and sustainable travel as well as the ongoing parking issues to parents through newsletters and on their website. The school will continue to distribute information and provide details of measures being put in place for when the trial begins.

The following key dates sit within the communications plan:

- Letters to parents 2<sup>nd</sup> February 2018 – The letter will detail information on the clear zone trial with information about the consultation beginning 9<sup>th</sup> April and will offer a place at a meeting to take place at the school.
- Letter to stakeholders and partner 2<sup>nd</sup> February 2018 - The letter will detail information on the clear zone trial with information of the consultation beginning 9<sup>th</sup> April.
- Press release 6<sup>th</sup> February 2018
- Parent's information evening 27<sup>th</sup> February & 1<sup>st</sup> March 2018 – This meeting will cover details of the clear zone trial, alternative measures, how the Park & Strides would be utilised and also will be the launch of the travel survey.
- Initiative training 12<sup>th</sup> March 2018 – Walking (provisional)
- Initiative training 19<sup>th</sup> March 2018 – Cycling (provisional)
- Reminder letter to parents - 29<sup>th</sup> March 2018
- Implementation of trial 9<sup>th</sup> April 2018.
- The Experimental Traffic order is for 6 months and will be scheduled to run until October 2018.

### Monitoring

Before the trial takes place the County Council conducted car counts on all roads where restrictions will apply. There has been 8 counts in total 4 outside of term time and 4 during term time. The highest number of cars recorded was 137 at 3.15pm.

Parents will be asked to complete a travel survey which will ask how they currently travel and park, how they plan to travel and park using alternative measures once the restrictions are in place and if they require any training/information to help them achieve this. This will give a good understanding of the demand for each alternative

measure.

For the first six weeks of the trial the County Council will have resources out on site to help mitigate the impact of the changes put in to place. This will include County Officers located at each park & stride location and on streets surrounding the school, Civil Enforcement Officers on streets to handle parking enforcement, Community Support Officer presence and continued car counts. This will allow assessment of the measures that have been put in to place.

Ongoing monitoring will continue throughout the 6 month trial period and the County Council intend to use the data collected from the car counts, Park & Stride site monitoring, travel surveys and consultation responses to measure the success of the trial.

Parents and residents will be given a chance to feedback once the School Clear Zone Trial consultation period starts on Monday 9 April 2018.

### Recommendations

1. That the request by Leicestershire County Council to use Mosssdale Meadows Car Park as an official "Park & Stride" parking location for Millfield Academy from 9th April 2018 for a trial period of six months during an experimental traffic order be approved; and
2. that the impact of the trial upon the car park, park and the community generally be reviewed by the Committee prior to the expiry of the trial period in order to determine whether or not Mosssdale Meadows Car Park could be used as an official "Park & Stride" parking location for Millfield Academy on a permanent basis and if so, under what conditions.

### Reasons

1. To allow Mosssdale Meadows Car Park to be used as an alternative parking location for Millfield Academy (the Winstanley Arms being the primary Park & Stride location) in order that a School Clear Zone, designed to reduce congestion, increase active and sustainable travel and safety by putting physical traffic management measures in place, could be trialled.
2. To ensure that the impact of the trial on the car park, park and surrounding area could be reviewed prior to making the arrangements permanent.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 16 - Internal Audit Services**

##### Purpose

To appoint a new Internal Auditor for 2017/2018, following the withdrawal of the offer of the originally appointed Internal Auditor to continue to provide internal audit services to the Town Council, and to consider joining Leicestershire and Rutland Association of Local Councils Internal Audit Service from the next financial year (commencing 1st April 2018).

##### Background

The Council currently uses North West Leicestershire's Internal Audit Services, who also provide Audit Services to Blaby District Council under a shared services arrangement. North West Leicestershire District Council provide both a competent and independent Internal Audit Service and were reappointed by the Committee on 15th June 2017, following receipt of the Internal Audit Report for 2016/2017, to undertake the Town Council's Internal Audit for the Year Ending 31st March 2018 (Minute 6).

However, on 19th October 2017, North West Leicestershire's Internal Audit Services contacted the Town Council to advise that due to capacity issues going forward and depending on the outcome of the continuing recruitment exercise, they may not be in the position to provide the Town Council's internal audit, since they may not have a suitably qualified person in the post to be able to sign off our Annual Return because this would need to be undertaken by a qualified accountant.

##### Leicestershire and Rutland Association of Local Councils Internal Audit Service

The Leicestershire and Rutland Association of Local Councils (LRALC) is setting up an Internal Audit Service from 1st April 2018 which, for a fee, will provide any member council with a continually trained and developed, competent, independent, and indemnified Internal Auditor. Northamptonshire Association of Local Councils currently runs an internal audit service for its member Councils and the scheme is based on that model.

The service would provide councils using the service with a comprehensive audit report in a standard template (to ensure all areas are covered appropriately) in order to provide assurance to that council that they are operating correctly.

The primary aim of the service is to deliver a high quality, rigorous, benchmarked Internal Audit service. Councils purchasing the Internal Audit Service from LRALC will be provided, on an annual basis, with an accredited auditor who is a member of the LRALC panel of auditors.

LRALC's panel of auditors will be chosen via a selection process that confirms professional knowledge and competence, one of the two core requirements for internal audit identified in The Practitioner's Guide. Auditors will be familiar with local council operations and the "proper practices" which apply to the sector and will provide a year-round audit service to the local council.

All auditors selected to be on the panel will be:

1. Legally appointed by and therefore responsible and accountable, first and foremost, to the parish or town council.
2. Self-employed and engaged annually under a contract for service by LRALC.
3. Covered by LRALC's professional indemnity insurance. Although not a legal requirement, it is increasingly recommended that local councils consider the advantages of appointing an internal auditor who carries PI Insurance.
4. Required to operate within LRALC's quality assurance system that includes use of the audit check list and template audit report provided by LRALC.
5. Required to attend three IAS review meetings annually convened by LRALC (dates tbc) for CPD and quality / peer review purposes.

Councils joining the scheme will be invoiced in advance alongside the LRALC/NALC membership fees for the period (i.e. April each year). The cost to Braunstone Town Council for 2018-19, based on having an electorate in excess of 10,000 would be £440. This compares to £846 for the Internal Audit by North West Leicestershire District Council in May 2017.

A resolution of a Council meeting is required to appoint an internal auditor, the deadline for joining the scheme for the 2018/19 year is Friday 23<sup>rd</sup> March 2018.

### Internal Audit for 2017/2018

However, with no internal auditor for the current financial year, the Executive Officer & Town Clerk approached the Leicestershire and Rutland Association of Local Councils to ascertain whether they could provide a solution this year, which could also act as a trial for the service.

The Association, approached their counterparts in Northamptonshire who have recommended one of their auditors to be an LRALC Internal Auditor for Braunstone Town Council for the current financial year, 2017-18.

The auditor is John Marshall who is an experienced Clerk, having worked for three Parish Councils as well as for Northampton Borough Council on the creation and establishment of two new Parish Councils. John has been an Internal Auditor with Northamptonshire Association of Local Councils for the last 9 years and currently audits more than twenty Parish and Town Councils. He also delivers risk assessment and audit-related training courses for the Northamptonshire Association of Local Councils and is an elected member of Roade Parish Council.

The fee, based on our electorate of 12709, will also be £440.

## Scope of Audit and Reporting Requirements

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

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

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

## Recommendations

THAT IT BE RECOMMENDED TO COUNCIL

1. that John Marshall be appointed through the Leicestershire and Rutland Association of Local Councils to undertake the Town Council's Internal Audit for the Year Ending 31st March 2018; and
2. that Braunstone Town Council join the Leicestershire and Rutland Association of Local Councils' Internal Audit Service from the financial year beginning 1st April 2018.

## Reasons

1. To ensure arrangements were in place for compliance with Accounts and Audit Regulations.
2. To ensure that in future years the Council would be able to access an accredited auditor through a benchmarked local council sector Internal Audit service.

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

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

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

**Continued**

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

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 22nd FEBRUARY 2018**

#### **Item 17 - Scattering of ashes on Town Council Land**

##### Purpose

To consider a request of a local resident to scatter ashes on Town Council owned land and to give delegated authority to the Executive Officer & Town Clerk to authorise future requests.

##### Background

A local resident approached the Town Council on 29th January. His wife had recently passed away and the resident requested that he scatter her ashes in the Merrylees Park area. The lady concerned was involved from the start with the project and the tree planting and there is a plaque in the park with their name on with regards to their involvement in the project. The resident felt it was an appropriate place for the ashes to be scattered, it will be a discrete and private moment, but he didn't want to go ahead and do this without the Town Council's consent.

##### Rules on Scattering Ashes on Public Open Space

The law on scattering ashes in the UK is fairly relaxed. There is nothing explicit in legislation to stop people scattering ashes over land or water, but the landowner's permission is required.

Ashes are considered to be the same as a body, and you can't own a body. A court can't divide a body therefore the court can't divide up ashes either. If somebody has legal possession of the ashes of an individual, they can within the law determine the resting place.

##### Process for dealing with Requests

The Town Council has no process for determining requests to scatter / bury ashes on its land and the scheme of delegation does not extend any powers to Officers to determine such requests.

It is not considered necessary to have a policy, since there have been no recorded requests to date. The Town Council should in determining any request to scatter / bury ashes on public open space consider whether it is appropriate to the specific area of public open space and by extension the use and users of the public open space, alongside ensuring the scatter/burial is controlled and dignified. Such occasions should be low key and there should be no permanent public memorial. Where an event is required, then the Town Council already has an established procedure to apply for an event on our parks and open spaces.

Therefore, it is recommended that delegated authority be given to the Executive Officer & Town Clerk to determine requests to scatter / bury ashes on the Town Council's land and that the scheme of delegation be amended accordingly.

#### Recommendation

That delegated authority be given to the Executive Officer & Town Clerk to determine requests to scatter / bury ashes on the Town Council's land in accordance with the Process for dealing with Requests set out in the report and that the scheme of delegation be amended accordingly.

#### Reason

To enable requests to be considered and dealt with in a controlled, dignified and appropriate way specific to the area of public open space, its use and users, while avoiding any delays.

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>				
<b>Income</b>				
101	Precept	£519,556.00	£519,556.00	£0.00
102	Council Tax Support Grant	£48,897.00	£48,897.00	£0.00
107	New Homes Bonus	£3,279.00	£4,759.00	£1,480.00
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	£144.70	-£5.30
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	£2,500.00	£820.16	-£1,679.84
184	Interest on Coop Investment	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£2,604.19	£2,604.19
<b>Total Income</b>		<b>£574,792.00</b>	<b>£576,781.05</b>	<b>£1,989.05</b>
<b>Expenditure</b>				
1010	Staff Salaries	£375,569.00	£327,311.43	£48,257.57
1015	Staff Expenses	£300.00	£191.55	£108.45
1020	Pensions	£85,010.00	£58,317.81	£26,692.19
1030	Councillors Allowances	£6,000.00	£5,948.00	£52.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£12,000.00	£16,948.91	-£4,948.91
1160	Audit	£3,000.00	£2,445.90	£554.10
1170	Legal Fees	£250.00	£900.00	-£650.00
1180	Elections	£1,000.00	£0.00	£1,000.00
1210	Staff Training	£1,250.00	£1,167.00	£83.00
1230	Councillor Training	£1,000.00	£35.00	£965.00
1300	Supplies, Stationery & Postage	£4,100.00	£2,275.59	£1,824.41
1350	Subscriptions	£2,150.00	£1,377.73	£772.27
1360	Advertisements	£4,400.00	£3,762.00	£638.00
1400	Telephones	£2,300.00	£1,951.13	£348.87
1410	Photocopier	£1,300.00	£1,008.19	£291.81
1420	Computer Supplies, Training, Service Contract	£7,000.00	£8,436.87	-£1,436.87
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£0.00	£421.50	-£421.50
<b>Total Expenditure</b>		<b>£506,929.00</b>	<b>£432,498.61</b>	<b>£74,430.39</b>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	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	£1,914.38	£964.38
250	Room Hire			
250/1	DO NOT USE (Community Groups)	£0.00	£0.00	£0.00
250/3	DO NOT USE (Commercial/Private)	£0.00	£0.00	£0.00
250/5	Room Hires	£89,182.00	£66,209.62	-£22,972.38
250	Total	£89,182.00	£66,209.62	-£22,972.38
251	Catering for Hirers (VAT)	£0.00	£378.87	£378.87
257	Licensed Bar	£19,000.00	£15,833.40	-£3,166.60
299	Miscellaneous	£0.00	£1,419.27	£1,419.27
<b>Total Income</b>		<b>£109,132.00</b>	<b>£85,755.54</b>	<b>-£23,376.46</b>
<b>Expenditure</b>				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£3,500.00	£1,020.00	£2,480.00
2050/2	General Refurbishment	£1,000.00	£0.00	£1,000.00
2050	Total	£4,500.00	£1,020.00	£3,480.00
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	£0.00	£265.21	-£265.21
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£2,100.00	£2,039.20	£60.80
2400	Telephones	£1,300.00	£403.30	£896.70
2430	Utility Bills	£18,000.00	£15,767.40	£2,232.60
2440	Waste Services	£7,200.00	£7,075.41	£124.59
2450	Laundry Services	£0.00	£0.00	£0.00
2460	Rates	£19,000.00	£18,585.50	£414.50
2500	Refundable Deposits	£11,000.00	£7,376.63	£3,623.37
2510	Catering for Hirers (VAT)	£0.00	£889.79	-£889.79
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Performing Rights Society	£1,300.00	£1,451.57	-£151.57
2580	Card Card and Transit fees	£1,062.00	£1,294.12	-£232.12
2600	Building Repairs & Maintenance	£16,000.00	£11,992.80	£4,007.20
2610	Equipment Repairs & Maintenance			
2610/2	Fire Extinguisher Service	£400.00	£39.75	£360.25
2610/3	Alarm Maintenance	£1,000.00	£933.57	£66.43
2610	Total	£1,400.00	£973.32	£426.68
2990	Miscellaneous	£0.00	£91.63	-£91.63

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	<b>2017/2018</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total Expenditure</b>	<u>£119,656.00</u>	<u>£105,220.32</u>	<u>£14,435.68</u>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	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	£24,812.52	-£10,656.48
350/2	Pre-School Room Hire	£12,250.00	£7,321.32	-£4,928.68
350	Total	£47,719.00	£32,133.84	-£15,585.16
351	Catering for Hirers (VAT)	£0.00	£28.44	£28.44
399	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Income</b>		£47,719.00	£32,162.28	-£15,556.72
<b>Expenditure</b>				
3050	Capital Projects			
3050/1	General Improvements	£2,000.00	£0.00	£2,000.00
3050/2	NHS Facility	£500.00	£0.00	£500.00
3050	Total	£2,500.00	£0.00	£2,500.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£500.00	£0.00	£500.00
3330	Cleaning Materials	£1,000.00	£1,041.19	-£41.19
3400	Telephones	£1,000.00	£227.34	£772.66
3430	Utility Bills	£6,000.00	£7,111.15	-£1,111.15
3440	Waste Services	£3,200.00	£1,270.23	£1,929.77
3450	Laundry Services	£0.00	£0.00	£0.00
3460	Rates	£6,500.00	£6,659.55	-£159.55
3500	Refundable Deposits	£6,000.00	£5,989.51	£10.49
3510	Catering for Hirers (VAT)	£0.00	£21.22	-£21.22
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Performing Rights Society	£400.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£4,276.31	-£1,276.31
3610	Equipment Repairs & Maintenance			
3610/2	Fire Extinguisher Service	£350.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£2,383.84	£616.16
3610	Total	£3,350.00	£2,383.84	£966.16
3990	Miscellaneous	£0.00	£124.24	-£124.24
<b>Total Expenditure</b>		£34,188.00	£29,104.58	£5,083.42

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>				
<b>Income</b>				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£20,180.00	£15,000.00	-£5,180.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£3,581.00	£81.00
555/2	Individual Match Fees (VAT)	£200.00	£298.37	£98.37
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	£3,879.37	-£120.63
599	Miscellaneous	£100.00	£8,874.22	£8,774.22
<b>Total Income</b>		<b>£1,024,430.00</b>	<b>£27,753.59</b>	<b>-£996,676.41</b>
<b>Expenditure</b>				
5050	Capital Projects			
5050/1	Franklin Park Balance Beams	£0.00	£0.00	£0.00
5050/2	Shakespeare Park Improvement Project	£1,007,700.00	£18,796.77	£988,903.23
5050	Total	£1,007,700.00	£18,796.77	£988,903.23
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£22,689.48	£12,328.48	£10,361.00
5080/2	Mossdale Meadows LOAN - PWLB	£10,993.52	£10,994.00	-£0.48
5080	Total	£33,683.00	£23,322.48	£10,360.52
5170	Legal Fees	£0.00	£4,296.00	-£4,296.00
5290	Clothing	£0.00	£214.36	-£214.36
5330	Cleaning Materials	£0.00	£167.53	-£167.53
5400	Telephones	£410.00	£318.88	£91.12
5430	Utility Bills	£0.00	£3,287.13	-£3,287.13
5440	Waste Services	£0.00	-£960.75	£960.75
5450	Laundry Services	£2,000.00	£0.00	£2,000.00
5550	Sports Pitches & Facilities	£1,000.00	£2,080.06	-£1,080.06
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£3,367.04	£1,432.96
5600/2	Shakespeare Park	£1,000.00	£162.31	£837.69
5600/3	Franklin Park	£0.00	£145.84	-£145.84
5600	Total	£5,800.00	£3,675.19	£2,124.81
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£3,063.23	£4,936.77
5610/4	Playgrounds	£6,000.00	£8,437.72	-£2,437.72

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		<b>2017/2018</b>	<b>Actual Net</b>	<b>Balance</b>
5610	Total	£14,000.00	£11,500.95	£2,499.05
5630	Equipment Purchase	£2,000.00	£214.35	£1,785.65
5650	Vehicle Costs	£13,000.00	£35,381.73	-£22,381.73
5660	Machinery Hire	£500.00	£412.25	£87.75
5670	Petrol	£4,600.00	£3,115.81	£1,484.19
5990	Miscellaneous	£0.00	£1,065.53	-£1,065.53
<b>Total Expenditure</b>		<b>£1,084,693.00</b>	<b>£106,888.27</b>	<b>£977,804.73</b>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	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
726/2	Leics County Council	£0.00	£0.00	£0.00
726	Total	£15,000.00	£15,000.00	£0.00
770	Programme of Events			
770/1	General	£6,000.00	£3,446.82	£-2,553.18
770	Total	£6,000.00	£3,446.82	£-2,553.18
771	Summer Fete			
771/1	Current Year	£1,200.00	£3.50	£-1,196.50
771/2	Next Year	£0.00	£0.00	£0.00
771	Total	£1,200.00	£3.50	£-1,196.50
775	Civic Functions	£0.00	£235.00	£235.00
776	Town Mayor's Charity - Pre May	£0.00	£1,239.05	£1,239.05
777	Town Mayor's Charity - after May	£0.00	£1,460.77	£1,460.77
790	Consumer Products (Sales)			
790/1	History Publications	£0.00	£548.00	£548.00
790/2	Crime Prevention	£300.00	£9.66	£-290.34
790/3	Waste & Garden Bags	£560.00	£307.16	£-252.84
790	Total	£860.00	£864.82	£4.82
799	Miscellaneous	£0.00	£0.00	£0.00
<b>Total Income</b>		£23,060.00	£22,249.96	£-810.04
<b>Expenditure</b>				
7040	Town Mayor's Allowance	£750.00	£530.47	£219.53
7080	Loan Interest & Repayments	£4,570.00	£4,469.50	£100.50
7260	Service Level Agreements			
7260/1	Library & Service Shop	£0.00	£0.00	£0.00
7260/2	Citizens Advice Bureau	£2,627.00	£2,627.00	£0.00
7260	Total	£2,627.00	£2,627.00	£0.00
7340	Signs	£500.00	£854.20	£-354.20
7700	Programme of Events	£6,000.00	£5,676.67	£323.33
7710	Summer Fete			
7710/1	Current Year	£2,500.00	£1,461.97	£1,038.03
7710/2	Next Year	£0.00	£0.00	£0.00
7710	Total	£2,500.00	£1,461.97	£1,038.03
7750	Civic Functions	£2,350.00	£3,091.10	£-741.10
7760	Town Mayor's Charity - Pre May	£0.00	£2,394.00	£-2,394.00
7770	Town Mayor's Charity - after May	£0.00	£162.79	£-162.79

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		<b>2017/2018</b>	<b>Actual Net</b>	<b>Balance</b>
7850	Community Grants	£5,000.00	£4,022.27	£977.73
7860	Young People Grant	£1,000.00	£0.00	£1,000.00
7870	WW1 Commemorations Grant	£0.00	£0.00	£0.00
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£1,184.17	-£1,184.17
7900/2	Crime Prevention	£300.00	£0.00	£300.00
7900/3	Waste & Garden Bags	£420.00	£289.74	£130.26
7900	Total	£720.00	£1,473.91	-£753.91
7950	Community Safety	£0.00	£4,250.05	-£4,250.05
7990	Miscellaneous	£0.00	£562.74	-£562.74
<b>Total Expenditure</b>		<b>£26,017.00</b>	<b>£31,576.67</b>	<b>-£5,559.67</b>

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
<b>8. Planning &amp; Environment</b>				
<b>Income</b>				
890	Consumer Products (Sales)			
890/1	General	£0.00	£12.48	£12.48
890/2	Poop Scoops	£1,700.00	£1,070.46	-£629.54
890	Total	£1,700.00	£1,082.94	-£617.06
<b>Total Income</b>		£1,700.00	£1,082.94	-£617.06
<b>Expenditure</b>				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services	£5,300.00	£8,523.24	-£3,223.24
8460	Furniture	£1,000.00	£0.00	£1,000.00
8680	Grit Bins	£200.00	£0.00	£200.00
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£1,322.25	£277.75
8900	Total	£1,600.00	£1,322.25	£277.75
8950	Highways Grass Cutting	£1,000.00	£1,005.32	-£5.32
<b>Total Expenditure</b>		£9,350.00	£10,850.81	-£1,500.81

# Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
Total Income	£1,780,833.00	£745,785.36	
Total Expenditure	£1,780,833.00	£716,139.26	
<b>Total Net Balance</b>	<b>£0.00</b>	<b>£29,646.10</b>	

# Paid Expenditure Transactions

between 01/01/18 and 12/02/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
110587	12/01/18	13665		£97.50	£16.25	£81.25	5. OS	Sunningdale Landscape Supp 20 bags of salt	5990
		13666/1		£97.50	£16.25	£81.25	5. OS	Sunningdale Landscape Supp Salt Grit	5990
110587	12/01/18	13666	2533	£97.50	£16.25	£81.25		Sunningdale Landscape Supplies Ltd	5990
		13667/1		£97.50	£16.25	£81.25	5. OS	Sunningdale Landscape Supp Bags of salt	5990
110587	12/01/18	13667	2532	£97.50	£16.25	£81.25		Sunningdale Landscape Supplies Ltd	5990
110590	09/02/18	13742		£191.60	£31.93	£159.67	5. OS	Sunningdale Landscape Supp 1 ton Millwaste and 4 bags post mix for bridle pat 5610/1	
110591	09/02/18	13744		£100.00	£0.00	£100.00	2. CC	RD Hamid R Saeedi RD 04.02.18	2500
180207CHAP MANS	09/02/18	13738		£125.00	£20.83	£104.17	5. OS	Chapmans Garden Machinery 1 x Chainsaw protection trousers for Phil	5290
		13673/1		£126.20	£0.00	£126.20	2. CC	G S General Handyman Servi Door handle replacement	2600
BACS171130 GSHANDYMA N	12/01/18	13673	2522	£126.20	£0.00	£126.20		G S General Handyman Services	2600
		13671/1		£240.00	£40.00	£200.00	1. CM	IT Solutions install new CCTV software on all Reception & Re	1420
BACS171205I TSOLUTION	12/01/18	13671		£240.00	£40.00	£200.00		IT Solutions	1420
BACS171219T OWERGATE	04/01/18	13653		£962.81	£0.00	£962.81	5. OS	Towergate Insurance Insurance of new Ford truck BJJ7 0WM	5650
		13654/1		£105.00	£0.00	£105.00	2. CC	Bridge Coffee Company Ltd Sachet Coffee - Fair Trade	2510
		13654/2		£37.50	£0.00	£37.50	2. CC	Bridge Coffee Company Ltd UHT milk - Boxes	2510
		13654/3		£54.95	£0.00	£54.95	2. CC	Bridge Coffee Company Ltd Sachet Tea bags - Fair trade	2510
		13654/4		£19.00	£0.00	£19.00	2. CC	Bridge Coffee Company Ltd Loose unsachet teabags - Fair trade	2510
		13654/5		£1.20	£0.00	£1.20	2. CC	Bridge Coffee Company Ltd Loose sugar - Fair Trade	2510
		13654/6		£19.80	£0.00	£19.80	2. CC	Bridge Coffee Company Ltd Sachet sugar - Fair Trade	2510
		13654/7		£10.74	£1.79	£8.95	1. CM	Bridge Coffee Company Ltd Carriage	1300
BACS171220B RIDGE	12/01/18	13654	2535	£248.19	£1.79	£246.40		Bridge Coffee Company Ltd SUPPLIES	2510
BACS171220F RIENDSHIG	04/01/18	13656		£268.00	£0.00	£268.00	7. CD	Friends Of Highway Spinney Grant for Community Group	7850
BACS171220 OURSPACE	04/01/18	13657		£300.00	£0.00	£300.00	7. CD	Our Space Grant for Community Group	7850
BACS180105B ARTON	12/01/18	13662		£692.75	£32.99	£659.76	5. OS	Barton Petroleum 1200litres of red diesel for parks vehicle	5670

# Paid Expenditure Transactions

between 01/01/18 and 12/02/18

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180105B LIFE	12/01/18	13663		£1,710.00	£0.00	£1,710.00	1. CM	Braunstone Life	FEB-JUNE18 1360
		13668/1		£1,255.80	£209.30	£1,046.50	5. OS	GeoDyne	To determine the suitability of the ground for a ne 5050/2
BACS180105 GEODYNE	12/01/18	13668	2497	£1,255.80	£209.30	£1,046.50		GeoDyne	Site investigation works - foundations and drainage 5050/2
BACS180105T OWERGATE	12/01/18	13664		£318.19	£0.00	£318.19	5. OS	Towergate Insurance	Additional insurance premium for new Shibaura ri5650
BACS180105X EROX	12/01/18	13669		£114.48	£19.08	£95.40	1. CM	Xerox	PHOTOCOPIER 01.10.2017-31.12.17 - USAGE 1410
		13734/1		£52.80	£8.80	£44.00	5. OS	Brandon Hire Plc	To hire - to install new gate on Lubbesthorpe Brid5600/1
BACS180109B RANDON	26/01/18	13734	2547	£52.80	£8.80	£44.00		Brandon Hire Plc	Electric 110v Kanga Breaker to hire 5600/1
BACS180110 DIXONSCOLE	16/01/18	13674		£4,296.00	£0.00	£4,296.00	5. OS	Dixon Coles & Goddard	To finalise transfer of open spaces from Persimm5170
BACS180110P RSMUSIC	12/01/18	13680		£1,448.51	£241.42	£1,207.09	2. CC	Performing Right Society Ltd	PRS licence for Civic Centre 06.01.17 - 05.01.18 2570
BACS1801156 ENTRANET	15/01/18	13678		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 05.01.2018-04.02.2018 1400
BACS180118 MIDLANDACC	15/01/18	13688		£250.00	£0.00	£250.00	5. OS	Midland Access Platforms Ltd	1 day hire of scissor lift to remove christmas light 5990
		13685/1		£1,013.33	£0.00	£1,013.33	5. OS	Northgate	Repairs to Mitsubishi hire truck for parks March - 5650
BACS180118 NORTHGATE	19/01/18	13685	2538	£1,013.33	£0.00	£1,013.33		Northgate	Repairs to damaged hire vehicle 5650
BACS180118 NPS	19/01/18	13689		£355.20	£59.20	£296.00	2. CC	NPS NIGEL SUMMERFIELD	RELOCATE TOILET THAT HAD BEEN RIPPED 2600
BACS180118 NPS01	19/01/18	13690		£120.00	£20.00	£100.00	3. TA	NPS NIGEL SUMMERFIELD	GAS SAFETY CHECK 3600
BACS180118S AGE	19/01/18	13686		£345.60	£57.60	£288.00	1. CM	Sage (UK) Ltd	Training on Pensions Regulations - remote traini 1210
BACS180118S AGE01	19/01/18	13687		£32.95	£5.49	£27.46	1. CM	Sage (UK) Ltd	P60 LASER STATIONARY 1300
BACS180118 WALKER	19/01/18	13683		£14.26	£2.38	£11.88	5. OS	Walkers Timber	2 x 4 x 4" 6ft wooden posts for bridle path gate 5610/1
		13735/1		£2,400.00	£400.00	£2,000.00	2. CC	Dixon Coles & Goddard	Advice concerning lease agreement with LCC (in 2170
BACS180119 DIXON&GOD D	07/02/18	13735	2137	£2,400.00	£400.00	£2,000.00		Dixon Coles & Goddard	LCC have requested an amendment to the library lease and permission to sublet. LCC will pick up our legal costs (invoice to LCC after completion). 2170

# Paid Expenditure Transactions

between 01/01/18 and 12/02/18

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180119S LCC	26/01/18	13726		£118.80	£19.80	£99.00	1. CM	SLCC	Registration for Level 2 ILCA qualification for Pau1210
BACS180120L CCTIPRUN	12/01/18	13679		£58.08	£9.68	£48.40	5. OS		TIP RUN 5440
BACS180124A S	24/01/18	13696		£1,782.62	£0.00	£1,782.62	1. CM	Wages -	Salary Jan 18 1010
BACS180124B A	24/01/18	13698		£1,322.44	£0.00	£1,322.44	1. CM	Wages -	Salary Jan 18 1010
BACS180124B R	24/01/18	13706		£883.57	£0.00	£883.57	1. CM	Wages -	Salary Jan 18 1010
BACS180124 C	24/01/18	13704		£718.52	£0.00	£718.52	1. CM	Wages -	Salary Jan 18 1010
BACS180124 C	24/01/18	13709		£1,081.44	£0.00	£1,081.44	1. CM	Wages -	Salary Jan 18 1010
BACS180124 G S	24/01/18	13703		£1,184.50	£0.00	£1,184.50	1. CM	Wages -	Salary Jan 18 1010
BACS180124 G	24/01/18	13707		£1,176.90	£0.00	£1,176.90	1. CM	Wages -	Salary Jan 18 1010
BACS180124 H	24/01/18	13702		£905.48	£0.00	£905.48	1. CM	Wages -	Salary Jan 18 1010
BACS180124 HMRC	24/01/18	13715		£6,435.31	£0.00	£6,435.31	1. CM	H M Revenue & Customs	Salary Jan 18 1010
BACS180124J E	24/01/18	13705		£1,600.11	£0.00	£1,600.11	1. CM	Wages -	Salary Jan 18 1010
BACS180124K E	24/01/18	13695		£1,580.71	£0.00	£1,580.71	1. CM	Wages -	Salary Jan 18 1010
BACS180124L CC	24/01/18	13716		£6,783.46	£0.00	£6,783.46	1. CM		Salary Jan 18 1020
BACS180124 M	24/01/18	13714		£806.78	£0.00	£806.78	1. CM	Wages -	Salary Jan 18 1010
BACS180124 M	24/01/18	13697		£1,061.82	£0.00	£1,061.82	1. CM	Wages -	Salary Jan 18 1010
BACS180124 O	24/01/18	13713		£576.75	£0.00	£576.75	1. CM	Wages -	Salary Jan 18 1010
BACS180124 R	24/01/18	13699		£1,280.96	£0.00	£1,280.96	1. CM	Wages -	Salary Jan 18 1010
BACS180124S I	24/01/18	13711		£1,179.31	£0.00	£1,179.31	1. CM	Wages -	Salary Jan 18 1010

# Paid Expenditure Transactions

between 01/01/18 and 12/02/18

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BACS180124S M	24/01/18	13710		£390.85	£0.00	£390.85	1. CM	Wages -	Salary Jan 18 1010
BACS180124S N	24/01/18	13694		£1,966.44	£0.00	£1,966.44	1. CM	Wages -	Salary Jan 18 1010
BACS180124T G	24/01/18	13712		£488.65	£0.00	£488.65	1. CM	Wages -	Salary Jan 18 1010
BACS180124T I	24/01/18	13708		£2,622.72	£0.00	£2,622.72	1. CM	Wages -	Salary Jan 18 1010
BACS180124 UNISON	24/01/18	13717		£50.60	£0.00	£50.60	1. CM	Unison	Salary Jan 18 1010
BACS180124 W	24/01/18	13701		£900.72	£0.00	£900.72	1. CM	Wages -	Salary Jan 18 1010
BACS180124Y U	24/01/18	13700		£640.32	£0.00	£640.32	1. CM	Wages -	Salary Jan 18 1010
		13728/1		£11,869.20	£1,978.20	£9,891.00	5. OS	Axis M&E Consulting Enginee	For mechanical, electrical and engineering duties 5050/2
BACS180125A XIS	26/01/18	13728	2179	£11,869.20	£1,978.20	£9,891.00		Axis M&E Consulting Engineers	Design Stage Duties and Post Tender/Construction Stage Duties (as per tender dated 17th August 2016) For Shakespeare Park, Braunstone 5050/2
		13732/1		£67.08	£11.18	£55.90	5. OS	Brandon Hire Plc	To detect cables and prepare ground to install ne 5600/1
BACS180125B RANDON	26/01/18	13732	2544	£67.08	£11.18	£55.90		Brandon Hire Plc	1 x cable & pipe detector 5600/1
BACS180125B ROXAP	26/01/18	13727		£488.40	£0.00	£488.40	5. OS	Broxap Ltd	Bench for Thorpe Astley trim trail - winter works a5610/1
BACS180125B ROXAP01	26/01/18	13729		£216.00	£36.00	£180.00	5. OS	Broxap Ltd	LITTER BIN 5610/4
		13731/1		£0.00	£0.00	£0.00	5. OS	HSSP Architeccts Limited	To ensure the project could be delivered to stand 5050/2
		13731/2		£6,000.00	£1,000.00	£5,000.00	5. OS	HSSP Architeccts Limited	Shakespeare Park Improvements technical desig 5050/2
		13731/3		£0.00	£0.00	£0.00	5. OS	HSSP Architeccts Limited	fee For sketch options for various internal alterati 5050/2
BACS180125 HSSP	26/01/18	13731	2181	£6,000.00	£1,000.00	£5,000.00		HSSP Architeccts Limited	Shakespeare Park Improvements: technical designs, production information, tender documentation, tender action, mobilisation & construction, post practical completion 5050/2
		13733/1		£1,224.00	£204.00	£1,020.00	2. CC	HSSP Architeccts Limited	Survey for refurbishment of toilets kitchen and ba 2050/1
BACS180125 HSSP01	26/01/18	13733	2363	£1,224.00	£204.00	£1,020.00		HSSP Architeccts Limited	Survey of toilets, kitchen under Millfield stage for back stage/toilet refurbishment & survey of bar servery, kitchen and stage for reorganisation to accommodate café 2050/1

# Paid Expenditure Transactions

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BACS180207B HAWSAR	09/02/18	13746		£100.00	£0.00	£100.00	2. CC	RD Reena Bhawsar	RD 27.01.18 2500
		13740/1		£219.00	£36.50	£182.50	2. CC	Crocodile Catering Equipment	Carry out Gas safety checks on both MH & CC c 2600
BACS180207 CROCODILE	09/02/18	13740	2564	£219.00	£36.50	£182.50		Crocodile Catering Equipment	Carry out Gas safety checks on both MH & CC 2600 cookers
BACS180207 DYNO	09/02/18	13737		£138.00	£23.00	£115.00	2. CC	DYNO	Cleared block drains at Civic Centre 28th Januar 2600
		13739/1		£1,868.28	£311.38	£1,556.90	1. CM	Edge IT Systems Ltd	AdvantEDGE Online 5 year contract as per quote1420
BACS180207E DGE	09/02/18	13739	2568	£1,868.28	£311.38	£1,556.90		Edge IT Systems Ltd	6 Concurrent users 18.03.2018 -17.03.2019 1420
BACS180207F INDLEY	09/02/18	13745		£100.00	£0.00	£100.00	2. CC	RD Frances Fay Findley	RD 03.02.18 2500
BACS180207K OME	09/02/18	13748		£43.85	£0.00	£43.85	2. CC	RD Irene Kome	RD 19.08.17 2500
BACS180207L AIL	09/02/18	13747		£100.00	£0.00	£100.00	2. CC	RD Rabinder Lail	RD 03.02.18 2500
		13741/1		£186.00	£31.00	£155.00	2. CC	NPS NIGEL SUMMERFIELD	Blocked sink in mens gent toilet 2600
BACS180207 NPS	09/02/18	13741	2563	£186.00	£31.00	£155.00		NPS NIGEL SUMMERFIELD	To clean pipework and replace drain in sink 2600
BACS180207V IPANS	09/02/18	13743		£40.80	£6.80	£34.00	5. OS	Vipans Ltd	Cutting discs and 1 rabbit spade for installation o 5630
BCARD18012 5MANCHEST E	26/01/18	13725		£27.06	£4.51	£22.55	7. CD	Manchester Safety Services L	4 sign fixing clips (for new speed signs) 7950
BCARD18012 6AMAZON	26/01/18	13736		£93.62	£15.60	£78.02	1. CM	Amazon UK	Carbon Dioxide Dectors & Document stand 1300
CARD180110 BCARDBDC	10/01/18	13682		£20.00	£0.00	£20.00	8. PE	Blaby District Council	Collection of 2 fridge freezers (fly tipping) 8440
DD1712204KI NGS	10/01/18	13655		£83.46	£13.91	£69.55	2. CC	Kings Armoured Security Serv	Cash in transit 2580
DD171220BD CBINS	15/01/18	12673		£2,125.81	£354.30	£1,771.51	5. OS	Blaby District Council	H0000592 - Bins emptying - Oct to Dec 2017 5440
DD18/01/09EN TRA	09/01/18	13661		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.01.18-31.01.18 1400
DD180101BD CRATESCC	02/01/18	12778		£1,829.00	£0.00	£1,829.00	2. CC	Blaby District Council	Rates - N030002693 2460
DD180101BD CTA	02/01/18	12768		£648.00	£0.00	£648.00	3. TA	Blaby District Council	Rates - N030084745 3460

# Paid Expenditure Transactions

between 01/01/18 and 12/02/18

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD180102LEX	02/01/18	13670		£3,309.84	£551.64	£2,758.20	5. OS	Lex Autolease Limited	LEASE RENTAL & SERVICE RENTAL - JEPS N 5650
DD180118ENT RANET01	25/01/18	13693		£77.26	£12.88	£64.38	1. CM	Entanet International Ltd	0116 2160508 1400
DD180118ENT RANET01	01/02/18	13724		£18.00	£3.00	£15.00	1. CM	Entanet International Ltd	FTTC Upstream modify fee 1400
DD180118ENT RATA	25/01/18	13692		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 - ADSL 14.01.2018 - 13.02.2018 1400
DD180120TG PCCELE	20/01/18	13677		£2,746.11	£457.69	£2,288.42	2. CC	Total Gas & Power	Electric CC 2430
DD180120TG PELCTA	20/01/18	13675		£1,149.55	£191.59	£957.96	3. TA	Total Gas & Power	TA ELECTIC - 3430
DD180120TG PELEAVON	20/01/18	13676		£99.50	£4.74	£94.76	5. OS	Total Gas & Power	Electric - Avon Road 5430
		13672/1		£184.37	£8.78	£175.59	5. OS	Total Gas & Power	Electric usage 5430
		13672/2		£20.24	£0.00	£20.24	5. OS	Total Gas & Power	Standing charge 5430
DD180120TG PELEMM	20/01/18	13672		£204.61	£8.78	£195.83		Total Gas & Power	Electric Pavillion MM 5430
<b>Total</b>				£90,096.14	£6,507.69	£83,588.45			