



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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15<sup>th</sup> August 2018

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 23rd August 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 14th June 2018**  
To confirm the accuracy of the Minutes of the meeting held 14th June 2018 to be signed by the Chairperson (**Enclosed**).
5. **Braunstone Town Library - future management arrangements**  
To receive an update and consider proposals for the future management of Braunstone Town Library by Braunstone Town Council (**Enclosed**).

6. **Shakespeare Park - Improvement & Development (including finance and borrowing options)**

To consider progress with funding, making an application to the Secretary of State for Housing, Communities and Local Government to borrow money towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse), timescales for awarding the contract for the works and arrangements for the future management of the facility **(Enclosed)**.

7. **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 **(Enclosed)**.

8. **School Clear Zone Park and Stride Schemes**

To review the Park & Stride Pilot Scheme for Millfield Academy and to consider future use of Mossdale Meadows Car Park as an official Park & Stride location **(Enclosed)**.

9. **Public and Products Liability Insurance**

To ensure that the level of public and products liability cover adequately reflected the levels of risk in the context of the services the Council provided **(Enclosed)**.

10. **Financial Comparisons**

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

11. **End of Quarter Financial Position - Cashbook and Reserves**

To receive a summary of the Council's Cash and Reserves for the period 1st April 2018 to 30th June 2018 **(Enclosed)**.

12. **Approval of Accounts**

To consider payments from 6th June 2018 until 14th August 2018 **(Enclosed)**.

13. **Staffing Arrangements - Community Centre and Library Services**

***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, following consultation, to reorganise staffing resources to utilise spare capacity and ensure the delivery of Library and Customer Services, including implementation arrangements; and to consider TUPE implications associated with taking over management responsibility for Braunstone Town Library **(Enclosed for Councillors)**.

14. **Termination of the Meeting**

NOTE:

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

*EQUALITIES ACT 2010*

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 14th JUNE 2018 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Parminder Basra, Phil Moitt, Darshan Singh, Robert Waterton and Bill Wright.

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

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

**1. Apologies**

No apologies for absence were received.

**2. Disclosures of Interest**

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

**3. Public Participation**

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

There were no members of the public at the meeting.

**4. Minutes of the Meeting held 26th April 2018**

The Minutes of the Meeting held on 26th April 2018 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 26th April 2018 be approved and signed by the Chairperson as a correct record.

**5. Annual Survey 2018**

The Committee received the draft Annual Survey 2018 and determined arrangements for its circulation (item 5 on the agenda).

**RESOLVED**

1. that delegated authority be given to the Executive Officer and Town Clerk to finalise the presentation and formatting to the Annual Survey 2018;
2. that a first prize of £50, second prize of £30 and third prize of £20 be approved;
3. that the Annual Survey 2018 (attached as Appendix 1) be approved and

- circulated; and
4. that the Town Council's approach to consultation and surveys be reviewed at the meeting scheduled for 1st November 2018.

*Reasons for Decision*

1. *To ensure that the document was finalised and presented for public consumption.*
2. *To encourage residents to complete and return the Annual Survey.*
3. *To enable the Town Council to review the effectiveness of its services and seek feedback on its forthcoming priorities.*
4. *To understand whether the Town Council's current approach to consultation was enabling residents to engage and share their views in a timely and meaningful way and whether the use of the Council's resources on consultation represented good value.*

**6. Internal Audit Report 2017/2018 and Internal Audit arrangements 2018/2019**

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2018 and to appoint an Internal Auditor for 2018/2019 (item 6 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

**RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) be noted and that the recommendations for improvement, along with the proposed response, as set out in the Improvement Action Plan (attached at Appendix 2 of the report), be adopted; and
2. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2019.

*Reasons for Decision*

1. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
2. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

**7. Annual Governance Statement 2017/2018**

The Committee ensured sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2018 and determined whether to recommend to Council adoption of the Annual Governance Statement 2017/2018 (item 7 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

## **RESOLVED**

1. that the required level of public liability insurance cover be reviewed ahead of the annual renewal date for the Council's corporate insurance policy; and
2. THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual Governance Statement 2017/18, of the Annual Governance and Accountability Return 2017/2018, attached at Appendix 3 of the report, be completed, signed and submitted accordingly.

### *Reasons for Decision*

1. *To ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided.*
2. *Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2018, there were sound systems of internal control and management of risk.*

## **8. Accounting Statements 2017/2018**

The Committee received the End of Year Accounts for the financial year ended 31st March 2018 and determined whether to recommend to Council adoption of the Accounting Statements 2017/2018 (item 8 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

**RESOLVED** THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2017/18, of the Annual Governance and Accountability Return for the year ended 31st March 2018, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

### *Reason for Decision*

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

## 9. ROSPA Reports

The Committee received a report concerning the Annual ROSPA reports on Parks and Open Spaces and determined whether any action should be taken (item 9 on the agenda).

**RESOLVED** that repairs to the items listed in the report be undertaken immediately and a work programme for other medium priority items with a risk factor of 9 and above be approved for completion during the summer; with Medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2018/2019.

*Reason for Decision*

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

## 10. Community Governance Review - Lubbesthorpe

The Committee considered whether to respond to a consultation on the draft recommendations in respect of the governance arrangements for the parish of Lubbesthorpe (item 10 on the agenda).

**RESOLVED** that the following response be submitted to the consultation on the draft recommendations in respect of governance arrangements for the parish of Lubbesthorpe:

- a) the draft recommendations (a – e) of the review be supported; and
- b) a Community Governance Review be held ahead of the usual date for elections as the development grows to establish whether the number of parish councillors should be changed and whether warding would be appropriate.

*Reasons for Decision*

*To provide appropriate community governance arrangements for New Lubbesthorpe:*

- a) *a Parish Meeting would be inappropriate for the size of the new settlement, the area was already a Parish and a Parish Council would better represent the interests of a new and growing suburban community; and*
- b) *to ensure the Parish Council had an appropriate membership to represent and undertake its functions and services and that Parish Councillors were able to effectively represent each part of the community and provide for community cohesion.*

## 11. Implementation of General Data Protection Regulation

The Committee considered progress with the implementation of the General Data Protection Regulation (effective from 25 May 2018) and whether to confirm the Council's Data Protection Policy, following consultation (item 11 on the agenda).

## **RESOLVED**

1. that, given no further comments were received in the consultation period, the Data Protection Policy approved by Policy & Resources Committee on 26th April 2018 (Minute 89, resolution 3, 2017/2018) be confirmed without amendment; and
2. that progress with implementing changes under the regulations be noted.

### *Reasons for Decision*

1. *Following the opportunity for Councillors, Staff, Customers, Hirers and stakeholders to input into the Town Council's approach, to codify the Town Council's overarching policy and commitment to lawful and transparent processing of data.*
2. *To recognise that the systems, processes, guidance and support was being put in place to ensure that the Town Council and its Councillors and staff were compliant with the requirements of the GDPR.*

## **12. Blaby District Scrutiny**

The Committee considered whether to make any suggestions for Blaby District Scrutiny in the forthcoming year (item 12 on the agenda).

## **RESOLVED**

1. that, should a request be received for work programme items for Blaby District Council Scrutiny, then "Retail Strategy" be submitted as a suggestion; and
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to prepare and submit the detailed information required on the Scrutiny Work Programme Suggestion Form.

### *Reasons for Decision*

1. *The retail environment was rapidly changing; scrutiny could examine how Blaby District Council and its partners should respond to ensure a vibrant retail economy in the District going forward. Media reports suggest Business Rates and Online Shopping were having a major impact on the sustainability of retail. In the District Fosse Park was expanding, yet online retail may mean there would be less demand for larger units, while many Town and Village retail centres were struggling.*
2. *To enable relevant detail to be prepared and submitted to assist Blaby District scrutiny with considering a review of Retail Strategy.*

## **13. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st May 2018 (item 13 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**14. Approval of Accounts**

The Committee considered payments from 1st April 2018 until 5th June 2018 (item 14 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 1st April 2018 until 5th June 2018 be approved.

*Reason for Decision*

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

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

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

The Committee determined tenders and whether to award the contract for the site and pavilion improvement works and progress with funding and an application for a Public Works Loan (item 15 on the agenda).

A supplementary report was circulated, which provided updated and revised tender figures, following clarification of the tender breakdown figures submitted by the short-listed contractors (filed with item 15 on the agenda).

**RESOLVED**

1. that the tender submitted by Contractor H to undertake the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park, as detailed in the tender specification, be accepted;
2. that the respective tenders submitted by Contractor B and Contractor C to undertake the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park, as detailed in the tender specification, be accepted as second choice and third choice respectively;
3. that in the event of the chosen contractor being unable to accept, withdrawing from the process, or the terms being unacceptable to the Council, then the second and then the third choice tenders be progressed;
4. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the selected contractor (as set out in 1 – 3 above), determine the detailed arrangements, timings, and work schedules and award the contract;

5. that the funding position set out in the report, including the borrowing options, be noted and endorsed and full proposals, including a cash flow analysis, be submitted to a future meeting of Policy & Resources Committee in order to determine borrowing requirements; and
6. that the revised timescales for the project, attached at Appendix 6, be adopted.

*Reasons for Decision*

1. *The tender from Contractor H represented best value when balanced against cost, timescales and ability to undertake the proposed works.*
2. *Both Contractor B and C presented good value and acceptable tenders, which could be explored in the event of the selected contractor being unable to pursue the contract or the terms being unacceptable to the Council;*
3. *To avoid delaying the project in the event of withdrawal by the selected contractor or the terms being unacceptable to the Council.*
4. *To allow detailed arrangements for the work to be negotiated, enabling flexibility and minimising disruption to service users, and contracts to be signed.*
5. *To enable appropriate funding options to be assessed and sought, to assess the various borrowing options in order to ensure sufficient funds would be available during the construction period, and to ensure the long term financial stability and sustainability of the project.*
6. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

**16. Organisation Review - Community Centre and Library Services**

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

The Committee received proposals to reorganise staffing resources to utilise spare capacity and ensure the delivery of Library and Customer Services, including timescales for consultation and implementation arrangements (item 16 on the agenda).

**RESOLVED**

1. that the Organisation Review Proposals, contained within the report and Appendix, including the Consultation and Implementation proposals be approved for consultation with staff and Councillors and that delegated authority be given to the Executive Officer & Town Clerk to develop the proposals in consultation with the Council's HR Advisor and to undertake the consultation; and
2. that temporary staffing arrangements, implemented until 30th June 2018, in respect of sickness absence and leave cover for the Customer Services Shop, be extended until 31st August 2018.

### *Reasons for Decision*

- 1. To utilise spare staffing capacity and ensure the delivery of Library and Customer Services, pending future service developments and potential staff transfers. To fully engage staff and Councillors with the context for the proposed changes and to seek views on alternative models, which comply with the objectives and to enable staff and Councillors to identify any issues or gaps in the proposals which may impact upon implementation.*
- 2. To ensure that service levels could be retained in the event of long term sickness absence and staff leave, without adversely impacting upon the Council's management and administrative staff, while the future direction of services and the staffing resource required was assessed.*

### **17. Renewal and Extension of CCTV System**

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

The Committee considered quotes for the renewal of the Centres and Lubbesthorpe Underpass CCTV system and its extension to parks (item 17 on the agenda).

#### **RESOLVED**

1. that the quote from Company C to replace and update existing CCTV and install new CCTV at additional locations, be accepted;
2. that in the event of the preferred supplier being unable to accept, withdrawing from the process or the terms being unacceptable to the Council, the quote from Company B to replace and update existing CCTV and install new CCTV at additional locations, be accepted;
3. that the funding for the works, be taken from the Thorpe Astley Community Centre and Parks & Open Spaces Capital Budgets with the remainder being taken from the Civic Centre Capital Budget; and
4. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the successful contractor, award the contract and determine the location of the equipment, detailed timings, and arrangements for the works.

### *Reasons for Decision*

- 1. The quote from Company C provided the best value in terms of cost and the service they provide.*
- 2. Failure to identify a reserve contractor would require resubmission to Committee for approval, identifying a reserve contractor at this stage would avoid delaying the project in the event of withdrawal by the preferred contractor or the terms being unacceptable to the Council.*
- 3. To ensure that funding was allocated to fund the work.*
- 4. To ensure the identified location of the CCTV cameras and associated equipment was both appropriate and technically viable and to allow*

*flexibility for the work to be carried out minimising disruption to service users.*

## **18. Improvements to Civic Centre Memorial Garden**

**RESOLVED** 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*). *Reason for exception – Commercial Interests.*

The Committee considered quotes for works to make improvements to the Memorial Garden, including the provision of a permanent memorial, as part of the 100th anniversary commemorations of the end of World War 1 (item 18 on the agenda).

### **RESOLVED**

1. that the quote from Company A to provide the pathway and hardstanding area including the sub base and resin top coat for the Civic Centre Memorial Garden, be accepted;
2. that in the event of the preferred supplier being unable to accept, withdrawing from the process or the terms being unacceptable to the Council, the quote from Company B to provide the pathway and hardstanding area including the sub base and resin top coat for the Civic Centre Memorial Garden, be accepted;
3. that external funding for the works be sought, if external funding was not available, unsuccessful or did not match the total cost, the costs/balance of funding be met using the Council's Reserves; and
4. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the successful contractor, award the contract and determine timings, and arrangements for the works.

### *Reasons for Decision*

1. *The quote from Company A provided best value.*
2. *Failure to identify a reserve contractor would require resubmission to Committee for approval, identifying a reserve contractor at this stage would avoid delaying the project in the event of withdrawal by the preferred contractor or the terms being unacceptable to the Council.*
3. *To ensure that sufficient funding was available to fund the work prior to the contract being issued.*
4. *To ensure that the work was completed in time for the memorial stones and planting to be undertaken before the Dedication and Remembrance services in November 2018.*

## **19. Termination of the Meeting**

The meeting closed at 9.10pm.

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 23<sup>rd</sup> August 2018.*

DRAFT

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 23rd AUGUST 2018**

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

##### Purpose

To receive an update and consider proposals for the future management of Braunstone Town Library by Braunstone Town Council.

##### Background

At the end of 2017, in the absence of a Community Library service provider for Braunstone Town Library, Leicestershire County Council approached Braunstone Town Council to determine whether the Town Council's proposals, submitted on 4th September 2015, were still on offer since the County Council considered them to be able to deliver the continuation of the library in Braunstone Town.

On 22nd February 2018, the Committee considered arrangements and timescales for the transfer of the management of Braunstone Town Library to Braunstone Town Council (minute 66 2017/2018).

The Committee resolved:

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;
3. that the Executive Officer & Town Clerk negotiate the detailed legal, financial, governance and management arrangements in order to progress towards transfer; and
4. 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.

The County Council's Cabinet on 9th March 2018 approved the Town Council's outline proposals to take over management of the Library service, while the County Council continues to meet its long-term lease obligations.

At a meeting of Braunstone Town Council on 22nd March 2018, the recommendation in 4 above was approved (Council minute 5624).

## Transfer Arrangements

Transfer of Braunstone Town Library to Braunstone Town Council's management will not take place until later this year/early next year since the legal agreements and detailed arrangements needed to ensure that the transfer is successful are currently under discussion and remain to be finalised. Once approved through each body's constitutional processes, there would then be around a couple of months lead in time before the formal transfer took place and the Town Council became responsible for managing the Library. It is the County Council's intention to keep the Library operating during the interim period.

The County Council have agreed to pay up to £2k towards legal costs to enable the Town Council to seek advice on transfer agreements.

## Proposed Management and Accommodation Arrangements

An understanding around the principles of the management agreement and the County Council continuing to honour their lease commitments is as follows:

1. Occupation of the Library Building by the Town Council will be through a Licence Agreement / Accommodation Agreement (rather than a Sub-Lease);
2. Leicestershire County Council under the current Lease Agreement will continue to meet the costs of Business Rates, Premises Insurance and all building maintenance;
3. the Town Council, as part of managing the Library Service, will be responsible for managing costs and payments associated with the operations, such as utilities and cleaning; since Leicestershire County Council are responsible for meeting these under the Lease Agreement they will provide an annual grant payment towards these costs, based on their current costs (with RPI increases built into the agreement);
4. the Town Council will be able to make use of the Library building outside Library opening hours for community / local government use. Any charges levied for hire will be retained by the Town Council in full; and
5. the County Council would remain the occupier of the building and the Town Council would occupy for the purposes of running and administering services from the Library building; the County Council would be able to make use of the building free of charge for their own meetings and initiatives (but they don't believe this would amount to a huge amount).

Leicestershire County Council are currently drawing up the agreements based on the above approach. Once received these will need to be considered by both the Council's Management and Leadership Team and legal advice sought from the Council's Solicitor, in order for the Committee to consider whether the proposed agreements would be acceptable and in line with the Town Council's approach for managing the Library Service.

## Role of the Town Council and the Community

In the context of the principles set out above for a Management and Accommodation Agreement, it is possible to shape the roles of the Town Council and that of the community in running the Library Service and associated services after the transfer.

The following table sets out potential respective roles:

<b>Town Council</b>	<b>Community</b>	<b>Both / Either</b>
1. Premises Management, property / lease matters	1. Community Events and Activities	1. Book Issuing / Returns
2. Staff and Volunteer Management	2. Learning Events and Initiatives	2. Assisting Customers
3. Finance and budgeting	3. Exhibitions	3. Ordering, Reserving and Displaying Stock
4. Premises Staffing during opening hours	4. Promoting Reading and Learning	4. Chasing books and enforcing fines
5. Cleaning	5. Book Reading / Storey telling sessions	5. Updating electronic resources
6. Utilities	6. Fundraising	6. Keeping the library organised and tidy
7. Procurement / Stock Management		7. Maintaining library catalogues
8. Information and Communication Technology Services		8. Maintaining a quiet environment

## Recommendations

1. That the Proposed Management and Accommodation Arrangements (1 – 5), as set out in the report, form the basis for the legal and transfer agreements in order that the management of Braunstone Town Library could be transferred from Leicestershire County Council to Braunstone Town Council; and
2. that the proposed post-transfer role of the Town Council and the Community, as set out in the table in the report, form the basis of discussions with community representatives and through the Citizens Advisory Panel.

## Reasons

1. To ensure that practical arrangements concerning the transfer and the requirements going forward were in place and appropriately reflected in the legal agreements and that the necessary finance would be in place to ensure continued improvement and the long term sustainability of the service.
2. To recognise the importance of the involvement of volunteers and community groups running a successful Library and with providing wider Library services, balancing resources between paid, volunteer and professional staffing and support.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 23rd AUGUST 2018

#### Item 6 – Improvement & Development (including finance and borrowing options)

##### Purpose

To consider progress with funding, making an application to the Secretary of State for Housing, Communities and Local Government to borrow money towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse), timescales for awarding the contract for the works and arrangements for the future management of the facility.

##### Background

On 14th June 2018, the Committee determined tenders and awarded the contract for the site and pavilion improvement works and considered progress with funding and an application for a Public Works Loan (minute 15).

##### Contract Award and Works

A meeting and site visit was held on Monday 13th August with the preferred contractor. Practical arrangements were discussed concerning site safety and notifying local residents. The location of the site compound has been confirmed as being the tennis courts, which will result in the courts being closed during the site works and subsequent refurbishment of the tennis courts.

The contractor needs two months' notice of an agreed start date. Therefore, the earliest start date for the site and pavilion works is likely to be late October, more likely to be November.

Once the works have commenced site meetings will be held with the contractor each 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 is held until completion. Future valuations value at date, and the Council subtracts what has been paid, which gives the balance to be paid that month.

On completion of the work the surveyor will issue a Practical Completion Certificate. At that point ½ 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 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.

An illustration of potential payments to be made each month based on the anticipated programme of works is attached at Appendix 1.

Throughout the Contract, there is an obligation on the Town Council as the client, which is in addition to the obligations placed upon the contractor, to ensure the continued Health & Safety of users of the park, as well as ensuring that the contractor fulfils its Health & Safety obligations. To enable the Town Council to have the necessary support and advice to discharge this responsibility, a quote has been obtained from Browns Health & Safety for £4,800 + VAT. A summary of the support they provide is attached at Appendix 2.

### Anticipated Costs for the Project

Based on the awarding of the contract to the lowest tender, the anticipated cost for the pavilion and site works is £1,121,450, with architects fees being 6% of the contract value and a reserve amount of 5%. All other known costs are fixed.

The playground and tennis court refurbishments are anticipated at £84,000, based on desktop research of equipment and installation costs, again with a reserve amount of 5%.

£3,000 has been identified for legal and professional advice relating to any lease arrangement for the management of the pavilion facility.

The following table sets out the breakdown of the costs for project:

<b>Item</b>	<b>Estimated Cost</b>
Rebuilding Pavilion, demolition of existing Pavilion and extensions to the car park, installation of lighting and landscaping	£998,452
Architects Fees – Technical Design to completion ( <i>6% of the contract value</i> )	£59,907
Quantity Surveyor – Post-tender	£5,450
Mechanical & Engineering – Post Tender Duties	£4,239
Health & Safety	£4,800
Reserve (5% of cost)	£53,642
<b>Sub-Total</b>	<b>£1,126,490</b>
Refurbishment of Playground, installation of Sensory Play Equipment and changes to the entrance area	£50,000
Refurbishment of Tennis Courts, replacement surface and perimeter fencing	£30,000
Reserve (5% of cost)	£4,000
<b>Sub-Total</b>	<b>£84,000</b>
Legal Fees – Management Arrangements	£2,500
VAT Advice – Management Arrangements	£500
<b>TOTAL</b>	<b>£1,213,490</b>

## Funding

The Council determined that it would seek to match fund the cost of the project. For the Pavilion and site works this would likely be through a Public Works Loan. For the playground and tennis courts this would likely be through use of Reserves.

On Friday 13th April 2018, a funding application was submitted to Sport England for £150,000 from their Community Asset Fund. The application was submitted with a copy of the Business Case and larger Business Plan with plans, specifications, funding and projected operational costs. In July, Sport England sought clarification on a few points. At the time of writing, a decision is awaited.

A Section 106 Open Space Contribution relating to a legal agreement for planning application 13/0503/1/PX, Land to the South of 20-30 Valley Drive, has been received by the District Planning Authority on 30<sup>th</sup> January 2017. The amount received is £15,587.52, there is no time limit for the contribution to be spent, however, it must be spent in accordance with the legal agreement: *'Towards the provision, enhancement and/or development of public open space and recreational facilities within Braunstone Town in which the application site is located.'*

The following table sets out the current funding position for the project and is based on the assumption that applications to the Sport England Community Asset Fund and for Section 106 Funding are successful:

<b>Project</b>	<b>Funding Source</b>	<b>Funding Amount</b>
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout	Public Works Loan	£500,000
	Sport England – Community Asset Fund	£150,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£15,587
	<b>Sub Total</b>	<b>£685,587</b>
	<b>Requirement</b>	<b>£1,126,490</b>
	<b>Funding Deficit</b>	<b>- £440,903</b>
Playground and Tennis Courts Improvements	Reserves	£40,000
	<b>Sub Total</b>	<b>£40,000</b>
	<b>Requirement</b>	<b>£84,000</b>
	<b>Funding Deficit</b>	<b>- £44,000</b>

In the event that the Sport England Community Asset Fund and/or Section 106 Funding applications are not successful, then the Council may wish to reconsider the position with the size and scale of the project.

## Borrowing

Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003. Assuming the funding deficits set out in the table above, the Council could seek to borrow the balance or part of the balance from the Public Works Loan Board. Although there is no national limit on the total amount of borrowing available to local councils in England, the amount that an individual council is allowed to borrow is normally limited to £500,000 in any one financial year. It is worth noting that the total borrowing of the Town Council is currently £335,103.

Information about the process and options for obtaining a Public Works Loan is attached at Appendix 3, applications from parish and town councils are made through the County Association to the Ministry of Housing, Communities and Local Government. A summary of the process, including the information required to support the application for approval, is attached at Appendix 4.

Attached at Appendix 5 is an illustration of a loan for £500,000. The Council has allocated £20,722 in its annual budget for 2018/2019 for repayment of the loan based on a repayment period of 40 years, the anticipated life span of the new pavilion. The rate for a loan of £500,000 with a repayment of 40 years is 2.77%, the annual repayment is £20,756.50 and the total repayment is £830,260.80.

Given the building works will span over two financial years, there is an option to borrow an additional amount in April 2019. Should the Council opt to borrow further up to £500,000, based on the current interest rate, a further repayment of £20,756.50 would be required per annum, which would increase the overall budget from £574,107 to £594,864, the equivalent of a 3.62% increase on the precept, increasing band D by £4.28 per annum and a typical band B by £3.32 per annum.

If the Council chose to submit a borrowing application for £500,000, with the balance to be found from other funding sources, confirmation that this funding had been secured would need to be provided to the Ministry of Housing, Communities and Local Government.

If the funding from other sources did not materialise, then the Town Council could submit a separate borrowing application.

Alternatively, the Town Council could submit a borrowing application for up to £1m and the Ministry of Housing, Communities and Local Government could do the approval in principle method where they would issue an approval letter for 12 months in Year 1 where the Council would draw down £500,000 and then in Year 2 if the remaining amount did not materialise from the other funding sources, then a second approval letter would be issued in year 2 for up to an additional £500,000.

The Ministry of Housing, Communities and Local Government recommend that with large applications, parish/town councils use the approval in principle method if the application is over £500,000 so as to ensure best financial management.

Whether the Town Council submits an application for £500,000 or up to £1m, the full evidence requirement must be met as per the checklist attached at Appendix 4.

## Reserves

The end of year accounts for 2017/2018 identify the levels of reserves as:

- £174,824 General Reserve
- £93,375 Commuted Sums

£55,000 is earmarked to be transferred into the general fund during 2018/19 and 2019/20.

## Additional Funding / Sponsorship

Following the last meeting, the Executive Officer & Town Clerk sent out letters to local businesses seeking sponsorship for the project. At the time of writing, there had been no offers of financial support. Further sources of funding are being explored from the Big Lottery Fund, Lawn Tennis Association and Football Foundation.

Discussions have also taken place with club representatives concerning assistance with sourcing additional funding and a Crowd Funding Page has been set up to enable individual club members and residents to contribute towards the project.

## Future Management Arrangements

Meetings have been held with club representatives concerning the operation of the Pavilion once completed. The preferred option would be to sub-let to one of the clubs or to a management committee. This would allow the clubs to directly run the Pavilion, being responsible for operational costs and receipt of monies from the hire of the facility, as well as being able to access operational funding opportunities which exist for sports clubs and charitable organisations.

## Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 6.

## Recommendations

1. That the quote for Client Health & Safety advice and support obtained from Browns Health & Safety for £4,800 + VAT be approved on the basis of the support being offered as summarised at Appendix 2;
2. that the funding position set out in the report, including the borrowing options, be noted and endorsed;
3. that the revised timescales for the project, attached at Appendix 6, be adopted; and
4. that subject to the successful award of Sport England Community Asset Grant Funding, THAT IT BE RECOMMENDED TO COUNCIL that approval be sought from the Secretary of State for Housing, Communities and Local Government to borrow £500,000 in 2018/2019 and up to an additional £500,000 in 2019/2020 towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park.

## Reasons

1. To enable the Town Council to have the necessary support and advice to discharge its responsibility to ensure the continued Health & Safety of users of the park, as well as ensuring that the contractor fulfils its Health & Safety obligations.
2. To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.
3. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.
4. To enable the Council to part-fund the cost of the project, which had been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision had and would be made to finance the borrowing from the Council's Revenue Budget. To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which has high rankings of multiple deprivation across a range of domains, including income, employment and education and has the worst proportion of overweight or obese children in the County of Leicestershire, could go ahead.

Braunstone Sports Pavilion

Cash Flow Chart

		Months											
		1	2	3	4	5	6	7	8	9	10	21	
Demolitions and Alterations	11,000.00	2,850.00								7,600.00	275.00	275.00	11,000.00
Substructure	95,564.08	11,400.00	33,250.00	46,135.88	0.00	0.00	0.00	0.00	0.00	0.00	2,389.10	2,389.10	95,564.08
Roof	60,380.35	0.00	0.00	33,250.00	24,111.33	0.00	0.00	0.00	0.00	0.00	1,509.51	1,509.51	60,380.35
External Walls	31,747.21	0.00	9,500.00	9,500.00	11,159.85	0.00	0.00	0.00	0.00	0.00	793.68	793.68	31,747.21
Windows and External Doors	46,832.91	0.00	0.00	19,000.00	19,000.00	6,491.26	0.00	0.00	0.00	0.00	1,170.82	1,170.82	46,832.91
Internal Walls and Partitions	16,659.56	0.00	0.00	0.00	12,825.00	3,001.58	0.00	0.00	0.00	0.00	416.49	416.49	16,659.56
Internal Doors	13,353.09	0.00	0.00	0.00	0.00	5,700.00	6,985.44	0.00	0.00	0.00	333.83	333.83	13,353.09
Wall finishes	5,495.59	0.00	0.00	0.00	0.00	0.00	2,850.00	2,370.81	0.00	0.00	137.39	137.39	5,495.59
Floor Finishes	22,986.15	0.00	0.00	0.00	0.00	0.00	0.00	19,000.00	2,836.84	0.00	574.65	574.65	22,986.15
Ceiling Finishes	7,000.12	0.00	0.00	0.00	0.00	0.00	2,375.00	2,375.00	1,900.11	0.00	175.00	175.00	7,000.12
Fittings and Furnishings	68,104.80	0.00	0.00	0.00	0.00	0.00	0.00	20,900.00	21,850.00	21,949.56	1,702.62	1,702.62	68,104.80
Services	286,537.48	0.00	0.00	0.00	0.00	0.00	0.00	95,000.00	95,000.00	82,210.61	7,163.44	7,163.44	286,537.48
Site Preparation	82,141.44	33,250.00	44,784.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,053.54	2,053.54	82,141.44
Access Road	19,594.16	0.00	0.00	0.00	0.00	0.00	14,250.00	1,900.00	2,464.45	0.00	489.85	489.85	19,594.16
Parking Bays	7,106.96	0.00	0.00	0.00	0.00	0.00	0.00	4,275.00	2,476.61	0.00	177.67	177.67	7,106.96
Paving	89,694.00	0.00	0.00	0.00	0.00	0.00	0.00	23,750.00	33,250.00	28,209.30	2,242.35	2,242.35	89,694.00
Kerbs and Edgings	7,290.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,850.00	4,075.57	182.25	182.25	7,290.07
Fencing And Gates	3,633.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,452.21	90.85	90.85	3,633.90
Landscaping	4,343.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,125.91	108.58	108.58	4,343.06
Street Furniture	2,598.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,468.10	64.95	64.95	2,598.00
Drainage	26,089.82	2,375.00	6,175.00	1,900.00	1,900.00	0.00	0.00	0.00	9,500.00	2,935.33	652.25	652.25	26,089.82
External Services	20,513.00	0.00	0.00	0.00	0.00	0.00	0.00	5,700.00	5,700.00	8,087.35	512.83	512.83	20,513.00
Preliminaries, Overheads and Profit	71,013.06	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	1,775.33	1,775.33	71,013.06
<b>TOTALS</b>	<b>999,678.81</b>	<b>57,370.82</b>	<b>101,205.19</b>	<b>117,281.70</b>	<b>76,492.01</b>	<b>22,688.67</b>	<b>33,956.26</b>	<b>182,766.63</b>	<b>185,323.84</b>	<b>172,609.75</b>	<b>24,991.97</b>	<b>24,991.97</b>	<b>999,678.81</b>



SCHEDULE OF SERVICES FOR CDM 2015  
 CLIENT, PRINCIPAL DESIGNER & CDM SAFETY ADVISER

The services which are summarised below are derived from the duties and obligations set out for the Client and Principal Designer (PD) by the Construction (Design and Management) Regulations 2015.

Browns Health and Safety as the project CDM Safety Advisor (CDMSA) will assist the Client and Principal Designer to action their duties, as set out in the schedule of services below.

Duty Under Construction (Design and Management) Regulations 2015		Action Required	To Be Actioned by
1.	Plan, manage and monitor the design, technical and organisational elements of the Pre-Construction phase and to plan for the various works that are required to take place simultaneously or in succession including estimates of the time required to complete the works or works stages.	Organisation and planning of the work to ensure the safety and health of persons affected by the project.	PD
2.	Co-ordinate matters relating to health and safety during the Pre-Construction phase, taking into account the general principles of prevention and where relevant the contents of any construction phase plan or available Health & Safety File.	Co-ordination of design matters relating to the safety and health of persons affected by the project.	PD
		The taking account of the general principles of prevention.	PD
3.	Identify, eliminate or control so far as reasonably practicable foreseeable risks to the health and safety of any person carrying out construction works, affected by the construction work, maintaining or cleaning any structure or using a structure or building as a workplace	The identification of significant project hazards and risks.	PD
		The elimination or control of significant hazards and foreseeable risks.	PD
		Review design information and advise on principles of prevention	CDMSA
		The consideration of alternative design solutions to manage or control significant hazards and risks.	PD
4.	Ensure that all designers comply with their duties.	The organisation and timing for the provision of information to designers and contractors.	PD
		The organisation and timing for the receipt of information from designers and contractors including hazards and risks information.	PD
		Establish Co-ordination arrangements.	CDMSA
		Review design information and advise on principles of prevention	CDMSA
5.	Make sure that all persons working during the Pre-Construction phase co-operate with the Client, Principal Designer and each other.	Ensuring conformity with the Clients project arrangements	PD
		Ensuring compliance with agreed forms of communication	PD
		Ensuring contribution to design coordination meetings and workshops	PD
6.	Liaise with the Principal Contractor for the duration of the Principal Designer appointment, share information relevant to planning, management and monitoring of and the co-ordination	Co-ordination of the construction phase design information including hazards and risks information.	PD/Contractor
		Arrangements for the provision of Health & Safety File information.	CDMSA/Contractor



SCHEDULE OF SERVICES FOR CDM 2015  
CLIENT, PRINCIPAL DESIGNER & CDM SAFETY ADVISER

06 Oct 2015

	of health and safety matters during the construction phase		
		Associated Building Manuals production including life safety systems information.	CDMSA
7.	Prepare a Health and Safety File (which may be incorporated into a Building and M&E O&M Manual) and pass it on to the Client at completion or otherwise onto the Principal Contractor if the Principal Designer appointment ends before completion to be completed and passed to the Client by the Principal Contractor.	Preparation and transfer of the H&S File electrically (NOT O&M Information)	CDMSA
		Agreement of the form and structure for the File and any Client specific content.	CDMSA
		Integration or association with the Building Manual/O&M Information	CDMSA/Contractor
8.	Provide Pre-Construction information needed by Designers and Contractors	Identification of existing site information and gaps to be filled	CDMSA
		Management and Distribution of Information	PD / CDMSA
9.	Ensure the Principal Designer prepares a Health & Safety File (which may be integrated into a Building and M&E O&M manual), keep it up to date, provide it to anyone who needs it.	Preparation and transfer of the H&S File	CDMSA
		Client specific content requirements	CDMSA
		Review Files on behalf of the Client	CDMSA

**CLIENT ASSISTANCE**

01.	Notify the project to the correct regulatory authority.	Electronic issue to the enforcing authority and update	CDMSA
02.	Ensure a Construction Phase Plan is drawn up before the construction phase starts.	Establish Construction Phase Plan content	CDMSA
		Liaise with PC and advise on sufficiency	CDMSA



United Kingdom  
Debt Management  
Office

Public Works Loan Board

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London  
EC3M 8UD

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## **APPENDIX 3**

### **LOANS TO PARISH, TOWN AND COMMUNITY COUNCILS**

#### **1. Powers to Lend**

The Public Works Loan Board (PWLB) has the power to lend to parish and town councils in England, community and town councils in Wales and charter trustees. It is for the PWLB to decide whether to make a loan in respect of an application but it will normally lend if the terms and conditions described in this document are met.

#### **2. Purposes for which loans may be made**

Loans may be made to finance capital payments for which a council has a formal borrowing approval. A council may also apply for a loan to replace short-term borrowings (including a bank overdraft) or revenue balances used temporarily for the purpose stated in the approval.

#### **3. Borrowing Approval**

The PWLB will only lend once a borrowing approval has been obtained. The letters are issued by the Department for Communities and Local Government (DCLG), or, in the case of Welsh councils, the Welsh Government (WG). Borrowing approvals state, amongst other things, the purpose of a loan, the amount and the maximum period over which it can be taken.

The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.

The initial approach for a borrowing approval should be made to the local County Association of Local Councils. In the case of Welsh councils, the approach is direct to the Welsh Government.

Please contact the Board via phone or email if you require any guidance regarding the borrowing approval process.

#### **4. Security for Loans**

Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from PWLB are secured by an automatic charge on the revenues of the council and not on the council's property.

## 5. Applications for Loans

Applications should be made by the Responsible Finance Officer (RFO) on Form LC1, copies of which may be obtained from the PWLB website. The completed form should be accompanied by the following documentation:

- i. Blank cancelled cheque or an original bank statement (bearing the details of the bank account to which the advance is to be made)
- ii. Completed direct debit mandate
- iii. PWLB are advised of all valid borrowing approval letters directly from DCLG or the Welsh Government so a copy of the letter is **not** required

The application should be sent to PWLB **one week** before a loan is required. In completing form LC1 the RFO will be required to supply the following details. Non-receipt of information will result in a delay to the advance.

- Borrowing approval number
- Purpose of loan
- Sum required (must be expressed in whole pounds)
- Type of loan required
- Half-yearly interest payment days (for fixed rate loans)
- Payment frequency (for variable rate loans)
- Method of repayment
- Period of repayment
- Preferred date of advance (optional)

On receiving an application PWLB will review and notify the RFO (via email) when all checks are completed. The notification will invite the RFO to telephone PWLB in line with the following timetable to agree the final terms of the loan including the rate of interest and the date for the advance.

RFO telephones to agree terms	Day of advance of loan
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Where a bank holiday intervenes the timetable moves back by the appropriate number of days. Thus, if a Monday is a non-working day and the advance is required to be made on the Tuesday, the agreement would need to be made the previous Thursday.

Following the loan agreement, a confirmation letter outlining the terms agreed will be sent to the council on the day of advance via email. Any original documentation (i.e. bank statements) will be returned via post except in the case of blank cancelled cheques which will be destroyed securely by PWLB.

## 6. Types of Loan

There are two types of loans available from the PWLB:

- (a) Fixed rate loans, on which the rate of interest is fixed for the life of the loan, and
- (b) Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

## 7. Method of Repayment

There are two repayment methods open to Parish, Town and Community Councils:

**Annuity:** half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

**Equal Instalments of Principal (EIP):** half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

The minimum repayment period on either method is two years.

PWLB also offers Maturity loans at fixed or variable rates but only if the applicant has provided for a sinking fund to meet the repayment of the principal at the end of the term and can demonstrate it has the expertise to operate such a fund. Exceptionally, the PWLB will allow repayment of a loan by the Maturity method where the applicant expects a future receipt to repay the principal at term. Evidence will be required during the application process.

## 8. Interest Rates

The PWLB's interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in a DMO Technical Note.

In the case of fixed rate loans, a precise rate of interest is prescribed. In the case of variable rate loans the rate is fixed by reference to a formula. The rate of interest charged on a fixed rate loan or the formula for a variable rate loan will be that agreed by telephone two working days before the date of advance.

Fixed interest rates are set twice daily at 9:30am and 12:30pm with a separate rate calculated in 6 monthly bands for periods up to 50 years. Once a loan has been agreed, the rate of interest is fixed for the duration of the loan. Payments are at regular half-yearly intervals (e.g. 1 April and 1 October) but the borrower may choose the half-yearly days so long as the first date is no later than six months from the date of advance. Scheduled interest payments are calculated by applying half of the annual interest rate to the balance of the loan outstanding at the start of the half-year. If the date a loan is issued does not fall on one of the half-yearly days, the borrower pays an amount for the broken period from the date the loan is issued to the date of the first half-yearly payment.

Variable interest rates are set daily with separate rates for 1, 3 and 6 monthly roll-over periods, which are applicable to both EIP and Maturity loans. Borrowers choose the roll-over period of the loan at the time it is agreed. Interest payments are calculated by reference to the balance outstanding since the last loan payment and the number of days in the roll-over period.

Further information on interest rates, including a **Technical Note** on their calculation can be found on the PWLB website, [www.dmo.gov.uk](http://www.dmo.gov.uk).

## 9. Loan Repayment Periods

A council may choose the repayment period within the following limits, subject to the maximum repayment period specified in the borrowing approval.

		<b>Minimum period</b> (years)	<b>Maximum period</b> (years)
Fixed rate loans	Maturity	1	50
	Annuity or EIP	2	50
Variable rate loans	Maturity	1	10
	EIP	2	10

Although the borrowing approval will state the maximum period for the borrowing, a lesser period may be chosen, as generally a council should not borrow for longer than necessary.

## 10. Fees

Under the Public Works Loans (Fees) Regulations 1991, as amended, the fees payable by councils in respect of advances from PWLB are:

Fixed rate loans	35p for every £1,000 or part of £1,000
Variable rate loans	45p for every £1,000 or part of £1,000

The minimum fee payable is £25.

## 11. Advance of Loans

A loan when authorised will be transmitted electronically to the council's receiving bank account. The sum to be transmitted will be the amount of the loan less the fee. Interest will be charged from the date of advance.

## 12. Scheduled Repayment of Loans

Scheduled repayments due from parish, town and community councils are collected by direct debit. A direct debit instruction must be provided with the LC1 application form.

A council should ensure that its paying bank account has, on a scheduled repayment day, sufficient funds for the due amount. Repayment notices are issued via email 20 working days prior to each loan repayment. When a repayment date falls on a non-working day, the relevant payment will be made on the next working day. Payments notices are not invoices and scheduled repayments are due under the terms of the loan agreement irrespective.

Further information on payment by direct debit is available from the PWLB website.

PWLB reserves the right to charge interest on late payments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. The same terms apply to delayed premature repayments.

## 13. Premature (early) Repayments

Minor authorities should not borrow for longer than necessary. Repayment amounts are calculated on the assumption that the loan will run to maturity and normally a loan is repayable only by the regular payments due under the agreed terms. PWLB cannot renegotiate a loan and, while it will usually accept a premature repayment in whole or in part, in all instances the terms will not favour the borrower over the National

Loans Fund. Breakage costs are charged equivalent to the net present value of the outstanding amount of the loan, in line with standard actuarial practice. This means a premium will be payable when the interest rate on the loan to be repaid is higher than the current 'premature repayment' rate for a loan repayable by the same method as, and over the same period as that remaining on, the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the equivalent 'premature repayment' rate, a discount will be allowed. PWLB reserves the right to charge interest to delayed premature repayments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or have less than one year to maturity.

#### **14. Refinancing**

The Board will normally allow a minor authority to replace a fixed rate loan with another fixed rate loan, subject to the authority gaining a borrowing approval letter for the new borrowing. Similarly, the Board will permit a borrower to replace a fixed rate loan with a variable rate loan or *vice versa*. However, in all cases the terms for accepting early repayment will apply, so that, again, **the terms will not favour the borrower** over the National Loans Fund. Accordingly, the cost of paying off a high-rated loan will tend to offset the financial advantage of a lower rate on the replacement loan, which loan will be subject to the fee for a new advance. Councils considering refinancing debt should enquire further of the Board.

#### **15. Premature (early) Repayments: Procedure**

PWLB has discretion to accept a premature repayment:

- in whole, which means 'paying off', or redeeming, the loan in full; or
- in part ('paying down'), which reduces the debt while leaving an outstanding amount of principal remaining to be serviced.

#### **Repayment in full ('paying off')**

For reasons of timing, remittances for paying off a loan will normally be accepted only by bank transfer. Should a council wish to pay off a loan, the clerk or responsible financial officer would need to telephone the Board to make a formal agreement to repay, and then arrange for the council's bank to remit the sum by bank transfer. The Board follows a timetable of two working days. Accordingly, the call would need to be made two working days before the intended settlement date. On making the agreement the Board will determine the settlement costs. This will entail calculating a premium/discount on the outstanding balance of principal according to the appropriate rate in the 'premature repayment' set of rates prevailing at the time of the agreement. Interest accruing from the previous scheduled repayment date will be included in the settlement sum as necessary. Once the Board has quoted the amount required to pay off the debt, the council should arrange for payment to reach the Board on the agreed date by an automated direct credit transfer to the Board's bank account:

Sort Code       **60-70-80**

Account No.    **10013288**

Account Name   **PUBLIC WORKS LOAN**

The Board will provide confirmation of the telephone agreement and will also provide confirmation once the funds are received. All confirmations will be sent via email to the responsible finance officer.

### **Partial repayment ('paying down')**

It is open to a council to make a partial early repayment ('pay down'). The payment will be applied to the outstanding balance net of any premium or discount and accrued interest, and the council notified once the funds are received of the effect on its outstanding balance of principal and future scheduled repayments. For reasons of timing PWLB cannot provide figures in advance for this effect, but it would be open to a council to make its own estimate.

### **16. Further Information**

Enquiries should be made to the contact points shown in the heading to this note. PWLB's website has a dedicated page on lending to [parish councils and drainage boards](#) which provides the following information:

- Links to related websites (e.g. Department for Communities and Local Government or the Welsh Government)
- Calculator for indicative interest rates and loan charges for new advances
- Application forms

In addition, the Board will give information about its own terms, conditions and procedures. It will provide, on request, an indication of the cost of paying off a debt at the rates in force on the day. A calculator of indicative costs for new fixed rate loans is available on the Board's website. Generally, however, it is for local authorities to take their own advice, including any necessary financial and legal advice.



## **Parish & Town Council Borrowing: Note for NALC Conference (31 October 2017)**

*[This note should be read alongside the  
Guide to Parish & Town Council Borrowing in England]*

### **What is parish and town council borrowing?**

- The Local Government Act 2003 enables parish councils in England to borrow capital monies to fund infrastructure projects.
- Projects have ranged from town hall repair work, to building new community buildings and investing in play areas.

### **What do I need to consider if my council would like to apply for a loan?**

- Most councils borrow from the Public Works Loan Board (PWLB), but can choose to borrow from other lenders.
- All applications to borrow must first be approved by the Secretary of State for the Department for Communities and Local Government (DCLG), to ensure you have appropriate public support and robust plans to pay off the loan.
- See overleaf for a list of the evidence DCLG requires to inform its decision as to whether to approve the loan application.
- Your NALC county association representative will also need to check and endorse your application.
- It is important that you are transparent and engage with the local residents on your proposal.

### **Where can I go for further information?**

- Contact your local NALC County Association representative in the first instance, who will be able to send you the official application form and guidance.
- Contact DCLG's Local Government Funding Policy Team:  
[Parish.Borrowing@communities.gsi.gov.uk](mailto:Parish.Borrowing@communities.gsi.gov.uk) or 0303 444 3132 (Shafi Khan)



## **What evidence do I need to provide to inform DCLG's approval decision?**

Complete the borrowing approval application form (available from your County Association rep) and make sure that you provide all the following supporting information:

### **1. Resolution to borrow**

- a. To evidence that council members are sighted on the project and application.
- b. You will need to provide a set of draft minutes, signed by Clerk and Chair.
- c. We recommend that the minutes be published online, to help keep residents informed

### **2. Budget**

- a. To understand the loan repayment provision within the context of the council's broader finance.
- b. An existing budget table and a draft for next year, if available
- c. The PWLB website can provide an Estimated Repayment Costs table for the amount of the loan you wish to apply for.

### **3. Report to Council / business case**

- a. To support why you require the funds.
- b. This can vary from a short summary report to multiple documents, depending on the amount you wish to apply for.

### **4. Affordability**

- a. To evidence how you will repay the loan during the term; a cash flow forecast table would be very useful to show your thinking.
- b. In addition to seeing the loan repayment provision in your budget, you should also highlight your reserves, any grants / income that will contribute towards loan repayments, and any existing loans

### **5. Precept increase**

- a. The details of any precept increase must be included on the application form, if applicable.
- b. A precept increase for the repayment of the loan must detail the percentage and monetary figures for the year.

### **6. Precept increase survey / public support**

- a. Could be through an online survey, on paper and/or following public presentations
- b. Must be clear and transparent, and demonstrate support for the project and how it will be funded

### **7. General project consultation**

- a. Regardless of precept increase there must be public support for the project or at the very least opportunities given to residents for their views / opinions / feedback on the project.



Ministry of Housing,  
Communities &  
Local Government

- b. Along with the results we must see all the consultation materials produced either on paper or online; public presentations, etc.

# PWLB

## FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 500,000.00

**APPENDIX 5**

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	1.65	127,588.72	510,354.88	1.65	129,125.00	1,031.25	510,312.50
Over 2 not over 2½	1.67	102,518.89	512,594.45	1.67	104,175.00	835.00	512,525.00
Over 2½ not over 3	1.69	85,815.20	514,891.20	1.69	87,558.33	704.17	514,787.50
Over 3 not over 3½	1.71	73,892.22	517,245.54	1.71	75,703.57	610.71	517,100.00
Over 3½ not over 4	1.73	64,957.26	519,658.08	1.73	66,825.00	540.63	519,462.50
Over 4 not over 4½	1.75	58,014.34	522,129.06	1.75	59,930.56	486.11	521,875.00
Over 4½ not over 5	1.77	52,465.91	524,659.10	1.77	54,425.00	442.50	524,337.50
Over 5 not over 5½	1.79	47,931.70	527,248.70	1.79	49,929.55	406.82	526,850.00
Over 5½ not over 6	1.82	44,172.17	530,066.04	1.82	46,216.67	379.17	529,575.00
Over 6 not over 6½	1.84	40,983.82	532,789.66	1.84	43,061.54	353.85	532,200.00
Over 6½ not over 7	1.86	38,255.31	535,574.34	1.86	40,364.29	332.14	534,875.00
Over 7 not over 7½	1.89	35,908.62	538,629.30	1.88	38,033.33	313.33	537,600.00
Over 7½ not over 8	1.91	33,846.97	541,551.52	1.91	36,025.00	298.44	540,587.50
Over 8 not over 8½	1.94	32,045.48	544,773.16	1.93	34,236.76	283.82	543,425.00
Over 8½ not over 9	1.96	30,435.31	547,835.58	1.95	32,652.78	270.83	546,312.50
Over 9 not over 9½	1.98	28,998.00	550,962.00	1.98	31,265.79	260.53	549,500.00
Over 9½ not over 10	2.01	27,721.61	554,432.20	2.00	30,000.00	250.00	552,500.00
Over 10 not over 10½	2.03	26,557.28	557,702.88	2.02	28,859.52	240.48	555,550.00
Over 10½ not over 11	2.06	25,515.79	561,347.38	2.05	27,852.27	232.95	558,937.50
Over 11 not over 11½	2.08	24,555.00	564,765.00	2.07	26,914.13	225.00	562,100.00
Over 11½ not over 12	2.10	23,677.08	568,249.92	2.09	26,058.33	217.71	565,312.50
Over 12 not over 12½	2.12	22,872.10	571,802.50	2.11	25,275.00	211.00	568,575.00
Over 12½ not over 13	2.15	22,145.81	575,791.06	2.13	24,555.77	204.81	571,887.50
Over 13 not over 13½	2.17	21,462.84	579,496.68	2.15	23,893.52	199.07	575,250.00
Over 13½ not over 14	2.19	20,831.14	583,271.92	2.17	23,282.14	193.75	578,662.50
Over 14 not over 14½	2.21	20,245.45	587,118.05	2.19	22,716.38	188.79	582,125.00
Over 14½ not over 15	2.23	19,701.17	591,035.10	2.21	22,191.67	184.17	585,637.50
Over 15 not over 15½	2.25	19,194.33	595,024.23	2.23	21,704.03	179.84	589,200.00
Over 15½ not over 16	2.27	18,721.43	599,085.76	2.25	21,250.00	175.78	592,812.50
Over 16 not over 16½	2.29	18,279.41	603,220.53	2.27	20,826.52	171.97	596,475.00
Over 16½ not over 17	2.31	17,865.57	607,429.38	2.29	20,430.88	168.38	600,187.50
Over 17 not over 17½	2.33	17,477.52	611,713.20	2.31	20,060.71	165.00	603,950.00
Over 17½ not over 18	2.35	17,113.11	616,071.96	2.33	19,713.89	161.81	607,762.50
Over 18 not over 18½	2.37	16,770.46	620,507.02	2.34	19,363.51	158.11	611,150.00
Over 18½ not over 19	2.39	16,447.86	625,018.68	2.36	19,057.89	155.26	615,050.00
Over 19 not over 19½	2.41	16,143.80	629,608.20	2.38	18,770.51	152.56	619,000.00
Over 19½ not over 20	2.42	15,842.10	633,684.00	2.39	18,475.00	149.38	622,487.50

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 20 not over 20½	2.44	15,571.06	638,413.46	2.41	18,220.12	146.95	626,525.00
Over 20½ not over 21	2.46	15,314.82	643,222.44	2.42	17,954.76	144.05	630,075.00
Over 21 not over 21½	2.47	15,057.41	647,468.63	2.44	17,727.91	141.86	634,200.00
Over 21½ not over 22	2.49	14,827.76	652,421.44	2.45	17,488.64	139.20	637,812.50
Over 22 not over 22½	2.50	14,595.06	656,777.70	2.47	17,286.11	137.22	642,025.00
Over 22½ not over 23	2.52	14,388.63	661,876.98	2.48	17,069.57	134.78	645,700.00
Over 23 not over 23½	2.53	14,177.56	666,345.32	2.50	16,888.30	132.98	650,000.00
Over 23½ not over 24	2.54	13,976.28	670,861.44	2.51	16,691.67	130.73	653,737.50
Over 24 not over 24½	2.56	13,799.50	676,175.50	2.52	16,504.08	128.57	657,500.00
Over 24½ not over 25	2.57	13,616.13	680,806.50	2.53	16,325.00	126.50	661,287.50
Over 25 not over 25½	2.58	13,440.90	685,485.90	2.54	16,153.92	124.51	665,100.00
Over 25½ not over 26	2.59	13,273.37	690,215.24	2.56	16,015.38	123.08	669,600.00
Over 26 not over 26½	2.61	13,128.63	695,817.39	2.57	15,858.96	121.23	673,475.00
Over 26½ not over 27	2.62	12,975.27	700,664.58	2.58	15,709.26	119.44	677,375.00
Over 27 not over 27½	2.63	12,828.40	705,562.00	2.59	15,565.91	117.73	681,300.00
Over 27½ not over 28	2.64	12,687.69	710,510.64	2.60	15,428.57	116.07	685,250.00
Over 28 not over 28½	2.65	12,552.80	715,509.60	2.61	15,296.93	114.47	689,225.00
Over 28½ not over 29	2.66	12,423.46	720,560.68	2.62	15,170.69	112.93	693,225.00
Over 29 not over 29½	2.66	12,283.48	724,725.32	2.63	15,049.58	111.44	697,250.00
Over 29½ not over 30	2.67	12,164.34	729,860.40	2.64	14,933.33	110.00	701,300.00
Over 30 not over 30½	2.68	12,049.96	735,047.56	2.64	14,796.72	108.20	704,600.00
Over 30½ not over 31	2.69	11,940.12	740,287.44	2.65	14,689.52	106.85	708,687.50
Over 31 not over 31½	2.70	11,834.61	745,580.43	2.66	14,586.51	105.56	712,800.00
Over 31½ not over 32	2.70	11,717.04	749,890.56	2.67	14,487.50	104.30	716,937.50
Over 32 not over 32½	2.71	11,619.54	755,270.10	2.67	14,367.31	102.69	720,275.00
Over 32½ not over 33	2.72	11,525.80	760,702.80	2.68	14,275.76	101.52	724,450.00
Over 33 not over 33½	2.72	11,419.32	765,094.44	2.69	14,187.69	100.37	728,650.00
Over 33½ not over 34	2.73	11,332.57	770,614.76	2.69	14,077.94	98.90	732,012.50
Over 34 not over 34½	2.73	11,232.67	775,054.23	2.70	13,996.38	97.83	736,250.00
Over 34½ not over 35	2.74	11,152.34	780,663.80	2.71	13,917.86	96.79	740,512.50
Over 35 not over 35½	2.74	11,058.47	785,151.37	2.71	13,817.25	95.42	743,900.00
Over 35½ not over 36	2.75	10,984.03	790,850.16	2.72	13,744.44	94.44	748,200.00
Over 36 not over 36½	2.75	10,895.70	795,386.10	2.72	13,649.32	93.15	751,600.00
Over 36½ not over 37	2.76	10,826.69	801,175.06	2.73	13,581.76	92.23	755,937.50
Over 37 not over 37½	2.76	10,743.46	805,759.50	2.73	13,491.67	91.00	759,350.00
Over 37½ not over 38	2.76	10,662.62	810,359.12	2.73	13,403.95	89.80	762,762.50
Over 38 not over 38½	2.77	10,600.95	816,273.15	2.74	13,343.51	88.96	767,150.00
Over 38½ not over 39	2.77	10,524.63	820,921.14	2.74	13,260.26	87.82	770,575.00
Over 39 not over 39½	2.77	10,450.42	825,583.18	2.75	13,204.11	87.03	775,000.00
Over 39½ not over 40	2.77	10,378.25	830,260.00	2.75	13,125.00	85.94	778,437.50
Over 40 not over 40½	2.77	10,308.03	834,950.43	2.75	13,047.84	84.88	781,875.00
Over 40½ not over 41	2.78	10,256.84	841,060.88	2.76	12,997.56	84.15	786,350.00
Over 41 not over 41½	2.78	10,190.37	845,800.71	2.76	12,924.10	83.13	789,800.00
Over 41½ not over 42	2.78	10,125.65	850,554.60	2.76	12,852.38	82.14	793,250.00
Over 42 not over 42½	2.78	10,062.61	855,321.85	2.76	12,782.35	81.18	796,700.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 42½ not over 43	2.78	10,001.21	860,104.06	2.77	12,738.95	80.52	801,237.50
Over 43 not over 43½	2.78	9,941.37	864,899.19	2.77	12,672.13	79.60	804,700.00
Over 43½ not over 44	2.78	9,883.06	869,709.28	2.77	12,606.82	78.69	808,162.50
Over 44 not over 44½	2.78	9,826.21	874,532.69	2.77	12,542.98	77.81	811,625.00
Over 44½ not over 45	2.78	9,770.77	879,369.30	2.77	12,480.56	76.94	815,087.50
Over 45 not over 45½	2.78	9,716.70	884,219.70	2.78	12,444.51	76.37	819,700.00
Over 45½ not over 46	2.78	9,663.96	889,084.32	2.78	12,384.78	75.54	823,175.00
Over 46 not over 46½	2.77	9,594.82	892,318.26	2.78	12,326.34	74.73	826,650.00
Over 46½ not over 47	2.77	9,544.55	897,187.70	2.78	12,269.15	73.94	830,125.00
Over 47 not over 47½	2.77	9,495.49	902,071.55	2.78	12,213.16	73.16	833,600.00
Over 47½ not over 48	2.77	9,447.58	906,967.68	2.78	12,158.33	72.40	837,075.00
Over 48 not over 48½	2.77	9,400.80	911,877.60	2.78	12,104.64	71.65	840,550.00
Over 48½ not over 49	2.76	9,337.21	915,046.58	2.78	12,052.04	70.92	844,025.00
Over 49 not over 49½	2.76	9,292.53	919,960.47	2.78	12,000.51	70.20	847,500.00
Over 49½ not over 50	2.76	9,248.88	924,888.00	2.78	11,950.00	69.50	850,975.00

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

**APPENDIX 6 – TIMESCALES**

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

August 2018	<ul style="list-style-type: none"> <li>• Exploring further funding opportunities for Pavilion and Site Works</li> <li>• Policy &amp; Resources Committee considers Borrowing Application</li> <li>• Outcome of Sport England Community Asset Fund Application</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>• Exploring funding for Playground and Tennis Courts Works</li> <li>• Council determines a Borrowing application</li> <li>• Lead in Period</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of Building Works on Pavilion</li> <li>• Exploring options around long term leases with Clubs</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>• Invitation to Quote for Playground and Tennis Courts Works</li> </ul>
January 2019	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
June 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> </ul>
August 2019	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
September 2019	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 23rd AUGUST 2018**

#### **Item 7 – 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.

##### Background

On 22nd February 2018, the Committee received an update on the 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.

The Committee Resolved:

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 Barratt 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 Lubbesthorpe 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; and
6. that a progress report on land transfers be submitted to the Committee in August and a future report be submitted detailing land ownership of public realm in Thorpe Astley.

(Minute 74, 2017/2018).

## Current Position

1. Persimmon Homes Open Space – Completed and Transferred.
2. Barratt Homes Open Space – documents submitted to Land Registry. 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.
3. David Wilson Open Space – David Wilson have been advised of the desire to complete the transfer by the end of the year and were asked to provide timescales (as set out in resolution 2 of 22nd February). David Wilson confirmed they would meet that timescale. All of the conflicts identified from the transfer map, detailed in the report of 22nd February have now been resolved; however, David Wilson have chosen to amend the transfer map in order to transfer some land adjacent to Aldi for their expansion. Even if the transfer documents and plans were revised in time for Policy & Resources Committee in November and Council later that month to apply the Common Seal; the timescales for registration with the Land Registry would mean it was unlikely that the legal transfer of ownership would be completed until Summer 2019.
4. Thorpe Astley Culvert – implementation of the decision to adopt Thorpe Astley Park without Leicestershire County Council adopting the footpath, bridge and lighting (set out in resolution 3 of 22nd February) remains outstanding, since the proposed new bridge at the culvert over Lubbesthorpe Brook has not yet been installed. The Executive Officer & Town Clerk has requested an update from Blaby District Council, the lead authority, on this matter and is awaiting a response. Should one be received prior to the meeting this will be reported.
5. Land Adjacent to the New Road to the M1 Bridge – the earliest date for consideration of this matter remains 2019.

## Recommendation

That the current position be noted and that a further progress report on the Barratt and David Wilson land transfers and the transfer of Thorpe Astley Park (including the Culvert works) be submitted to the Committee in November.

## Reason

To keep a watch on progress with implementing the Town Council's desire to complete the transfers of the open space without further delays and additional cost.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 23rd AUGUST 2018**

#### **Item 8 – School Clear Zone Park and Stride Schemes**

##### Purpose

To review the Park & Stride Pilot Scheme for Millfield Academy and to consider future use of Mossdale Meadows Car Park as an official Park & Stride location.

##### Background

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

Leicestershire County Council undertook a no waiting restriction from 8-9am and 2-4pm on the streets surrounding Millfield Academy. The affected roads included 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.

The six month trial period for the initiative was from April 2018 to October 2018.

##### Monitoring

Before the trial took place the County Council conducted car counts on all roads where restrictions will apply. There had 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 were asked to complete a travel survey which asked how they travelled and parked and how they plan to travel and park using alternative measures once the restrictions were in place and if they required any training/information to help them achieve this.

For the first six weeks of the trial the County Council had resources out on site to help mitigate the impact of the changes put in to place. This included 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.

Ongoing monitoring continued 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.

Reports back from the Town Council ground staff and Leicestershire County Council officers indicated that the Mosssdale Meadows car park was not used as an alternative car park due to its distance from Millfield Academy and no issues were reported.

### New Initiative

Leicestershire County Council have indicated that they propose to look at working with Ravenhurst Primary School, which is only a 5 minute walk from Mosssdale Meadows car park, in setting up a Park and Stride for this school. The County Council have requested that the Town Council considers the use of Mosssdale Meadows for a trail Park and Stride site for Ravenhurst Primary from October 2018 for a period of 6 months.

Again they propose to monitor the scheme through data collection and work with the school and parents to ensure they understand how many parents are using the car park and that the scheme is running smoothly. This could assist parents of Ravenhurst Primary to be able to make an informed decision and contribute to the reduction of vehicles being driven to and from the school gate as well as the surrounding area during school drop off and pick up times.

### Potential Impact

Potentially, an experimental traffic order around Ravenhurst School would result in parents using the Civic Centre Car Park rather than Mosssdale Meadows, which could have an adverse impact upon the operation of the Centre and the Car Park particularly during the afternoons when both the Centre and Library are likely to be open. Leicestershire County Council need to consider how this would be managed.

### Recommendations

1. That delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to determine whether Mosssdale Meadows Car Park should be used as an official "Park & Stride" parking location for Ravenhurst Primary School from October 2018 for a trial period of six months during an experimental traffic order, subject to a satisfactory strategy being in place to limit any impact upon the Civic Centre car park; and
2. that the impact of the trial upon the car parks 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 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 Ravenhurst Primary School, while ensuring that there would be no adverse impact on users of Braunstone Civic Centre and the Library, in order to allow a School Clear Zone to be trialled.
2. To ensure that the impact of the trial on the car parks, park and surrounding area could be reviewed prior to making the arrangements permanent.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 23rd AUGUST 2018**

#### **Item 9 – Public and Products Liability Insurance**

##### Purpose

To ensure that the level of public and products liability cover adequately reflected the levels of risk in the context of the services the Council provided.

##### Background

On 14th June 2018, the Committee reviewed the Council's systems of internal control, including the management of risk and the preparation of accounting statements, in order to determine whether there were sound systems of internal control and management of risk, which included examining compliance with the areas listed in the Annual Governance Statement.

Queries were raised about the Town Council's Public Liability Insurance Cover, which is up to £5m in any one claim. The Committee were concerned that it might not adequately cover the levels of risk in the context of the services provided by the Council.

Therefore, to ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided, the Committee agreed "that the required level of public liability insurance cover be reviewed ahead of the annual renewal date for the Council's corporate insurance policy" (minute 7, resolution and reason 1).

##### Comparisons

Larger Parish and Town Councils in Leicestershire were contacted to ascertain their levels of Public and Products Liability Insurance cover, which are as follows:

- Ashby de la Zouch - £10m
- Blaby - £10m
- Earl Shilton - £15m
- Lutterworth - £10m
- Syston - £15m

##### Reviewing Public and Products Liability Insurance Cover

Generally feedback from Parish Clerks contacted was that the advice they had received was that £5m is now considered too low for Public and Products Liability cover, particularly where responsibility includes public realm.

The renewal date for the Town Council's Corporate Insurance Policy is 1st November and a meeting has been arranged between the Executive Officer & Town Clerk and a representative of the insurance broker, WPS, on 17th September to

consider changes to the policy, including an appropriate level of Public and Products Liability cover.

Under the Council's Financial Regulations 15.1, "*Following the annual risk assessment, the RFO shall effect all insurances*". Under the Council's Scheme of Delegation, the Executive Officer & Town Clerk under delegation 22 has the power "*to manage the Council's insurance arrangements and determine whether to agree to the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover*".

### Recommendation

That the Executive Officer & Town Clerk discuss with the Council's Insurers whether the Town Council's Public and Products Liability Insurance Cover was sufficient and ascertain the cost of increasing the cover to £10,000,000 should it be appropriate.

### Reason

To ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided.

# Financial Budget Comparison

Comparison between 01/04/18 and 31/07/18 inclusive.

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

		2018/2019	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>				
<b>Income</b>				
101	Precept	£574,107.00	£287,054.00	-£287,053.00
102	Council Tax Support Grant	£0.00	£0.00	£0.00
107	New Homes Bonus	£0.00	£0.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£36.20	-£113.80
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	-£1,000.00
199	Miscellaneous	£0.00	£342.08	£342.08
<b>Total Income</b>		<b>£575,667.00</b>	<b>£287,432.28</b>	<b>-£288,234.72</b>
<b>Expenditure</b>				
1010	Staff Salaries	£381,172.00	£130,970.86	£250,201.14
1015	Staff Expenses	£300.00	£23.79	£276.21
1020	Pensions	£86,278.00	£22,512.88	£63,765.12
1030	Councillors Allowances	£6,000.00	£5,377.00	£623.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£4,150.00	£0.00	£4,150.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£15,000.00	£2,733.55	£12,266.45
1160	Audit	£3,000.00	£440.00	£2,560.00
1170	Legal Fees	£250.00	£300.00	-£50.00
1180	Elections	£500.00	£0.00	£500.00
1210	Staff Training	£2,500.00	£346.70	£2,153.30
1230	Councillor Training	£1,000.00	£40.00	£960.00
1300	Supplies, Stationery & Postage	£3,100.00	£810.12	£2,289.88
1350	Subscriptions	£2,150.00	£2,663.42	-£513.42
1360	Advertisements	£4,400.00	£2,052.00	£2,348.00
1400	Telephones	£2,400.00	£702.15	£1,697.85
1410	Photocopier	£2,000.00	£584.91	£1,415.09
1420	Computer Supplies, Training, Service Contract	£10,000.00	£1,117.00	£8,883.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£519.00	£181.00
<b>Total Expenditure</b>		<b>£525,200.00</b>	<b>£171,193.38</b>	<b>£354,006.62</b>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/07/18 inclusive.

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

		2018/2019	Actual Net	Balance
<b>2. P&amp;R - Civic Centre</b>				
<b>Income</b>				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£0.00	-£950.00
250	Room Hire			
250/1	Room Hires	£89,182.00	£19,610.30	-£69,571.70
250	Total	£89,182.00	£19,610.30	-£69,571.70
251	Catering for Hirers (VAT)	£0.00	£160.49	£160.49
257	Licensed Bar	£19,000.00	£4,750.02	-£14,249.98
299	Miscellaneous	£0.00	£190.82	£190.82
<b>Total Income</b>		<b>£109,132.00</b>	<b>£24,711.63</b>	<b>-£84,420.37</b>
<b>Expenditure</b>				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£6,500.00	£0.00	£6,500.00
2050/2	General Refurbishment	£3,500.00	£0.00	£3,500.00
2050	Total	£10,000.00	£0.00	£10,000.00
2080	Loan Interest & Repayments	£35,994.00	£17,997.22	£17,996.78
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£500.00
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£1,600.00	£731.93	£868.07
2400	Telephones	£1,000.00	£75.85	£924.15
2430	Utility Bills	£16,000.00	£6,626.43	£9,373.57
2440	Waste Services	£7,200.00	£2,149.62	£5,050.38
2450	Laundry Services	£500.00	£0.00	£500.00
2460	Rates	£19,500.00	£7,536.00	£11,964.00
2500	Refundable Deposits	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£147.50	-£147.50
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Performing Rights Society	£1,300.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£1,062.00	£479.98	£582.02
2600	Building Repairs & Maintenance	£15,000.00	£2,005.13	£12,994.87
2610	Equipment Repairs & Maintenance			
2610/1	General	£0.00	£8.75	-£8.75
2610/2	Fire Extinguisher Service	£400.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£785.00	£215.00
2610	Total	£1,400.00	£793.75	£606.25
2990	Miscellaneous	£150.00	£185.36	-£35.36
<b>Total Expenditure</b>		<b>£112,006.00</b>	<b>£38,728.77</b>	<b>£73,277.23</b>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/07/18 inclusive.

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

		2018/2019	Actual Net	Balance
<b>3. P&amp;R - Thorpe Astley Community Centre</b>				
<b>Income</b>				
350	Room Hire			
350/1	Room Hires	£35,469.00	£7,489.48	-£27,979.52
350/2	Pre-School Contract	£12,250.00	£5,290.31	-£6,959.69
350	Total	£47,719.00	£12,779.79	-£34,939.21
351	Catering for Hirers (VAT)	£0.00	£3.33	£3.33
399	Miscellaneous	£0.00	£617.00	£617.00
<b>Total Income</b>		£47,719.00	£13,400.12	-£34,318.88
<b>Expenditure</b>				
3050	Capital Projects			
3050/1	General Improvements	£2,500.00	£0.00	£2,500.00
3050/2	NHS Facility	£500.00	£876.58	-£376.58
3050	Total	£3,000.00	£876.58	£2,123.42
3290	Clothing	£0.00	£14.00	-£14.00
3320	Printing & Copying	£500.00	£110.00	£390.00
3330	Cleaning Materials	£1,000.00	£387.22	£612.78
3400	Telephones	£1,000.00	£127.77	£872.23
3430	Utility Bills	£6,000.00	£3,780.04	£2,219.96
3440	Waste Services	£2,200.00	£423.41	£1,776.59
3450	Laundry Services	£250.00	£0.00	£250.00
3460	Rates	£6,700.00	£2,736.00	£3,964.00
3500	Refundable Deposits	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£74.78	-£74.78
3570	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	£1,294.76	£1,705.24
3610	Equipment Repairs & Maintenance			
3610/1	General	£0.00	£958.21	-£958.21
3610/2	Fire Extinguisher Service	£350.00	£44.77	£305.23
3610/3	Alarm Maintenance	£3,000.00	£1,228.20	£1,771.80
3610	Total	£3,350.00	£2,231.18	£1,118.82
3990	Miscellaneous	£150.00	£36.51	£113.49
<b>Total Expenditure</b>		£28,288.00	£12,092.25	£16,195.75

# Financial Budget Comparison

Comparison between 01/04/18 and 31/07/18 inclusive.

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

		2018/2019	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>				
<b>Income</b>				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£15,000.00	£0.00	-£15,000.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£800.00	-£2,700.00
555/2	Individual Match Fees (VAT)	£200.00	£67.00	-£133.00
555/3	Court/Multi Play (VAT)	£150.00	£0.00	-£150.00
555/4	Changing Rooms (VAT)	£150.00	£0.00	-£150.00
555	Total	£4,000.00	£867.00	-£3,133.00
599	Miscellaneous	£100.00	£456.94	£356.94
<b>Total Income</b>		<b>£1,019,250.00</b>	<b>£1,323.94</b>	<b>#####</b>
<b>Expenditure</b>				
5050	Capital Projects			
5050/1	General	£0.00	£1,384.84	-£1,384.84
5050/2	Shakespeare Park Improvement Project	£1,012,700.00	£4,017.45	£1,008,682.55
5050	Total	£1,012,700.00	£5,402.29	£1,007,297.71
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£33,050.48	£4,779.55	£28,270.93
5080/2	Mossdale Meadows LOAN - PWLB	£10,993.52	£5,497.00	£5,496.52
5080	Total	£44,044.00	£10,276.55	£33,767.45
5170	Legal Fees	£5,000.00	£0.00	£5,000.00
5290	Clothing	£500.00	£129.56	£370.44
5330	Cleaning Materials	£500.00	£38.52	£461.48
5400	Telephones	£410.00	£119.74	£290.26
5430	Utility Bills	£2,000.00	£277.41	£1,722.59
5440	Waste Services	£2,000.00	£3,543.02	-£1,543.02
5450	Laundry Services	£1,000.00	£0.00	£1,000.00
5550	Sports Pitches & Facilities	£1,000.00	£202.30	£797.70
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£2,103.96	£2,696.04
5600/2	Shakespeare Park	£1,000.00	£162.19	£837.81
5600	Total	£5,800.00	£2,266.15	£3,533.85
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£2,930.99	£5,069.01
5610/2	Playgrounds	£6,000.00	£2,556.92	£3,443.08
5610	Total	£14,000.00	£5,487.91	£8,512.09

# Financial Budget Comparison

Comparison between 01/04/18 and 31/07/18 inclusive.

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

		<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
5630	Equipment Purchase	£2,000.00	£666.61	£1,333.39
5650	Vehicle Costs	£10,000.00	£13,279.68	-£3,279.68
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£3,800.00	£2,036.26	£1,763.74
5990	Miscellaneous	£100.00	£185.51	-£85.51
<b>Total Expenditure</b>		<u>£1,105,354.00</u>	<u>£43,911.51</u>	<u>£1,061,442.49</u>

# Financial Budget Comparison

Comparison between 01/04/18 and 31/07/18 inclusive.

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

	<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,769,328.00	£329,832.88	
Total Expenditure	£1,806,328.00	£279,932.10	
<b>Total Net Balance</b>	<b>-£37,000.00</b>	<b>£49,900.78</b>	

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 23rd AUGUST 2018**

#### **Item 11 – End of Quarter Financial Position - Cashbook and Reserves**

##### Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April 2018 to 30th June 2018.

##### Background

The Internal Audit for the year ended 31st March 2018 was undertaken remotely during April and May and a visit was undertaken on Friday 18th May 2018. The Internal Auditor's report included the following observation and recommendation:

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

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

For the first quarter of the financial year 2018/2019, 1st April – 30th June:

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

##### Recommendation

That the end of quarter financial position be noted.

##### Reason

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

# Financial Summary - Cashbook

Summary between 01/04/18 and 30/06/18 inclusive.

Balances at the start of the year

## Ordinary Accounts

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

## Long Term Investment Accounts

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

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£302,274.82	£18.42	£302,293.24
2. P&R - Civic Centre	£21,717.86	£69.39	£21,787.25
3. P&R - Thorpe Astley Community Centre	£18,682.42	£0.67	£18,683.09
5. P&R - Parks & Open Spaces	£1,423.94	£13.40	£1,437.34
7. Community Development	£2,187.23	£362.54	£2,549.77
8. Planning & Environment	£509.57	£70.23	£579.80
Total Receipts	<u>£346,795.84</u>	<u>£534.65</u>	<u>£347,330.49</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£129,389.77	£605.03	£129,994.80
2. P&R - Civic Centre	£34,167.18	£1,426.97	£35,594.15
3. P&R - Thorpe Astley Community Centre	£8,317.59	£1,077.05	£9,394.64
5. P&R - Parks & Open Spaces	£41,256.59	£5,628.91	£46,885.50
7. Community Development	£12,670.87	£202.11	£12,872.98
8. Planning & Environment	£1,006.07	£85.21	£1,091.28
Total Payments	<u>£226,808.07</u>	<u>£9,025.28</u>	<u>£235,833.35</u>

Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£12,933.62
No.1 Account	£190,556.98
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account	£157,963.45
Total	<u>£361,736.55</u>

Uncleared and Unpresented effects

No.1 Account	-£774.29
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Statement Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£12,933.62
No.1 Account	£191,331.27
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account

£157,963.45

Total

£362,510.84

# Consolidated Balance Sheet

31/03/18 £		30/06/18 £
	<b>Long Term assets</b>	
157,963.45	Investments	157,963.45
<u>157,963.45</u>	<b>TOTAL LONG TERM ASSETS</b>	<u>157,963.45</u>
	<b>Current assets</b>	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
<u>0.00</u>	Stocks	<u>0.00</u>
12,858.14	VAT Recoverable	8,490.63
9,187.50	Debtors	1,129.01
0.00	Payment in Advance	0.00
92,275.96	Cash in Hand at Bank	203,773.10
<u>114,321.60</u>	<b>TOTAL CURRENT ASSETS</b>	<u>213,392.74</u>
<u>272,285.05</u>	<b>TOTAL ASSETS</b>	<u>371,356.19</u>
	<b>Current liabilities</b>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
2,779.96	Creditors	20,958.97
1,306.46	Receipts in Advance	1,006.46
<u>4,086.42</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>21,965.43</u>
<u>268,198.63</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>349,390.76</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>268,198.63</u>	<b>NET ASSETS</b>	<u>349,390.76</u>
	<b>Represented by</b>	
174,823.51	General Fund	256,015.64
93,375.12	Open Spaces Commuted Sums	93,375.12
<u>268,198.63</u>		<u>349,390.76</u>

Signed \_\_\_\_\_

Chairman

Date

\_\_\_\_\_

Responsible Financial Officer

\_\_\_\_\_

# Paid Expenditure Transactions

between 06/06/18 and 14/08/18

Start of year 01/04/18

Item 12

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
	24/07/18	13170		£600.00	£100.00	£500.00	1. CM	Buffalo Driveways	Deposit for work on Memeorial Garden path	1990
100976	12/06/18	13016		£300.00	£0.00	£300.00	1. CM	Cllr A DeWinter	Cllr allowance May 18	1030
110623	07/06/18	13043		£300.00	£0.00	£300.00	7. CD	SWAGAT	Comm. Grant	7850
110624	07/06/18	13044		£300.00	£0.00	£300.00	7. CD	3rd Braunstone Brownies	Comm. Grant	7850
110625	07/06/18	13045		£300.00	£0.00	£300.00	7. CD	Winstanley Wizards Table Te	Comm. Grant	7850
110626	07/06/18	13046		£300.00	£0.00	£300.00	7. CD	Leicester City Perm Allotment	Comm. Grant	7850
110627	07/06/18	13047		£150.00	£0.00	£150.00	7. CD	3rd Braunstone Rainbows	Comm. Grant	7850
		13092/1		£8.20	£0.00	£8.20	1. CM	Braunstone Town Council	POSTAGE	1300
		13092/2		£5.00	£0.83	£4.17	5. OS	Braunstone Town Council	SUPPLIES PARKS -	5610/1
		13092/3		£4.80	£0.80	£4.00	5. OS	Braunstone Town Council	SUPPLIES FOR PARKS	5610/2
		13092/4		£19.98	£0.00	£19.98	1. CM	Braunstone Town Council	POSTAGE	1300
		13092/5		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council	UNLEADED FUEL ETC	5670
		13092/6		£4.25	£0.00	£4.25	5. OS	Braunstone Town Council	PARKS	5550
		13092/7		£6.10	£1.02	£5.08	5. OS	Braunstone Town Council	FUEL CANS	5670
		13092/8		£7.97	£0.00	£7.97	5. OS	Braunstone Town Council	SCREWDRIVER	5610/1
		13092/9		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council	DIESEL	5670
		13092/10		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	DELIVERY OF MINUTES	1300
		13092/11		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council	FUEL CANS	5670
		13092/12		£5.40	£0.90	£4.50	5. OS	Braunstone Town Council	BOLTS	5610/1
		13092/13		£28.70	£0.00	£28.70	1. CM	Braunstone Town Council	POSTAGE	1300
		13092/14		£1.99	£0.33	£1.66	3. TA	Braunstone Town Council	KEY CUT	3990
110628	20/06/18	13092		£192.39	£13.87	£178.52		Braunstone Town Council	PETTY CASH	1300
		13089/1		£26.00	£4.33	£21.67	5. OS	Sunningdale Landscape Supp	To fill in pot holes in car park at Mossdale Meado	5610/1
110629	19/06/18	13089	2688	£26.00	£4.33	£21.67		Sunningdale Landscape Supplies Ltd	1 ton of mill waste	5610/1
110636	10/08/18	13210		£115.00	£0.00	£115.00	7. CD	Over Sixties Friendly Club	GRANT	7850
110637	10/08/18	13215		£25.80	£4.30	£21.50	5. OS	Vipans Ltd	2 x sets of wire cutters	5630
110638	10/08/18	13216		£1,060.80	£176.80	£884.00	5. OS	Vipans Ltd	4 open top rubbish bins to be made up. Finished	5630
		13085/1		£440.00	£0.00	£440.00	1. CM	LRALC	LRALC Internal Audit Service 2017 - 18	1160

# Paid Expenditure Transactions

between 06/06/18 and 14/08/18

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170606L RALC	19/06/18	13085		£440.00	£0.00	£440.00		LRALC	LRALC Internal Audit Service 2017 - 18 1160
BACS1800601 SISSONS	07/06/18	13051		£632.40	£105.40	£527.00	3. TA	Sissons & Allen Ltd	3600
BACS180510B LUESKY	07/06/18	13039		£816.00	£136.00	£680.00	5. OS	Blue Sky Guttering Ltd	Repairs to Mossdale Meadows Pavilion roof as p 5600/1
BACS180522P LATTS	07/06/18	13038		£119.90	£19.98	£99.92	5. OS	PLATTS HARRIS	2 x set of belts for Muthing flail 5610/1
BACS180523A RCO	07/06/18	13037		£40.30	£6.72	£33.58	3. TA	Arco	Emergency Gas Horns 3610/2
BACS180523A RCO1	07/06/18	13041		£13.43	£2.24	£11.19	3. TA	Arco	Emergency Gas Horns 3610/2
BACS180525 CLARKSON	07/06/18	13040		£18.54	£3.09	£15.45	5. OS	Graham Clarkson Associates	Payment paid pre contract under P.O 2089 - Prin 5050/2
BACS180525X EROX1	07/06/18	13042		£238.58	£39.76	£198.82	1. CM	Xerox	PHOTOCOPIER 01.01.2018-31.03.2018 1410
BACS180601A SIANELDER	07/06/18	13048		£225.00	£0.00	£225.00	7. CD	Asian Elderly Club	Comm. Grant 7850
BACS180601 HIGHWAY	07/06/18	13049		£300.00	£0.00	£300.00	7. CD	Friends Of Highway Spinney	Comm. Grant 7850
BACS180601 NAMASTE	07/06/18	13050		£300.00	£0.00	£300.00	7. CD	Namaste Group	Comm. Grant 7850
BACS180604 METCALF	07/06/18	13076		£1,560.00	£260.00	£1,300.00	5. OS	Sam Metcalf Trees & Landsc	Removal of Cypress and Poplar tree that have be5600/1
		13073/1		£29.40	£4.90	£24.50	5. OS	Vipans Ltd	Re shaft shovel 5610/1
		13073/2		£16.20	£2.70	£13.50	5. OS	Vipans Ltd	Manure shovel 5610/1
BACS180604V IPANS	07/06/18	13073	2669	£45.60	£7.60	£38.00		Vipans Ltd	5610/1
BACS180605B RITTANIA	07/06/18	13074		£78.00	£13.00	£65.00	1. CM	Britannia Buffet Services Ltd	WORKING LUNCH CSA TRAINING 1210
BACS180606 CHILL1	19/06/18	13083		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	External window cleaning - CC 2600
BACS180606 CHILLITA	19/06/18	13082		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	CHILLI CLEAN TA 3600
BACS180611 WATERPLUT A	11/06/18	13134		£488.84	£0.00	£488.84	3. TA	Water Plus/STW	ACC. 0479003705 3430
BACS180612A DT	19/06/18	13088		£258.00	£43.00	£215.00	2. CC	ADT Fire & Security	Check on intruder Alarm due to it saying as syste2610/3

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BACS180612B ARTON	19/06/18	13091		£780.57	£37.17	£743.40	5. OS	Barton Petroleum	1200litres of red diesel for parks equipment	5670
BACS180612 CHAPMANS	19/06/18	13087		£50.18	£0.00	£50.18	5. OS	Chapmans Garden Machinery	1 5litre bottle of chainsaw oil	5610/1
BACS180612 CLARKSON	19/06/18	13084		£163.50	£27.25	£136.25	5. OS	Graham Clarkson Associates	Tender Report	5050/2
BACS180612 COLLINS	19/06/18	13086		£898.50	£149.75	£748.75	5. OS	Collinshallgreen Ltd	PREP BELOW GROUND DRAINAGE DESIGNS	5050/2
		13090/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery	1300
		13090/2		£90.16	£0.00	£90.16	1. CM	Post Office Shop	1st class and 2nd class stamps	1300
BACS180612P OSTOFFICE	19/06/18	13090	2698	£93.15	£0.50	£92.65		Post Office Shop	1st class stamps 12 x 4 and 2nd class stamps book of 100 and delivery cost	1300
		13148/1		£77.06	£12.84	£64.22	2. CC	G S General Handyman Servi	To maintain all radiator knobs that are sticking.	2600
		13148/2		£77.06	£12.84	£64.22	2. CC	G S General Handyman Servi	To get new supports and fit to shelf in interview r	2600
		13148/3		£77.06	£12.84	£64.22	2. CC	G S General Handyman Servi	Stop Radiator leaking in corridor	2600
		13148/4		£77.06	£12.84	£64.22	2. CC	G S General Handyman Servi	Put in L shape device to stop Tar dripping of roof	2600
BACS180614 GSHANDYMA N	13/07/18	13148	2701	£308.24	£51.36	£256.88		G S General Handyman Services		2600
BACS180622B A	22/06/18	13097		£1,384.51	£0.00	£1,384.51	1. CM	Wages -	Salary June 2018	1010
BACS180622B R	22/06/18	13105		£904.18	£0.00	£904.18	1. CM	Wages -	Salary June 2018	1010
BACS180622 C	22/06/18	13103		£759.59	£0.00	£759.59	1. CM	Wages -	Salary June 2018	1010
BACS180622 C	22/06/18	13108		£1,106.44	£0.00	£1,106.44	1. CM	Wages -	Salary June 2018	1010
BACS180622 G S	22/06/18	13102		£1,241.55	£0.00	£1,241.55	1. CM	Wages -	Salary June 2018	1010
BACS180622 H	22/06/18	13101		£948.98	£0.00	£948.98	1. CM	Wages -	Salary June 2018	1010
BACS180622 HMRC	09/07/18	13116		£6,933.72	£0.00	£6,933.72	1. CM	H M Revenue & Customs	Tax & NI June 18	1010
BACS180622J E	22/06/18	13104		£1,635.52	£0.00	£1,635.52	1. CM	Wages -	Salary June 2018	1010
BACS180622J G	22/06/18	13106		£1,364.80	£0.00	£1,364.80	1. CM	Wages	Salary June 2018	1010

# Paid Expenditure Transactions

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180622L CC	25/06/18	13117		£7,558.18	£0.00	£7,558.18	1. CM	Leicestershire County Council Pensions June 18	1020
BACS180622L E	22/06/18	13114		£736.45	£0.00	£736.45	1. CM	Wages - Salary June 2018	1010
BACS180622 M	22/06/18	13113		£863.19	£0.00	£863.19	1. CM	Wages - Salary June 2018	1010
BACS180622 M	22/06/18	13096		£1,217.04	£0.00	£1,217.04	1. CM	Wages - Salary June 2018	1010
BACS180622 O	22/06/18	13112		£821.70	£0.00	£821.70	1. CM	Wages - Salary June 2018	1010
BACS180622 R	22/06/18	13098		£1,369.95	£0.00	£1,369.95	1. CM	Wages - Salary June 2018	1010
BACS180622S A	22/06/18	13095		£1,861.74	£0.00	£1,861.74	1. CM	Wages - Salary June 2018	1010
BACS180622S I	22/06/18	13110		£1,251.61	£0.00	£1,251.61	1. CM	Wages - Salary June 2018	1010
BACS180622S K	22/06/18	13094		£1,615.32	£0.00	£1,615.32	1. CM	Wages - Salary June 2018	1010
BACS180622S M	22/06/18	13109		£410.23	£0.00	£410.23	1. CM	Wages - Salary June 2018	1010
BACS180622S N	22/06/18	13093		£2,008.96	£0.00	£2,008.96	1. CM	Wages - Salary June 2018	1010
BACS180622T G	22/06/18	13111		£512.83	£0.00	£512.83	1. CM	Wages - Salary June 2018	1010
BACS180622T I	22/06/18	13107		£2,674.55	£0.00	£2,674.55	1. CM	Wages - Salary June 2018	1010
BACS180622 UNISON	22/06/18	13115		£58.00	£0.00	£58.00	1. CM	Unison Union Fees June 18	1010
BACS180622 WATERPLUC C	22/06/18	13196		£904.71	£0.00	£904.71	2. CC	Water Plus/STW ACC. 0583085823 CC	2430
BACS180622 W	22/06/18	13100		£919.47	£0.00	£919.47	1. CM	Wages - Salary June 2018	1010
BACS180622Y U	22/06/18	13099		£672.99	£0.00	£672.99	1. CM	Wages - Salary June 2018	1010
BACS180625A DT	03/07/18	13127		£188.40	£31.40	£157.00	2. CC	ADT Fire & Security Alarm not setting	2610/3
BACS180625A RCO	03/07/18	13121		£9.48	£1.58	£7.90	5. OS	Arco Line Marking spray	5550

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between 06/06/18 and 14/08/18

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180625B STONELIFE	03/07/18	13137		£1,710.00	£0.00	£1,710.00	1. CM	Braunstone Life	Advertising Aug - Dec 2018 ( Extra advert for Jun 1360
BACS180625L CCWASTE	03/07/18	13122		£28.50	£4.75	£23.75	8. PE	LCC (Whetstone tip)	Waste Disposal - removal of fly tipping from Civic 8440
		13130/1		£108.00	£18.00	£90.00	3. TA	Marlowe Fire & Security	G2 Galaxy Max Proximity user Key-Tag 3610/3
BACS180625 MARLOW	03/07/18	13130	2689	£108.00	£18.00	£90.00		Marlowe Fire & Security	G2 Galaxy Max Proximity user Key-Tag 3610/3
BACS180625 ONLINE	03/07/18	13129		£93.60	£15.60	£78.00	5. OS	Online Playgrounds	S7 ROCKING HORSE SEATS HOLMFIELD PAR5610/2
		13136/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery 1300
		13136/2		£39.50	£0.00	£39.50	1. CM	Post Office Shop	Stamps 1300
BACS180625P OSTSHOP	03/07/18	13136	2708	£42.49	£0.50	£41.99		Post Office Shop	2nd class large stamps 1300
BACS180625P RINCIPALC	03/07/18	13124		£1,049.41	£174.90	£874.51	2. CC	Principal Hygiene Systems Lt	01.07.2018 - 30.09.2018 2440
BACS180625P RINCIPALT	03/07/18	13125		£508.09	£84.68	£423.41	3. TA	Principal Hygiene Systems Lt	01.07.2018 - 30.09.2018 3440
BACS180625S ISSONS	03/07/18	13131		£304.06	£50.68	£253.38	3. TA	Sissons & Allen Ltd	To check light sensors in foyer at TA as not worki 3600
BACS180627 WATERPLUM M	27/06/18	13197		£89.40	£0.00	£89.40	5. OS	Water Plus/STW	ACC. 0955002195 MM 5430
BACS180703 CHAPMANS	13/07/18	13146		£125.00	£20.83	£104.17	5. OS	Chapmans Garden Machinery	CHAINSAW TROUSERS 5290
BACS180703P LATTS	13/07/18	13147		£162.70	£26.03	£136.67	5. OS	PLATTS HARRIS	2 skids for Muthing flail mower 5610/1
BACS180710A DT	13/07/18	13150		£327.60	£54.60	£273.00	2. CC	ADT Fire & Security	Panic alarm activated by itself. Engineer needs t 2610/3
BACS180710B STONELIFE	13/07/18	13156		£342.00	£0.00	£342.00	1. CM	Braunstone Life	( Extra advert for June) 1360
BACS180710K BPACKAGIN	13/07/18	13155		£309.60	£51.60	£258.00	8. PE	KB Packaging	Dog bags x 30,000 8900/1
		13149/1		£354.29	£59.05	£295.24	3. TA	Marlowe Fire & Security	Spare PSU for Nano & Compact - 24 - N includin 3610/3
BACS180710 MARLOWE	13/07/18	13149	2690	£354.29	£59.05	£295.24		Marlowe Fire & Security	3610/3
BACS180710P ERSONNELS	25/06/18	13159		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	JUNE 2018 1170

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BACS180710P LATTS	13/07/18	13154		£173.90	£28.98	£144.92	5. OS	PLATTS HARRIS	1x Support Retainer Plate 5650
		13153/1		£588.00	£98.00	£490.00	2. CC	Roofwise Roofing Contractors	repairs to roof in Fosse Room as per quote 2802 2600
		13153/2		£588.00	£98.00	£490.00	2. CC	Roofwise Roofing Contractors	repairs to bar roof as per quote 28023 2600
BACS180710 ROOFWISE	13/07/18	13153	2702	£1,176.00	£196.00	£980.00		Roofwise Roofing Contractors UK Ltd	2600
BACS180710V IPANS	13/07/18	13152		£265.20	£44.20	£221.00	5. OS	Vipans Ltd	1 X OPEN TOP RUBBISH BIN TO BE MADE UP 5630
BACS180710X EROX	13/07/18	13151		£237.30	£39.55	£197.75	1. CM	Xerox	PHOTOCOPIER 001.04.2018-30.06.2018 1410
		13166/1		£41.42	£0.00	£41.42	3. TA	G S General Handyman Servi	Refit Cupboard door in the kitchen 3600
		13166/2		£41.42	£0.00	£41.42	3. TA	G S General Handyman Servi	Supply & fit new stop valve in ladies toilet 3600
BACS180711 GSHANDYMA 1	13/07/18	13166	2712	£82.84	£0.00	£82.84		G S General Handyman Services	3600
BACS180711L CCTIP1	13/07/18	13169		£57.00	£9.50	£47.50	8. PE	LCC (Whetstone tip)	1x Waste Disposal 8440
BACS180711 MARLOWE1	13/07/18	13164		£274.80	£45.80	£229.00	3. TA	Marlowe Fire & Security	CALL NUMBER: 2073665 3610/3
BACS180711 MARLOWE2	13/07/18	13165		£199.20	£33.20	£166.00	3. TA	Marlowe Fire & Security	CALL NUMBER 2100647 3610/3
BACS180716 CLARKSON	31/07/18	13200		£228.90	£38.15	£190.75	5. OS	Graham Clarkson Associates	Tender Report 5050/2
BACS180716L RALC	31/07/18	13198		£35.00	£0.00	£35.00	1. CM	LRALC	An introduction to Employment Law for Parish Co1210
BACS180716L RALC	31/07/18	13199		£40.00	£0.00	£40.00	1. CM	LRALC	Councillor Training session 13th June 2018 FOR 1230
		13201/1		£0.00	£0.00	£0.00	3. TA	G S General Handyman Servi	Mens toilet out of order TA 3600
		13201/2		£72.00	£0.00	£72.00	2. CC	G S General Handyman Servi	Mens toilet out of order CC 2600
BACS180717 GSHANDY	31/07/18	13201	2724	£72.00	£0.00	£72.00		G S General Handyman Services	3600
		13176/1		£1,861.26	£0.00	£1,861.26	1. CM	Wages -	Salary 1010
		13176/2		£7.32	£0.00	£7.32	1. CM	Wages -	Mileage 1015
BACS180724A S	24/07/18	13176		£1,868.58	£0.00	£1,868.58		Wages -	Salary July 18 1010
BACS180724A IMILEAG	24/07/18	13173		£16.47	£0.00	£16.47	1. CM	Wages -	Mileage July 18 1015

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BACS180724B A	24/07/18	13178		£1,381.71	£0.00	£1,381.71	1. CM	Wages -	Salary July 18 1010
BACS180724B Q	10/08/18	13222		£15.68	£2.61	£13.07	7. CD	B & Q	Rawplugs 7990
BACS180724B R	24/07/18	13186		£996.91	£0.00	£996.91	1. CM	Wages -	Salary July 18 1010
BACS180724 C	24/07/18	13184		£759.59	£0.00	£759.59	1. CM	Wages -	Salary July 18 1010
BACS180724 C	24/07/18	13189		£1,106.44	£0.00	£1,106.44	1. CM	Wages -	Salary July 18 1010
BACS180724 G S	24/07/18	13183		£1,241.55	£0.00	£1,241.55	1. CM	Wages -	Salary July 18 1010
BACS180724 H	24/07/18	13182		£948.98	£0.00	£948.98	1. CM	Wages -	Salary July 18 1010
BACS180724 HMRC	24/07/18	13172		£6,640.57	£0.00	£6,640.57	1. CM	H M Revenue & Customs	Tax & NI July 18 1010
BACS180724J E	24/07/18	13185		£1,635.32	£0.00	£1,635.32	1. CM	Wages -	Salary July 18 1010
BACS180724J G	24/07/18	13187		£1,203.48	£0.00	£1,203.48	1. CM	Wages -	Salary July 18 1010
BACS180724K E	24/07/18	13175		£1,615.32	£0.00	£1,615.32	1. CM	Wages -	Salary July 18 1010
BACS180724L E	24/07/18	13195		£496.18	£0.00	£496.18	1. CM	Wages -	Salary July 18 1010
BACS180724 M	24/07/18	13194		£588.92	£0.00	£588.92	1. CM	Wages -	Salary July 18 1010
BACS180724 M	24/07/18	13177		£1,070.24	£0.00	£1,070.24	1. CM	Wages -	Salary July 18 1010
BACS180724 O	24/07/18	13193		£336.31	£0.00	£336.31	1. CM	Wages -	Salary July 18 1010
BACS180724 R	24/07/18	13179		£1,353.55	£0.00	£1,353.55	1. CM	Wages -	Salary July 18 1010
BACS180724S I	24/07/18	13191		£1,251.81	£0.00	£1,251.81	1. CM	Wages - S	Salary July 18 1010
BACS180724S M	24/07/18	13190		£410.23	£0.00	£410.23	1. CM	Wages -	Salary July 18 1010
BACS180724S N	24/07/18	13174		£2,015.76	£0.00	£2,015.76	1. CM	Wages -	Salary July 18 1010

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Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180724T G	24/07/18	13192		£551.95	£0.00	£551.95	1. CM	Wages -	Salary July 18 1010
BACS180724T I	24/07/18	13188		£2,674.55	£0.00	£2,674.55	1. CM	Wages -	Salary July 18 1010
BACS180724 UNISON	24/07/18	13171		£58.00	£0.00	£58.00	1. CM	Unison	Union Fees 1010
BACS180724 W	24/07/18	13181		£919.67	£0.00	£919.67	1. CM	Wages -	Salary July 18 1010
BACS180724Y U	24/07/18	13180		£672.99	£0.00	£672.99	1. CM	Wages -	Salary July 18 1010
		13206/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop Delivery	1300
		13206/2		£39.50	£0.00	£39.50	1. CM	Post Office Shop stamps 2nd class large	1300
BACS180807P OSTSHOP	10/08/18	13206	2757	£42.49	£0.50	£41.99		Post Office Shop	2nd class large stamps x 50 1300
BACS180809A PB	10/08/18	13212		£1.00	£0.00	£1.00	5. OS	APB	SHAKESPEARE PARK FEES 5990
BACS180809B STONELIFE	10/08/18	13224		£342.00	£0.00	£342.00	1. CM	Braunstone Life	( Extra advert for August) 1360
BACS180809 CHAPMANS	10/08/18	13220		£15.00	£2.52	£12.48	5. OS	Chapmans Garden Machinery	6 tubes of grease 5610/1
BACS180809 GRIFFIN	10/08/18	13219		£52.30	£0.00	£52.30	7. CD	Griffin Designs	1 x Braunstone Town Council banner 7340
BACS180809I TSOLUTION	10/08/18	13221		£72.00	£12.00	£60.00	1. CM	IT Solutions	Ink Cartridge for TA printer 1420
BACS180809J TH	10/08/18	13207		£342.00	£57.00	£285.00	7. CD	JTH Concerts and Live Events	PA system for summer fete 7710/2
BACS180809 MARLOWE1	10/08/18	13223		£1,044.64	£174.10	£870.54	3. TA	Marlowe Fire & Security	RE: Quote 281891 Re fit a Nano single loop con 3610/3
BACS180809 MARLOWE2	10/08/18	13225		£199.20	£33.20	£166.00	3. TA	Marlowe Fire & Security Novel	call number : 2106488 3610/3
BACS180809 NOVEL	10/08/18	13218		£420.00	£70.00	£350.00	7. CD	Events	Surf simulator for Summer Fete 2018 7710/1
BACS180809 NPS	10/08/18	13226		£206.40	£34.40	£172.00	2. CC	NPS NIGEL SUMMERFIELD	Unblock mens urinals 2600
BACS180809P LATTS	10/08/18	13138		£198.32	£31.73	£166.59	5. OS	PLATTS HARRIS	2 bearings for ride on mower 5650
		13208/1		£2.99	£0.50	£2.49	1. CM	Post Office Shop	Delivery 1300
		13208/2		£58.00	£0.00	£58.00	1. CM	Post Office Shop	2ND CLASS SELF ADHESIVE X 100 1300

# Paid Expenditure Transactions

between 06/06/18 and 14/08/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180809P OSTSHOP1	10/08/18	13208	2739	£60.99	£0.50	£60.49		Post Office Shop	2nd class stamps 1300
		13213/1		£16.20	£2.70	£13.50	5. OS	Sharnford Tractors	CARRIAGE EXMN 150481/2 5630
		13213/2		£13.20	£2.20	£11.00	5. OS	Sharnford Tractors	CARRIAGE RETURN FLAILS 5630
		13213/3		£15.00	£2.50	£12.50	5. OS	Sharnford Tractors	CARRIAGE EXMN 150481/4 5630
BACS180809S HARNFORD	10/08/18	13213	2760	£44.40	£7.40	£37.00		Sharnford Tractors	CARRIAGE RETURN 5630
		13214/1		£294.84	£49.14	£245.70	2. CC	Sissons & Allen Ltd	LED Lamps as per picture provided 2600
		13214/2		£30.60	£5.10	£25.50	2. CC	Sissons & Allen Ltd	GU10 Lamps LED 2600
BACS180809S ISSONS	10/08/18	13214	2716	£325.44	£54.24	£271.20		Sissons & Allen Ltd	LAMPS 2600
BACS180809 WALKER	10/08/18	13209		£18.24	£3.04	£15.20	5. OS	Walkers Timber	Sawn and tanalised wood 5610/1
BACS180809 WICKSTEAD	10/08/18	13217		£2,882.52	£480.42	£2,402.10	5. OS	Wicksteed Leisure Ltd	Replacement safety surface for Holmfield Park a 5610/2
BACS180818 CHILLI1	10/08/18	13205		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	CHILLI CLEAN CC 2600
BACS180818 CHILLITA	10/08/18	13204		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	CHILLI CLEAN TA 3600
BCARD18062 1AMAZON01	21/06/18	13126		£10.50	£1.75	£8.75	2. CC	Amazon UK	GRIP BOND PRO GLUE 2610/1
DD1800515BD CPREMISES	15/06/18	13063		£295.00	£0.00	£295.00	1. CM	Blaby District Council	PREMISES LICENSE BLPR0081 1350
DD1800710KI NGS	10/07/18	13143		£77.04	£12.84	£64.20	2. CC	Kings Armoured Security Serv	Cash in transit 2580
		13061/1		£290.00	£0.00	£290.00	8. PE	Blaby District Council	Garden bags 8900/2
DD180501BD CGARDEN	15/06/18	13061		£290.00	£0.00	£290.00		Blaby District Council	Garden bags 8900/2
DD180531KIN GS	10/06/18	13052		£96.30	£16.05	£80.25	2. CC	Kings Armoured Security Serv	Cash in transit 2580
DD180607ES POPARK	14/06/18	13120		£51.01	£8.50	£42.51	5. OS	ESPO	CLEANING 5990
DD180611ENT RANETVOIP	11/06/18	13072		£84.47	£14.08	£70.39	1. CM	Entanet International Ltd	0116 2160508 VoIP 1400
DD180612ES POTACLEANI	14/06/18	13144		£89.56	£14.93	£74.63	3. TA	ESPO	CLEANING 3330

# Paid Expenditure Transactions

between 06/06/18 and 14/08/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD180613ENT RAADSLTA	14/06/18	13140		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893834 TA ADSL 05.06.2018 - 04.07.201 1400
DD180625ENT RAADSLCC	22/06/18	13123		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 CC ADSL 14.06.2018 - 13.07.2011400
DD180625ES POOFFICETA	25/06/18	13145		£64.80	£10.80	£54.00	1. CM	ESPO	OFFICE SUPPLIES 1300
DD180702BD CRATESCC	02/07/18	12798		£1,884.00	£0.00	£1,884.00	2. CC	Blaby District Council	N030002639 2460
DD180702BD CRATESTA	02/07/18	12903		£684.00	£0.00	£684.00	3. TA	Blaby District Council	RATES - N030084745 TA 3460
DD180703ENT RANET	09/07/18	13142		£100.30	£16.72	£83.58	1. CM	Entanet International Ltd	0116 2160508 VoIP 1400
		13141/1		£29.40	£4.90	£24.50	2. CC	Global Payments	THE PERIOD OF 01.05.2018 - 31.05.2018 2580
		13141/2		£52.21	£0.00	£52.21	2. CC	Global Payments	THE PERIOD OF 01.05.2018 - 31.05.2018 2580
DD180703GL OBAL	14/06/18	13141		£81.61	£4.90	£76.71		Global Payments	THE PERIOD OF 01.05.2018 - 31.05.2018 2580
DD180710BD CDOGWASTE	15/07/18	13157		£2,125.81	£354.30	£1,771.51	5. OS	Blaby District Council	DOG WASTE APRIL - JUNE 2018 5440
DD180710ENT RAADSLTA	13/07/18	13158		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893834 TA ADSL 05.07.2018-04.08.2018 1400
DD180710TG PTAGAS	22/06/18	13160		£324.94	£15.47	£309.47	3. TA	Total Gas & Power	GAS - THORPE ASTLEY 3430
DD180711ENT RANADCC	09/07/18	13139		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	0116 2824785 CC ADSL 01.07.2018 - 31.07.2011400
DD180711ICO	11/07/18	13161		£35.00	£0.00	£35.00	1. CM	Information Commissioners	Registration for Data Controller under the Data 1350
DD180711TG PMMELEC	20/07/18	13163		£969.57	£161.59	£807.98	3. TA	Total Gas & Power	ELECTRICITY -MM 3430
DD180711TG PTAELEC	20/07/18	13162		£891.37	£148.56	£742.81	3. TA	Total Gas & Power	ELECTRICITY - THORPE ASTLEY 3430
<b>Total</b>				£108,676.56	£4,026.60	£104,649.96			