

# ***BRAUNSTONE TOWN COUNCIL***

**TOWN COUNCILLOR**

**CANDIDATE INFORMATION PACK**

*February 2023*

# **COUNCILLOR CANDIDATE**

## **INFORMATION PACK**

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# Braunstone Parish

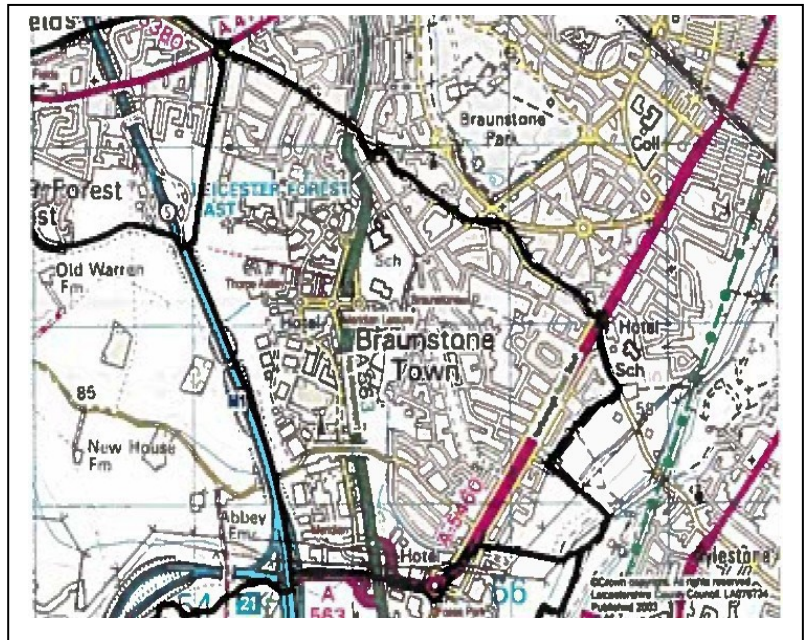
## Braunstone Town & Thorpe Astley

Braunstone adopted 'Town' status in 1977. In 1994 planning consent was granted for the new Thorpe Astley residential development. Other new residential developments which have recently received planning consent include the Thomas Cook and Jones & Shipman sites.

Braunstone Town is situated south west of the City of Leicester at the M1/M69 Junction 21. Due to its excellent transport links, the area has also attracted some large scale commercial developments including the Meridian Business Park and the Warner Brothers' Leisure Village.



These, together with Fosse Park, Grove Farm Triangle Shopping Centres and the new Everards Meadows, located adjacent to the southern boundary of the Town provide excellent employment and shopping opportunities.





# Braunstone Town Council

## Serving the Communities of Braunstone Town and Thorpe Astley

### THE TOWN COUNCIL – AN OVERVIEW



Braunstone Town Council is the Parish Council for Braunstone Town, including Thorpe Astley, and was first established in August 1927.

There are two other Councils which also serve the area:

- I. Blaby District Council – responsibilities include planning, waste & recycling and environmental health; and
- II. Leicestershire County Council – responsibilities include highways & transport, education & learning provision and social care.

Braunstone Town Council provides community and recreational facilities, together with social inclusion initiatives.

We provide two community centres (Braunstone Civic Centre and Thorpe Astley Community Centre), a sports pavilion at Shakespeare Park, six parks (three include recreation grounds), 10 playgrounds and various open spaces.

The Town Council also provides social inclusion services including crime reduction initiatives, a programme of events and a Customer Service Shop, which allows residents to access a range of Council services at Braunstone Civic Centre. The Council provides support for community groups and offers grant schemes for community groups, young people and individuals to support them with an opportunity that they would otherwise not be able to participate in.

The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

#### **MISSION STATEMENT** *We exist:*

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

*"Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

## ***THE COUNCIL***

The Council comprises 21 members, or Town Councillors, who are elected every four years. Each year the Council elects from amongst its number a Town Mayor, Deputy Town Mayor, Leader and Deputy Leader. The Town Mayor is the chair of the Council and a civic and ceremonial head, which includes being the town's "first citizen". The Leader is responsible for Council policy and strategy.

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Planning & Environment Committee. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public five clear days before the meeting date.

Meetings are usually held at Braunstone Civic Centre, however, on occasions meetings are also held at Thorpe Astley Community Centre. A structure chart of the Town Council's committee and decision-making process is enclosed.

## ***STAFF***

The Council employs a Chief Executive & Town Clerk to manage the legal, administrative and financial affairs of the Council, in accordance with its duties and responsibilities, to advise the Council on the development and implications of its strategies and policies and manage the services provided by the Council. The Chief Executive & Town Clerk is also the head of the paid service, which consists of 27 full and part-time staff, which includes managers, administrative, customer service, grounds and premises staff. An organisation structure chart is enclosed at Figure 1 in this handbook.

## ***OUR STRENGTHS***

We're the smallest unit of local government and that means we're closest to the people. We can address issues of local concern and speak up for the wishes of the local residents. We can represent the views of the Braunstone Town citizens and make these known to the larger District and County Councils or to other agencies and government bodies.

We don't have a bureaucratic or departmentalised structure so we can be responsive and flexible to meet our citizens' needs by directing our resources where most needed. We have a wide overview of the needs of the Town and because our Councillors live in the Town they can concentrate their work on the Town area and pursue Town-based initiatives.

The Council has established a Citizens' Advisory Panel, which any town resident can become a member of, meets approximately four times a year.

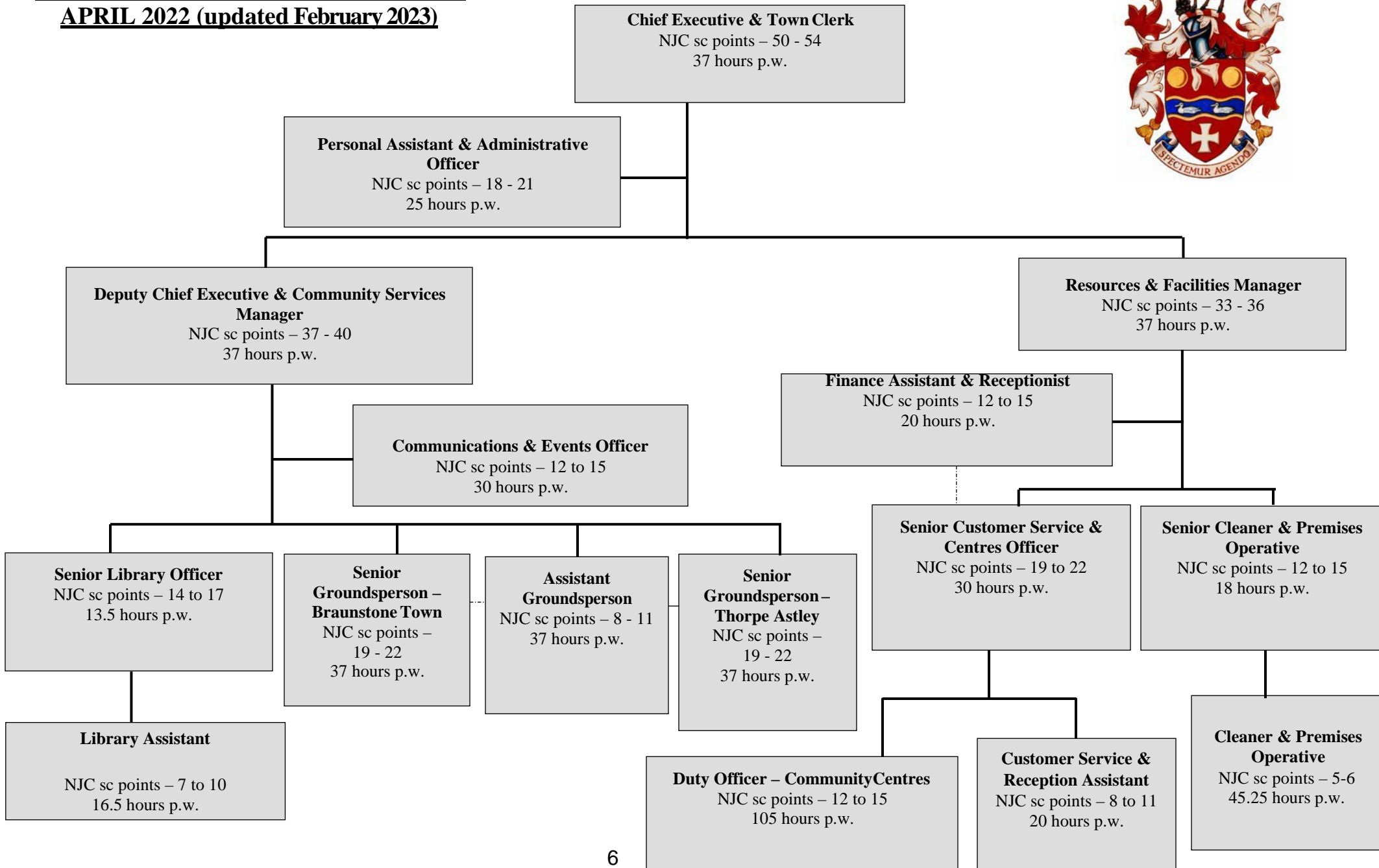
## ***.....AND OUR LIMITATIONS***

We're the smallest unit of local government and that means we don't have large resources.

Recently, as a result of Welfare Reforms we have received funding from Central Government in the form of Council Tax Support Grant (approximately £50,000 per annum), since the Welfare Reforms or changed the way in which the Council Tax is

**FIGURE 1**

**BRAUNSTONE TOWN COUNCIL**  
**STAFF ORGANISATION STRUCTURE**  
**APRIL 2022 (updated February 2023)**



calculated. However, this money is no longer passed to the Town Council by the District Council, meaning that the Town Council relies entirely on money raised via Council Tax and from fees and charges levied for using our community centres and sports pitches.

With a population of approximately 20,000, an annual operational budget of approximately ¾ million and 22 employees there are limits to what we can undertake. We need to ensure that we do not commit ourselves to activities beyond our expertise or financial resources.

### **Why become a Councillor?**

Being a Town Councillor is an enjoyable way of contributing to your community, and helping to make it a better place to live and work.

Councils need people standing for election who reflect their community. Those who are capable, vibrant, energetic and engaged, with a commitment to local people and a passion for change. No experience is necessary.

What matters in your local are?

- Things for young people todo?
- Community Safety?
- Parks & Open Spaces?
- Something Else?

Decisions made by Councillors affect the lives of everyone in your area. Contested seats strengthen democracy.

### **The Role of the Councillor**

Getting involved locally - as local representatives, Councillors have responsibilities towards their constituents and local organisations. These responsibilities and duties often depend on what the Councillor wants to achieve and how much time is available, and may include:

- Suggesting ideas
- Engaging in constructive debate
- Responding to the needs and views of the community
- Representing their constituents
- Behaving in an ethical way and being open about interests
- Going to meetings of local organisations
- Going to meetings of organisations affecting the wider community
- Taking up issues on behalf of members of the public
- Acting as a signpost for Council Services

Active Councillors make sure that their electorate know who they are and how they can be contacted. Councillors should encourage consultation of local residents on issues affecting the local area so they can best represent them.

## **National Code of Local Government Conduct**

Following an election, all newly elected and re-elected Councillors must sign a declaration to observe the Code of Conduct. Having agreed to abide by the code, Councillors must at all times (not only when acting as Councillor) avoid bringing the Council or their office into disrepute, or use their position as Councillor.

## **Register of Members Interests**

Within 28 days of the election a Councillor must register not only their own, but those of their spouse or partner's disclosable Pecunary Interest, with the District Monitoring Officer using a Register of Interests Form. A list of Pecunary Interests are attached to the Council's Code of Conduct. If any changes arise a Councillor must submit an amendment form to Monitoring Officer.

The Register of Interests are published on the principal authority's website and on the Town Council's website.

## **What training and support is available?**

An induction pack is issued to all Councillors upon being elected. Training sessions are regularly arranged by the Leicestershire and Rutland Association of Local Councils.

Councillors do not receive a salary. However, Braunstone Town Council pays an annual allowance to cover incidental expenses such as phone calls and mileage incurred while on council business.

## **Am I qualified?**

Yes – most people are. However, there are a few rules:

### You have to be:

- A British subject, or a citizen of the Commonwealth or the European Union and be 18 years of age or over
- A local government elector for the council area (see Figure 2) for which you want to stand; or
- Have during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in the council area; or
- Have during that same period had your principal or only place of work in the council area; or
- During that 12 month period resided in the council area or within 3 miles of the boundary

### You cannot become a Town Councillor if you:

- Are subject of a bankruptcy restriction order or interim order
- Have, within five years, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine
- You work for the council you want to become a Councillor for (but you can work for other local authorities, including the principal authorities that represent the same area).



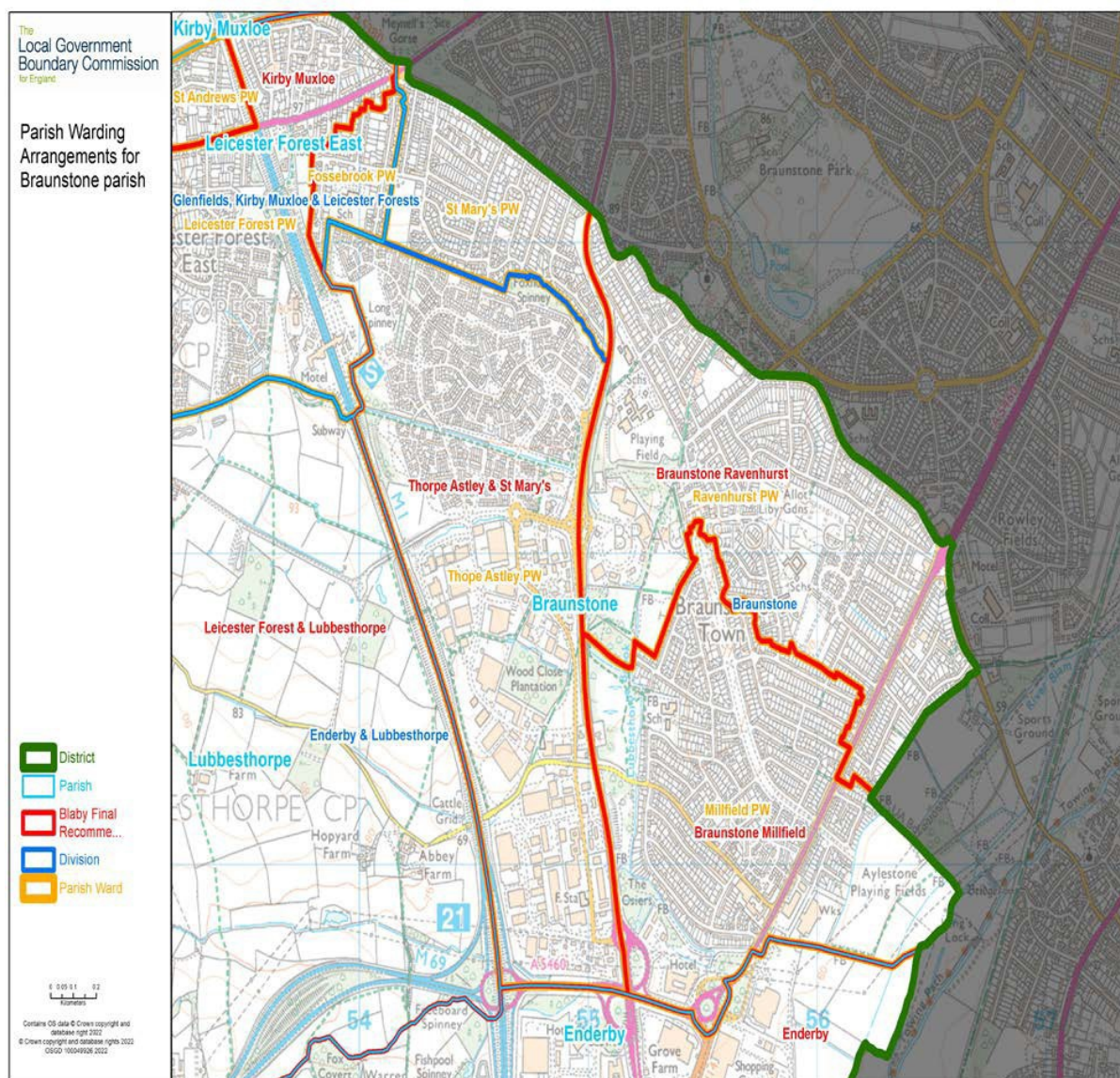
Anyone that is qualified is encouraged to become a Town Councillor, no matter what your background, age or whether you have a disability. The Council has an induction programme and training opportunities. It also has an Equality & Diversity Policy & Procedure, which sets out a process for requesting and considered reasonable adjustments to help accommodate those with disabilities and special needs.

**Dates for your Diary**

- Nomination period - 22<sup>nd</sup> March to 4pm 4<sup>th</sup> April
- Appointment of election agents - 4pm 4<sup>th</sup> April
- Register to vote - Midnight, Monday 17<sup>th</sup> April
- Postal vote applications - 5pm Tuesday 18<sup>th</sup> April
- Proxy applications - 5pm Tuesday 25<sup>th</sup> April
- Polling day - Thursday 4<sup>th</sup> May
- Election Count - Friday 5<sup>th</sup> May

**FIGURE 2**

You will represent one of the areas of the Parish known as Wards, which are highlighted in yellow



### **What do I do next?**

Once you have decided to stand for election as a Councillor, you will need to contact the Electoral Services team at Blaby District Council, 0116 272 7560 or email [electoral@blaby.gov.uk](mailto:electoral@blaby.gov.uk), who will provide you with a Nomination Pack for completion.

You will need to be proposed and then seconded by another person, see Figure 3.

**Figure 3**

We, the undersigned, being local government electors for the said *electoral division/ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate				
	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Secunder				

There are three forms you must submit to make your nomination valid;

- Nomination form
- Home Address form
- Consent to nomination

These must all be delivered **BY HAND**, and must be the originals – not copies. Any documents sent via email or fax will not be accepted.

If you are standing on behalf of a registered political party, you will also need:

- A certificate of authorisation
- An emblem request form if you want an emblem on the ballotpaper.

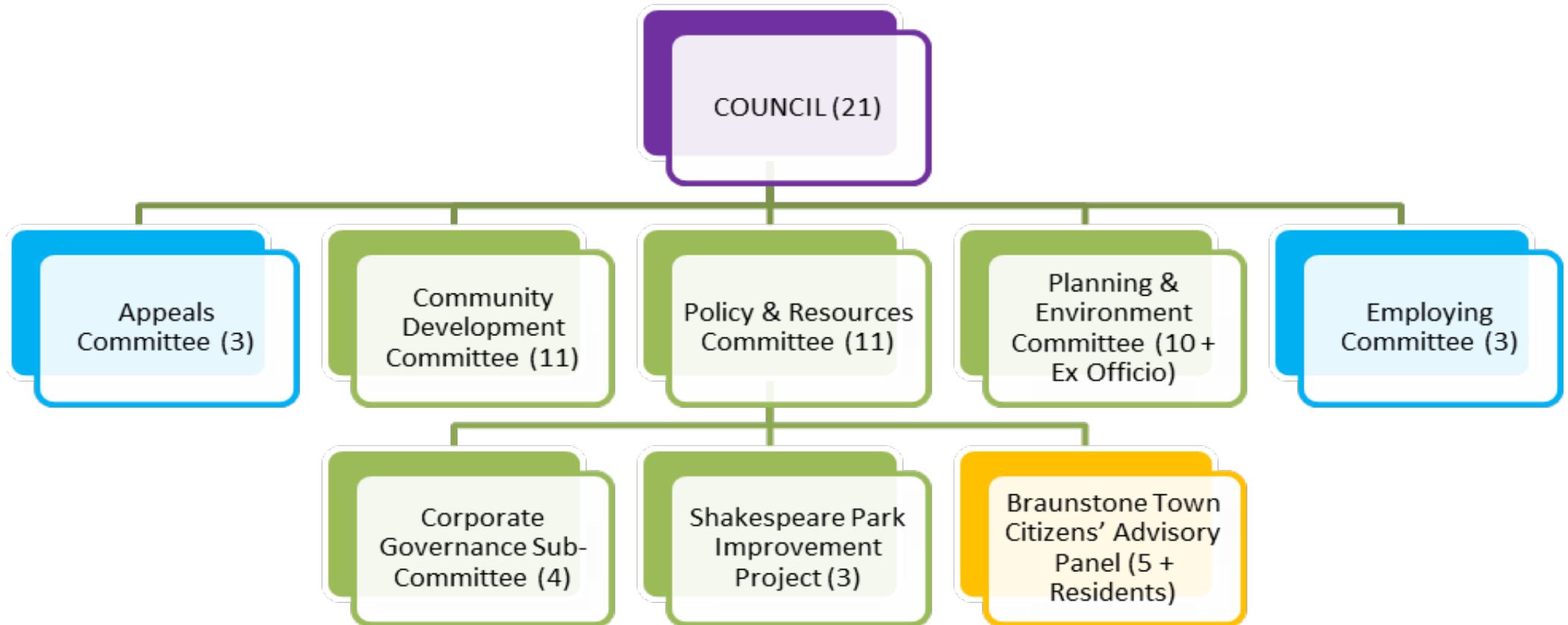
The independent group of the Local Government Association (LGA) has prepared a helpful guide for Councillors and candidates (please see below).

Full details of the electoral process including the nomination procedure are available on request using the contact form below.

<https://www.local.gov.uk/publications/stand-what-you-believe-be-councillor#be-a-councillor>

**BRAUNSTONE TOWN COUNCIL**

**COMMITTEE STRUCTURE / DELEGATED POWERS OF COMMITTEES**



## **APPEALS COMMITTEE**

Responsibility for considering all appeals provided for under the Council's Policy & Procedures, including staffing appeals (disciplinary, dismissal, grievance, job evaluation) and complaints appeals.

## **EMPLOYING COMMITTEE**

Responsibility for recruitment and selection and overall management, including appraisal and disciplinary of the Council's Executive Officer & Town Clerk.

## **COMMUNITY DEVELOPMENT COMMITTEE**

### **CRIME REDUCTION**

#### **CCTV**

Neighbourhood Watch

Promotion/Development & Liaison with Police & Co-ordinators

CCTV Loan System

Sale of Personal Alarms

Intruder Alarm Loan Scheme

Park Watch Scheme

### **YOUNG PEOPLE**

Braunstone Town Youth Council

Sports Development Plan

School Holiday Activities

Grants for Schools/Youth Clubs

### **SOCIAL INCLUSION RECREATION & CULTURE**

Community Grants

Arts/Entertainment Programme

Community Rooms (Free Use)

Joint Service Shop

Internet Access Point

Civic Functions

Town Mayor's Awards

Community Website

Social Partnerships including the disabled, Senior Citizens, etc.

## **PLANNING & ENVIRONMENT COMMITTEE**

Planning Applications

Local Plans

Transport Plans

Structure, Health and Housing Plans, etc

Community Appraisals

Air Quality Issues

Free Poop Scoop Scheme

Street Seats

## **POLICY & RESOURCES COMMITTEE**

### **ADMINISTRATION AND CAPITAL PROJECTS**

Capital Projects

Establishment

Staff Development

Strategic Policy and Budget

Service Development and Improvement

### **COMMUNITY CENTRES**

Hire Charges

Licensed Bar

### **OPEN SPACES/PARKS**

Sports Pitches

Hire Charges

Play Areas

## **SUB-COMMITTEES OF POLICY & RESOURCES COMMITTEE**

### **CORPORATE GOVERNANCE SUB-COMMITTEE**

Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements

### **SHAKESPEARE PARK IMPROVEMENT PROJECT SUB-COMMITTEE**

Responsibility for detailed oversight of the Shakespeare Park improvement and development project.

## **ADVISORY PANELS**

### **CITIZENS' ADVISORY PANEL**

Ensuring Community Engagement, Consultation and involvement in Town Council and Community Issues. Advising on the development of services and Council priorities.

## **KEY TO DIAGRAM**

(number of members)

**Green:** policy and service delivery Committee / Sub Committee with delegated powers

**Blue:** Staffing / quasi-judicial Committee

**Orange:** advisory group involving members of the public

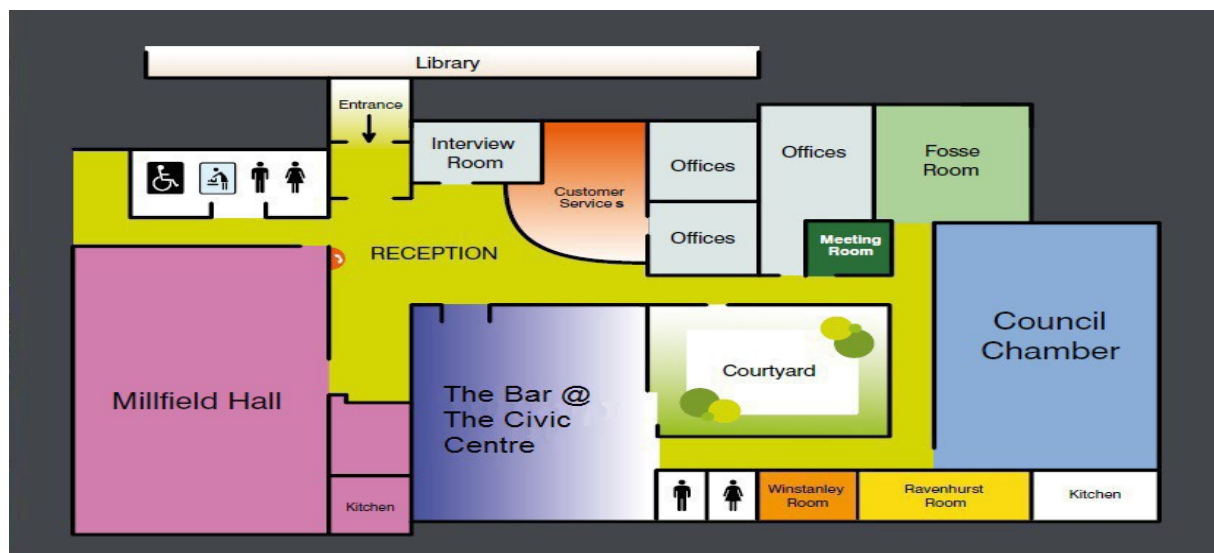
**BRAUNSTONE TOWN COUNCIL**  
**DRAFT SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2023/2024**

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
<b>2023</b>					
<b>MAY</b>			<b>DECEMBER</b>		
THUR 4	7.30pm	Local Elections	THUR 7	7.30pm	Community Development
THUR 11		No Meeting	THUR 14	7.30pm	Planning & Environment
THUR 18	7.30pm	<b>ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL</b>	THURS 21		No Meeting
THUR 25	7.30pm	Community Development	THUR 28		BANK HOLIDAY
			<b>2024</b>		
<b>JUNE</b>			<b>JANUARY</b>		
THUR 1	7.30pm	Citizens' Advisory Panel	THUR 4		BANK HOLIDAY
THURS 8	7.30pm	Planning & Environment	THUR 11	7.30pm	Policy & Resources ( <i>Precept</i> )
THUR 15	7.00pm 7.30pm	Corporate Governance Policy & Resources	THUR 18		No Meeting
THUR 22		No Meeting	THUR 25	8.00pm	<b>COUNCIL (<i>Precept</i>)</b> <i>Precept Deadline: 1<sup>st</sup> Feb</i>
THUR 29	8.00pm	<b>COUNCIL (<i>Accounts</i>)</b>			
			<b>FEBRUARY</b>		
THUR 6	7.30pm	Community Development	THUR 1	7.30pm	Community Development
THUR 13		SUMMER BREAK	THURS		No Meeting
THUR 20		SUMMER BREAK	THUR 15	7.30pm	Planning & Environment
THUR 27		SUMMER BREAK	THUR 22		No Meeting
			THUR 29	7.30pm	Citizens' Advisory Panel
<b>AUGUST</b>			<b>MARCH</b>		
THUR 3		SUMMER BREAK	THUR 7	7.30pm	Policy & Resources
THUR 10		SUMMER BREAK	THUR 14		No Meeting
THUR 17		SUMMER BREAK	THUR 21	8.00pm	COUNCIL
THUR 24	7.30pm	Planning & Environment	THUR 28	7.30pm	Community Development
THUR 31	7.30pm	Citizens' Advisory Panel			
			<b>APRIL</b>		
<b>SEPTEMBER</b>			THUR 4		EASTER BREAK
THUR 7	7.30pm	Policy & Resources	THUR 11		EASTER BREAK
THUR 14		No Meeting	THUR 18	7.30pm	Planning & Environment
THUR 21	8.00PM	<b>COUNCIL</b>	THUR 25	7.30pm	Policy & Resources
THUR 28		No Meeting			
			<b>MAY</b>		
THUR 5	7.30pm	Community Development	THUR 2		BANK HOLIDAY
THUR 12		No Meeting	THUR 9	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL</b>
THUR 19		No Meeting	THUR 16		
THUR 26	7.30pm	Planning & Environment			
<b>NOVEMBER</b>			<p>ANNUAL MEETING - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)</p> <p>ANNUAL TOWNS MEETING - The Parish meeting in England must assemble annually on some day between 1<sup>st</sup> March and 1<sup>st</sup> June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).</p>		
THUR 2	7.30pm	Policy & Resources			
THUR 9		No Meeting			
THUR 16	8.00pm	COUNCIL			
THUR 23		No Meeting			
THURS 30	7.30pm	Citizens' Advisory Panel			

# TOWN COUNCIL SERVICES

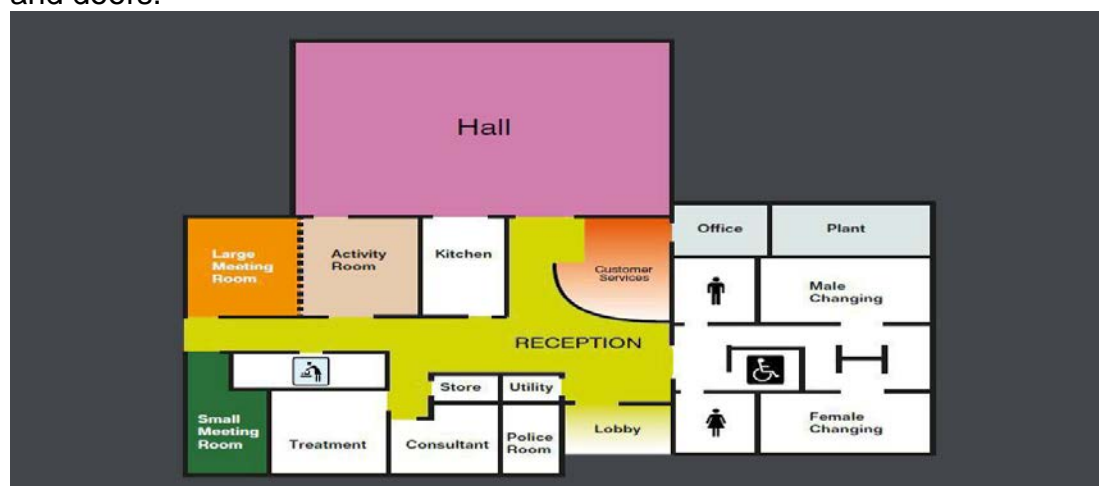
## ***Braunstone Civic Centre***

Braunstone Civic Centre is licensed for music, singing and dancing. A theatre license may be obtained by prior arrangement. Guide Dogs, Hearing & Guide Dogs are welcome in all areas of the Civic Centre. Wheelchair users and pushchairs are catered for as the Civic Centre is a single story building with easy access to all areas with no steps and wide corridors and doors.



## ***Thorpe Astley Community Centre***

Thorpe Astley Community Centre is licensed for music, singing and dancing. Guide Dogs, Hearing & Guide Dogs are welcome in all areas of the Community Centre. Wheelchair users and pushchairs are catered for as the Community Centre is a single story building with easy access to all areas with no steps and wide corridors and doors.



# Parks & Open Spaces

The Town Council is responsible for maintaining the Town's open spaces and parks, the objectives of the Town Council in this respect is:



- to provide and maintain parks and open spaces to a high standard;
- to provide quality sports facilities to meet identified needs;
- to provide and maintain play equipment to a high and safe standard; and
- to help fight pollution by planting trees on our parks.

The Town Council employs three parks staff:

- Senior Groundsperson responsible for Open Spaces and Parks in Braunstone Town
- Senior Groundsperson responsible for Open Spaces and Parks in Thorpe Astley
- Assistant Groundsperson

We have a secure depot and workshop located on Mossdale Meadows for storage of parks equipment.



**LOCAL ACCESS TO**

**LOCAL SERVICES**

**Customer Service Shop**

Braunstone Civic Centre  
Monday – Friday 9am – 5pm (exc.  
Bank Holidays)  
0116 289 0045  
enquiries@braunstonetowncouncil.org.  
uk

- All Town Council Service Enquiries
- Room and Pitch Hires
- Citizens Advice Bureau
- Fault Reporting
- Reporting abandoned vehicles
- Issue of Poop Bags
- 'What's On' Ticket Sales
- Join Neighbourhood Watch
- Concessionary Travel Leaflets
- Photocopying/Fax Service
- Radar Keys
- Parks and Green Spaces queries



## **Community Grant Schemes**

Braunstone Town Council has several grant schemes available that local community groups can apply for!

- Community Group Grant to support groups with services, equipment, running costs etc. Up to £300 available per group per year or up to £500 for formation of new groups not already available.
- Individual Grants to support Braunstone Town residents with outstanding skills/talent to develop their skills or to support opportunities to progress. Up to £300 available.
- Community/Social Inclusion Projects by non-profit organisations to support over 60's and vulnerable adults in Braunstone Town and to reduce loneliness and isolation of residents. Up to £200 is available for one-off events and up to £500 for on-going and sustainable projects.

## **Programme of Events**

The sponsored Programme of Events is a partnership between the Town Council and local community groups and charities to help raise funds for worthwhile causes whilst supporting a Programme of Events held at the Braunstone Civic Centre or Thorpe Astley Community Centre. The Town Council and group jointly host the events taking place but the group receives the NET profits made from the function.

### **Summer Fete**

The Town Council organises a Summer Fete every year on Mossdale Meadows. This community event includes stalls, bouncy castles, dog show, food stalls, rides, music and dance displays and is very well attended every year. Charges are made for the hire of a stall which is donated to the Town Mayor's charity for the year. The event typically takes place in the first week of August and is the biggest event the Town Council organises.

### **Apple Day**

In October each year the Council arranges Apple Day at the Community Orchard on Franklin Park. The event includes the community picking fruit from the orchard and making apple juice to sample, there are also a small number of stalls, bouncy castle, food van and activities for all the family. Again this has become a very popular event in the calendar and well attended by the community.

## **Braunstone Town Community Library**

In 2019 Braunstone Town Council took over the management of the Braunstone library from Leicestershire County Council. Since 2021 numerous projects and activities now take place in the library including a weekly coffee morning, Storytime sessions and a Craft and Chatter event which are organised and run by our very dedicated volunteers. We have also arranged other events such as Arts & Crafts Workshops, Yoga and Relaxation workshops, art and vinyl events and a Spring event in March 2022. The library has now become more than a place to borrow books and is now a community hub.



## **Events at the Library**

Here is a list of the events currently going on in the library.

**Monday 2pm to 4pm Craft & Chatter** – craft group just started for people to come along and craft, bring their own crafts and hobbies in for chatter and coffee

**Wednesday 10am – 11.45pm Coffee morning** – a chance for people to come together for a natter, tea/coffee, biscuits and sometimes cake

**Friday 10.30am – 11.30am – Story time for young children** – come along for an hour of story, song and games

Volunteers run our weekly activities in the library and we are always looking for new volunteers to help out with our existing activities or even starting up new initiatives.

## LOCAL SERVICES - COUNCIL RESPONSIBILITY

	 Leicestershire County Council	 Blaby District Council <i>the heart of Leicestershire</i>	 Braunstone Town Council
Benefits (Housing/Council Tax)		√	
Building Control		√	
Community Centres			√
Community Development		√	√
Community Safety		√	√
Country Parks	√		
Economic Development	√	√	
Education	√		
Elections		√	
Emergency Planning	√		
Environmental Health		√	
Events			√
Grants	√	√	√
Highways & Footpaths	√		
Housing		√	
Leisure & Recreation		√	
Libraries	√		√
Licensing		√	
Local Taxation Collection		√	
Open Spaces		√	√
Parks & Recreation Grounds			√
Passenger Transport	√		
Planning Applications		√	
Playgrounds			√
Public Health	√		
Public Rights of Way	√		
Registrar (Births, Marriages, Deaths)	√		
School Admissions	√		
Social Care	√		
Social Inclusion Initiatives	√	√	√
Sports Pitches & Facilities		√	√
Street Cleansing		√	
Strategic Planning	√		
Street Trading		√	
Trading Standards	√		
Transport Planning	√		
Tourism		√	
Waste & Recycling Collection		√	
Waste Disposal	√		