



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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

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17th June 2024

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the **Council Chamber** at Braunstone Civic Centre on **Thursday 27th June 2024** commencing at **8.00pm** for the transaction of the business set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/84961850449?pwd=oznR0DDrjEG9GuSny0pGZDI1Y8SERm.1>

Meeting ID: 849 6185 0449

Passcode: 822448

Yours sincerely,

Darren Tilley
Chief Executive & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

A G E N D A

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. **Minutes**
To confirm the accuracy of the Minutes of the Annual Meeting of Braunstone Town Council held on 9th May 2024 to be signed by the Chairperson (**Enclosed**).
4. **Public Session**
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.
5. **Co-Option to Vacancy on the Council**
To consider expressions of interest and to co-opt a member to fill the vacancy on the Council for the Millfield Ward (**Enclosed**).
6. **Internal Audit Report 2023/2024 and Internal Audit arrangements 2024/2025**
To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2024 and to appoint an Internal Auditor for 2024/2025 (**Enclosed**).
7. **Annual Governance Statement 2023/2024**
To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2024 and to authorise the completion and submission of the Annual Governance Statement 2023/2024 accordingly (**Enclosed**).
8. **Accounting Statements 2023/2024**
To receive the End of Year Accounts for the financial year ended 31st March 2024 and to adopt and submit the Accounting Statements 2023/2024 accordingly (**Enclosed**).
9. **Announcements**
To receive announcements/reports (if any):
 - a) Town Mayor,
 - b) Leader of the Council,
 - c) Chief Executive and Town Clerk.

10. County and District Councillor Reports

To receive reports from the Town's elected representatives on:

- a) Leicestershire County Council
- b) Blaby District Council

11. Questions from Councillors

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

12. Reports of Standing Committees

To receive reports and minutes of Standing Committees (**Enclosed**):

- a) Extraordinary Planning & Environment Committee 16/05/2024 p7963
- b) Community & Development Committee 16/05/2024 p7966
- c) Planning & Environment Committee 06/06/2024 p7974
- d) Corporate Governance Sub-Committee 13/06/2024 p7982
- e) Policy & Resources Committee 13/06/2024 p7987

13. Motions on Notice

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

14. Sealing of Documents

To authorise the sealing of documents (if any).

Next Scheduled Meeting: 8pm, Thursday 26th September 2024.

*Deadline for submission of Questions on Notice and Motions on Notice:
12noon, Tuesday 17th September 2024.*



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 THE ANNUAL COUNCIL MEETING

9TH MAY 2024 at 8.00PM

PRESENT: Councillor Tracey Shepherd (Town Mayor), Councillor Paul Kennedy (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown, Alex DeWinter, Andrew Evans, Richard Forrest, Sam Fox-Kennedy, Leanne Lee, Rebecca Lunn, Sam Maxwell, Gary Sanders, Darshan Singh, Christiane Startin-Lorent, Marion Waterton, Robert Waterton and Mark Widdop.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk, Lydia Assi, Resources & Facilities Manager and Debbie Almey, Personal Assistant & Administrative Officer.

There was 1 member of the public present at the meeting.

COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR

6214 Election of Town Mayor

As retiring Town Mayor, Councillor Tracey Shepherd called for nominations for the Office of Town Mayor for the year 2024/2025.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Councillor Paul Kennedy be elected Town Mayor for 2024/2025.

Councillor Paul Kennedy duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by his predecessor, Councillor Tracey Shepherd.

COUNCILLOR PAUL KENNEDY, TOWN MAYOR, IN THE CHAIR

Councillor Paul Kennedy announced that his wife, Sam Fox-Kennedy, would be his Consort during his year as Town Mayor.

The Mayoral Charity for the year would be Prostrate Cancer UK. Councillor Paul Kennedy welcomed Micke Ince, a volunteer from the Charity, who spoke to the Council about the important work of Prostate Cancer UK and why they relied upon charitable donations.

6215 Vote of thanks to Retiring Town Mayor

Council considered a vote of thanks to the retiring Town Mayor, Councillor Tracey Shepherd.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Councillor Tracey Shepherd be thanked for her service to the Town as Town Mayor and also to her late mum, Pauline, for her support to the Town Mayor as Consort.

The Town Mayor, Councillor Paul Kennedy, then presented Councillor Tracey Shepherd with her Past Town Mayor's Medallion.

6216 Election of Deputy Town Mayor

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2024/2025.

It was proposed by Councillor Anthea Ambrose and seconded by Councillor Nick Brown and was

RESOLVED that Councillor Marion Waterton be elected Deputy Town Mayor for 2024/2025.

Councillor Marion Waterton duly signed the formal Declaration of Acceptance of Office and was invested with the Deputy Town Mayor's Badge of Office by the Town Mayor.

6217 Apologies

An apology for absence was received from Councillor Satindra Sangha.

6218 Disclosures of Interest

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

6219 Public Session

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 was 1 member of the public present at the meeting.

6220 Minutes

The Minutes of the meeting of Braunstone Town Council held on 21st March 2024 were circulated (item 7 on the agenda).

It was proposed by the Town Mayor (Councillor Paul Kennedy) and seconded by the Deputy Town Mayor (Councillor Marion Waterton) and was

RESOLVED that the Minutes of the meeting of Braunstone Town Council held on 21st March 2024 be approved and signed by the Chairperson as a correct record.

6221 Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

Council reviewed the Council's Standing Orders, Financial Regulations, Scheme of delegation and Councillor Code of Conduct (item 8 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED

1. that the proposed amendments to the Council's Standing Orders, as highlighted at Appendix 1, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out at Appendix 2, be approved;
3. that the proposed amendments to the Council's Scheme of Delegation, as set out in Appendix 3, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

Reasons for Decision

1. *To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
2. *To accommodate provisions relating to the use of reserves in annual budgets, as set out in the Reserves Policy.*
3. *To give clarity to intended meaning, deal with matters at the most appropriate level and provide for routine and operational decisions to be made.*
4. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

6222 Appointment of Leader and Deputy Leader of the Council

Council considered the appointment of Leader of the Council and Deputy Leader of the Council for the Council Year 2024/2025.

It was proposed by Councillor Robert Waterton and seconded by Councillor Gary Sanders and was

RESOLVED that Councillor Nick Brown be elected Leader of the Council and Councillor Anthea Ambrose be elected Deputy Leader of the Council for 2024/2025.

6223 Establishment of Standing Committees, Sub-Committees and Advisory Panels

Council considered establishing, confirming terms of reference, and making appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (item 10 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED

1. that the following Standing Committees be established, the terms of reference approved and the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Appeals Committee (3 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Shabbir Aslam (Chair)
Cllr Gary Sanders (Vice-Chair)
Cllr Leanne Lee

Community Development Committee (12 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Anthea Ambrose (Chair)	Cllr Sam Fox-Kennedy
Cllr Rebecca Lunn (Vice-Chair)	Cllr Satindra Sangha
Cllr Sevim Aslan	Cllr Tracey Shepherd
Cllr Alex DeWinter	Cllr Christiane Startin-Lorent
Cllr Andy Evans	Cllr Marion Waterton
Cllr Richard Forrest	Cllr Mark Widdop

Employing Committee (3 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Sam Maxwell

Planning & Environment Committee (11 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Robert Waterton (Chair)	Cllr Leanne Lee
Cllr Sam Maxwell (Vice-Chair)	Cllr Gary Sanders
Cllr Anthea Ambrose	Cllr Darshan Singh
Cllr Nick Brown	Cllr Marion Waterton
Cllr Richard Forrest	Cllr Mark Widdop
	<i>One Vacancy to be filled.</i>

Policy & Resources Committee (11 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)	Cllr Rebecca Lunn
Cllr Anthea Ambrose (Vice-Chair)	Cllr Sam Maxwell
Cllr Shabbir Aslam	Cllr Gary Sanders
Cllr Andy Evans	Cllr Tracey Shepherd
Cllr Leanne Lee	Cllr Christiane Startin-Lorent
	Cllr Robert Waterton

2. that the following Sub-Committees and Advisory Panels be established, the terms of reference approved and that the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Citizens' Advisory Panel (5 members)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Gary Sanders (Chair)
Cllr Leanne Lee (Vice-Chair)
Cllr Sam Fox-Kennedy
Cllr Darshan Singh
One Vacancy to be filled.

Corporate Governance Sub Committee (4 members)

Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements, including Audit to undertake an annual review of automatic payments under Financial Regulations 6.6 to 6.8.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Andy Evans
Cllr Tracey Shepherd

Reason for Decision

To enable the efficient and effective transaction of the Council's business.

6224 Appointments to Outside Bodies

Council considered appointing representatives to the following Outside Bodies:

- a) Braunstone West Social Centre (1 representative),
 - b) Leicestershire and Rutland Association of Local Councils – Annual General Meeting (1 representative), and
 - c) Shakespeare Park Sports Pavilion Management Association (2 representatives),
- and reviewed arrangements for reporting back (item 11 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that appointments be made to Outside Bodies, with reporting back arrangements, as follows:

- a) Braunstone West Social Centre (1 member)
To report to the Community Development Committee.
Cllr Rebecca Lunn
- b) Leicestershire & Rutland Association of Local Councils – Annual General Meeting (1 member)
To report to the Policy & Resources Committee.
Cllr Nick Brown
- c) Shakespeare Parks Sports Pavilion Management Association (2 members)
To report to the Policy & Resources Committee.
Cllr Andy Evans
Cllr Sam Maxwell

Reason for Decision

To ensure appointments were made where there were requests for the Town Council to be represented and to ensure that Councillors had the opportunity to receive feedback and engage with the work of outside bodies.

6225 Request for Approved Absence – Councillor Satindra Sangha

Council considered an absence request in accordance with Section 85 of the Local Government Act 1972 (item 12 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Councillor Satindra Sangha's request for her absence to be approved, in accordance with Section 85(1) of the Local Government Act 1972, be accepted and agreed.

Reason for Decision

Councillor Satindra Sangha had requested on 1st May 2024 that the Council approve her absence due to illness.

6226 Annual Report 2024

The Council received, for consideration and adoption, the Annual Report 2024 (item 13 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose, and was

RESOLVED that the Annual Report 2024, attached as Appendix 1 to the report, be received and adopted.

Reason for Decision

To report on the Town Council's achievements and to set out its priorities for the forthcoming year.

6227 Schedule of Meetings

Council received the proposed Schedule of Meetings for 2024/2025 for consideration and adoption (item 14 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that the schedule of Council and Committee Meetings for 2024/2025, as circulated as item 14 on the agenda, be approved.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations.

6228 Announcements

a) Town Mayor

The Town Mayor, Councillor Paul Kennedy, made the following announcements:

- (a) that his first engagement would be the Palace Garden Party on 21st May at Buckingham Palace;
- (b) on the 31st May he would be attending the Buzzing Roots Summer Concert and Summer Ball in the Millfield Hall at Braunstone Civic Centre;
- (c) he would be hosting the Town's official commemoration of the 80th Anniversary of the D-Day landings at 11am on Thursday 6th June at the Civic Memorial Garden; and
- (d) Thorpe Astley on the Beach was back this year and Councillor Kennedy would be there on Saturday 8th June from 11am.

b) Leader of the Council

Councillor Nick Brown reminded Councillors of the Meridian Park Site visit on Friday 10th May 2024 at 5pm.

c) Chief Executive and Town Clerk

The Chief Executive and Town Clerk reported that Councillor Imran Uddin had resigned and a notice of vacancy for electors to decide whether to call a by-election had been published.

6229 County and District Councillor Reports

a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

- a) The new Welcome to Braunstone Town signage had been installed, which had been funded using the County Council Highway Fund;
- b) The drop kerb to connect Lubbesthorpe Way to the new Cycle link needed more work, including signage which she would follow up;
- c) Councillor Hack had noted that double yellow lines had been installed outside the Audi garage on Narborough Road South but it was agreed that more needed to be done as there were still issues with parking;
- d) Gateway Planters had been installed but not filled with soil and this was being followed up; and
- e) Councillor Hack would be following up on the lamp post testing since she had not heard anything further.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the following matters:

- a) Reported that the last Council meeting had been cancelled due to lack of business on the agenda; and
- b) New local plan was in the process and included the potential designation of Enderby Golf Course for housing which could prove to be controversial.

Councillor Robert Waterton, as District Councillor for Ravenhurst Ward, reported on the following matters:

- a) Braunstone Town Conservation area was now moving towards consultation after two years of talks; and
- b) Enderby Hub planning application had been rejected was now being appealed.

Councillor Alex DeWinter, as District Councillor for Thorpe Astley Ward, reported that he was awaiting a response from Leicestershire County Council regarding Children's homes and how they could be managed effectively.

6230 Reports of Standing Committees: Community Development Committee – 28th March 2024

Council received the Report of the Community Development Committee meeting held on 28th March 2024 (p7928 – 7935).

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

6231 Reports of Standing Committees: Planning & Environment Committee – 18th April 2024

Council received the Report of the Planning & Environment Committee meeting held on 18th April 2024 (p7936 – p7946).

Page 7937 & 7938, Minute 81 – Planning and Licensing Applications dealt with under Delegated Authority

In respect of application numbers 24/0099/FUL and 24/0102/FUL, which related to Change of Use from dwelling house to residential home; Councillor Robert Waterton advised that Blaby District Council's Scrutiny Panel would be looking at the number of planning applications for change of use from dwellings to children's home to ascertain what legislative powers/policies could be put in place.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

6232 Reports of Standing Committees: Policy & Resources Committee – 25th April 2024

Council received the Report of the meeting of Policy & Resources Committee on 25th April 2024 (p7947– p7957).

It was moved by Councillor Nick Brown and

RESOLVED that the report by adopted.

6233 Sealing of Documents

There were no documents for sealing.

The meeting closed at 9.30pm.

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 27th June 2024.

BRAUNSTONE TOWN COUNCIL

27th JUNE 2024

Item 5 – Co-Option to Vacancy on the Council

Purpose

To consider expressions of interest and to co-opt a member to fill the vacancy on the Council for the Millfield Ward.

Town Councillor Vacancy

A Notice of vacancy in the Office of Town Councillor was published on 29th April 2024 for the Millfield Ward, following the resignation of Imran Uddin. A request for an election was not received within the required 14 days.

Public elections will not be held until May 2027; therefore, for the interim period the vacancy can be filled by co-option, voted for by the incumbent members of Braunstone Town Council.

Standing Order 4.9a sets out that “the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest”. Therefore, a Notice of vacancy in the Office of Town Councillor was published on 7th June 2024.

Qualification for holding the Office of Town Councillor

To qualify for co-option, the candidate must:

- be either a British, Commonwealth or European Union citizen;
- on the ‘relevant date’ (i.e. on the day of co-option) be 18 years of age or over; and
- not be debarred from standing as a Councillor.

additionally, the candidate must meet one of the following four qualifications:

1. a local government elector in Braunstone Parish; or

have during the whole of the 12 months preceding the day of co-option:

2. occupied as owner or tenant any land or other premises in Braunstone Parish; or
3. had his/her principal or only place of work in Braunstone Parish; or
4. resided in Braunstone Parish or within three miles of the boundary.

Applications

Any person interested in being co-opted as a Braunstone Town Councillor had to apply in writing to the Chief Executive & Town Clerk by 12noon on Monday 17th June 2024.

One expression of interest was received, on 14th June 2024, from Garry Dulon, which is attached at Appendix 1.

Garry Dulon has been invited to attend the Council meeting on Thursday 27th June 2024 to present his case to be co-opted as a Town Councillor and answer any questions.

Considering the Application

The Town Mayor will invite Garry Dulon to address Council for no more than 5 minutes explaining how he intends to serve as a Town Councillor.

After he has made his address, there will be an opportunity for Town Councillors to ask questions of clarification on the expression of interest and the address. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.

Making the Decision

During the debate and voting, Garry Dulon will be asked to wait outside the room.

A formal motion must be put to Council, seconded and voted upon in order for the co-option to take place, which, if approved, will take immediate effect.

After the voting, Garry Dulon will be invited back into the room and informed of the result.

If the decision is to co-opt, then he will make and sign his declaration of acceptance of office and take up his seat among the members of the Council.

If the decision is not to co-opt, then expressions of interest will again be invited for consideration at the following Council meeting.

APPENDIX 1

Garry Dulon
** ***** **
Leicester
LE3 **

Dear Mr Tilley,

I would like to take this opportunity to apply and be co-opted as a Braunstone Town Councillor for the Millfield ward. I have lived in the local area all my life and have, over the years, become more interested in the local politics of the area. It is my belief that as a town Councillor I will contribute to our community and help to make it a better, safer place to live and work for all.

As councillors there are three main components to the job role, including: Decision making, monitoring and being a presence for the constituency members. To this end, my role as an employee and representative of a leading water company in the UK, and an experienced operative put me in good stead for all of the roles and responsibilities that entail a town councillor.

In addition to this, I feel that I am an exceptional communicator who has a positive influence and great listening skills with my fellow colleagues with whom the younger apprentices look up to on a day to day basis. I am highly organised, methodical and adept at time management and I feel this is all essential in the role of a town councillor. I would be dedicated in attending meetings and contributing my ideas about local politics when and if appropriate.

The town councillor role would be both rewarding and a privilege as it is one of the most important public service roles. I am completely dedicated and acknowledge the commitment and hard work that the role requires.

Regards

Garry Dulon

BRAUNSTONE TOWN COUNCIL

27th JUNE 2024

Item 6 – Internal Audit Report 2023/2024 and Internal Audit arrangements 2024/2025

Purpose

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2024 and to appoint an Internal Auditor for 2024/2025.

Roles and Responsibilities

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the 'Local Councils in England – Annual Governance and Accountability Return'.

The Council is required to appoint an Internal Auditor who is independent of the Council's Governance and Financial arrangements.

The internal auditor is responsible for reporting to the Council on the adequacy of the systems of internal control.

Scope of Audit and Reporting Requirements

In carrying out the internal audit, the auditor will have full regard to the guidance on Internal Audit set out in "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" (March 2023) published by the Joint Panel on Accountability & Governance. Section 4 sets out "Non-statutory guidance for internal audit at smaller authorities".

The Internal Auditor:-

- provides the Council with a written report of findings upon completion of the audit; and
- completes and signs the Internal Audit Section of the Annual Governance and Accountability Return.

Audit Timetable

Unless specifically required by the Council at any other stage during the financial year, the internal audit will commence after the end of year accounts have been finalised by the Responsible Financial Officer and prior to the meetings of Corporate

Governance Sub-Committee and Policy & Resources Committee in June which will consider the Annual Governance Statement and Accounting Statements alongside the Internal Audit Report.

Appointment of Internal Auditor

The Town Council has used the Leicestershire and Rutland Association of Local Councils (LRALC) Internal Audit Service since 2017/18 which, for a fee, provides any member Council with a continually trained and developed, competent, independent, and indemnified Internal Auditor.

Having received the Internal Audit for 2022/23, the Council agreed on 29th June 2023 (minute 6142) *“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 2024”*. The fee, based on our electorate of 12,451, is £495.

Internal Audit for 2023/2024

The person appointed by LRALC to undertake Braunstone Town Council’s Internal Audit for the year ended 31st March 2024 is Hannah Shaw.

The Internal Audit was undertaken remotely during April and May and the Internal Auditor conducted a meeting with the Chief Executive & Town Clerk on Wednesday 8th May 2024. A copy of the Internal Audit Report is attached at Appendix 1.

The Internal Auditor has completed the appropriate section of the Annual Governance and Accountability Return, which is attached at Appendix 2.

The Responsible Financial Officer has reviewed its recommendations, and in consultation with the Council’s Management Team, has drafted a response to the Internal Auditor’s Recommendations, which is attached at Appendix 3.

Recommendations from Internal Audit 2022/2023

Two recommendations were made by the Internal Auditor in 2023 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2023. All actions in the Action Plan were considered/implemented. The updated Financial Regulations were approved by the Annual Council meeting on 9th May 2024 (Council Minute 6221).

Arrangements for 2025/2026 Internal Audit

This is the seventh year that the Council has used the Internal Audit service provided through Leicestershire and Rutland Association of Local Councils. Given the service is both competent and represents value for money; it is recommended that the Council appoint Leicestershire and Rutland Association of Local Councils to be the Council’s Internal Auditor for 2025/26.

Committee consideration of Internal Audit Report

The Internal Auditor's Report and associated Action Plan was considered by both Corporate Governance Sub-Committee and Policy & Resources Committee on 13th June 2024 (Minute 7).

Both the Corporate Governance Sub-Committee and Policy & Resources Committee noted that in respect of Internal Control Objective D, the level of general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39; and that the Internal Auditor was satisfied that in all significant respects all other Internal Control Objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.

Both the Corporate Governance Sub-Committee and Policy & Resources Committee supported the proposed action plan to address the Internal Auditor's recommendations.

Recommendations

1. That the Internal Audit Report (attached at Appendix 1 of the report) and assessment of the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. 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 2025.

Reasons

1. The Internal Auditor, having tested all the aspects of the Council's internal controls:
 - i. noted that in respect of Internal Control Objective D, the level of general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39; and
 - ii. was satisfied that in all significant respects all other Internal Control Objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.
2. To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.
3. To ensure arrangements were in place for compliance with Accounts and Audit Regulations.

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Braunstone Town Council		
Name of Internal Auditor:	Hannah Shaw	Date of report:	13.05.24
Year ending:	31 March 2024	Date audit carried out:	08.05.24

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The proper practices referred to in Accounts and Audit Regulations are set out in JPAG Practitioners Guide. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

Overview and Observations

In accordance with the terms of my engagement, I undertook a review of Braunstone Town Council's accounts, records, policies and procedures for the financial year ending 31st March 2024, following which I completed and signed the Annual Internal Audit Report, of the Annual Governance and Accountability Return 2023/24 Form 3.

Through an in-person meeting with the Chief Executive and Town Clerk, Darren Tilley and by inspection of information publicly accessible via the Council's website and documentation sent to me by email, I was able to review aspects of the Council's systems including payroll, bank reconciliations, risk management, Council owned assets, budgetary control and the Exercise of Public Rights.

Braunstone Town Council has 21 seats (quorum 7) and employs 25 members of staff across 16 separate roles. There are three committees, one advisory panel and a sub-committee, all guided by a comprehensive Scheme of Delegation which is published to the Council website and was last reviewed and re-adopted in 2019. Councillor Declaration of Interests are also published to the Council website.

The Council banks with the Co-op and payments are made by online bank transfer or by direct debit. Four members of staff have access to the online banking; however, payment authorisation is only required by one Officer. Councillors authorise financial statements at Council meetings and bank reconciliations are approved and signed quarterly. All financial statements are published to the Council's website and total payments and bank balances are included within. I recommend

Braunstone Town Council consider a banking facility which offers two-person authorisation before payments are made. However, the controls currently in place to protect the Council from financial risk are adequate and are outlined within the Council's Financial Regulations and Corporate Risk Management plan. Additionally, the Council have an array of very comprehensive policies in place on a four-year rolling review program and the level of Governance would be considered at a high level.

The Council uses Edge accounting software and the Resources and Facilities Manager records all expenditure on an Income and Expenditure accounting basis. The Council hold the General Power of Competence and this is evidenced within Council minutes following the elections in May 2023. VAT is reclaimed quarterly and is up-to-date. The Council also holds a petty cash fund of £250, as well as two other smaller floats for the library and office. During a transaction spot check, I was presented with supporting invoices of expenditure and bank statements for all transactions selected and the accounts appear to be kept in good order.

Payroll is managed by the Resources and Facilities Manager using Sage software and the Council are registered with the Pensions Regulator, however, no evidence of compliance was available for me to view.

The Council own and/or maintain a number of areas of land and buildings including the Civic Centre and Library, Thorpe Astley Community Centre, Shakespeare Park and Pavilion and Mossdale Meadows, all of which are now detailed with individual values on the Council's Fixed Asset Register following a recommendation made during last year's internal audit.

Braunstone Town Council has public and employer's liability insurance arranged through Gallagher and the current policy expires in November 2024. Separate insurance cover has been procured for the Council's two fleet vehicles, tractor and ride on mower. I recommend insurance certificates are published to the Council's website but believe the level of cover would be sufficient for the Council's needs.

All minutes of Town Council and committee meetings are available to view on the Council's website, are published within the required 28-day period and are marked as 'draft' prior to being approved and signed at the following meeting.

With regards to the Exercise of Public Rights, it is good practice to minute the dates upon approval at a Town Council meeting but there was no evidence of this for the 2023/2024 financial year. However, the notice had been published to the Council's website, correctly providing a period of 30 days.

Although I have seen evidence that budgetary controls are in place, Braunstone Town Council carried forward only £54,906 in reserves as at 31/03/24, of which £32,934 are earmarked for future projects, leaving only £21,972 in general reserves. Based on the Council's 2023/2024 expenditure, this equates to approximately 0.19 months running costs, which is critically below the expected range. As advised during the 2022/2023 internal audit and in line with the Council's own Reserves Policy and also guidance given within the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39, authorities with income and expenditure in excess of £200,000, should maintain a minimum level of general reserves at three months of net revenue expenditure and the maximum maintained, should not exceed twelve months of net revenue expenditure.

However, I am encouraged by the Council's Medium-Term Strategy and Financial Planning, which seems to address the current situation over a 5-year plan and projects general reserves reaching the equivalent of three months net expenditure, by the end of 2026.

Additionally, in accordance with the proper practices outlined in the JPAG Practitioners' Guide 2024, paragraphs 5.210 – 5.219, Braunstone Town Council, should give due consideration to migrating over to a .gov.uk domain for their website, including all Council email accounts. Specifically, paragraphs 5.210 to 5.212 state:

“5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, ‘ourparishcouncil.gov.uk’ with email addresses linked to that domain.”

The Government Cabinet Office has secured funding to help councils with the initial cost of setting up a .gov.uk domain. This is a discount of £100 + VAT which is applied at the point of purchase by those Approved Registrars taking part in the Parish Council Domains Helper Service. This funding is limited to helping a maximum of 1,000 councils with their move to a .gov.uk domain and is offered on a first-come first-served basis. Current funding will run until March 2025.

Summary

The report and findings are based on the information that was made available during the course of the audit. I am satisfied there are adequate internal control measures in place to protect the Town Council from financial risk, however, any possible risks associated the current low level of general reserves, need careful consideration.

To the best of my knowledge, all accounts and bank balances appear to be in order and accurate based on the information to hand, however, this internal audit does not involve the detailed inspection of all records and transactions of the Town Council in order to detect error or fraud. With many thanks to, Darren Tilley, Chief Executive and Town Clerk, for preparing the necessary documentation for the purpose of this internal audit.

Have comments from the internal audit 2022-2023 been addressed?

Recommendation 2022-2023	Comment
Asset Register – Land and buildings should be detailed with a commercial value	Yes - actioned.
Reserves - low	In progress – reserves are critically low, however, Council is currently addressing the issue as outlined in the Medium-Term Strategy and Financial Planning to replenish reserves by 2026. The precept has also been increased for the 2024/2025 financial year, alongside revenue savings.

Areas in the 2023-2024 AGAR Annual Internal Audit Report for which Yes or N/A cannot be ticked

	Reason
A	
B	
C	
D	The level of general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners’ Guide 2024 paragraphs 5.31 to 5.39.

E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	

Recommendations for action 2024-2025

Areas for consideration or improvement	Recommendation
Banking	Consider requesting two Councillor authorisation for the online banking facility.
Insurance Certificates	Suggest publishing insurance certificates to the Council's website.
Exercise of Public Rights	Recommend minuting the dates for the Exercise of Public Rights upon approval at a Town Council meeting.
Reserves	Carry out ongoing budget reviews and monitor reserves closely to ensure Council have sufficient funds to meet all commitments.
Website	Consider migrating to a .gov.uk domain as advised in the JPAG Practitioners' Guide 2024, including all Council email accounts.

Yours sincerely,

Mrs. Hannah Shaw
Internal Auditor to the Council
01530 249945
hshawinternalauditor@outlook.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	286,317	214,440
2. Annual precept	720,356	776,035
3. Total other receipts	338,512	458,847
4. Staff costs	544,102	604,238
5. Loan interest/capital repayments	82,433	81,151
6. Total other payments	504,211	709,027
7. Balances carried forward	214,440	54,906

8. Total cash and investments	157,711	29,524
9. Total fixed assets and long-term assets	5,429,228	5,693,434
10. Total borrowings	1,120,528	1,264,791

Braunstone Town Council

www.braunstonetowncouncil.org.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority. *PLEASE SEE IA NARRATIVE REPORT*

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken
08/05/2024

**LRALC Internal
Audit Service**

Name of person who carried out the internal audit
HANNAH SHAW

Signature of person who carried out the internal audit



Date

13/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

APPENDIX 3 – INTERNAL AUDIT IMPROVEMENT PLAN

Areas for consideration or improvement	Recommendations	Reason	Priority (Risk Level)	Braunstone Town Council Response to Recommendations	Officer Responsible	Action Date
Banking	Consider requesting two Councillor authorisation for the online banking facility.	Risk of theft and fraud.	Medium	Request and implement two person authorisation for online payments.	Resources & Facilities Manager	Sept 2024
Insurance Certificates	Suggest publishing insurance certificates to the Council's website.	The proposal enhances transparency.	Low	Obtain a certificate for Public Liability from Insurer and Publish on Council Website	Chief Executive & Town Clerk	Nov 2024
Exercise of Public Rights	Recommend minuting the dates for the Exercise of Public Rights upon approval at a Town Council meeting.	Recommended Good Practice.	Low	Include in Report and note in the recommendations to Committee and Council in June 2024	Chief Executive & Town Clerk	June 2024
Reserves	Carry out ongoing budget reviews and monitor reserves closely.	To ensure Council have sufficient funds to meet all commitments.	High	Enhance quarterly report to Policy & Resources Committee and Medium Team Financial Planning.	Chief Executive & Town Clerk	Ongoing, Sept & Dec 2024
Website	Consider migrating to a .gov.uk domain as advised in the JPAG Practitioners' Guide 2024, including all Council email accounts.	In accordance with the proper practices outlined in the JPAG Practitioners' Guide 2024, paragraphs 5.210 – 5.219	Medium	Explore options with Council's IT Provider and Website Provider. Seek Councillor input (particularly concerning email accounts)	Chief Executive & Town Clerk and Resources & Facilities Manager	March 2025

BRAUNSTONE TOWN COUNCIL

27th JUNE 2024

Item 7 – Annual Governance Statement 2023/2024

Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2024 and to authorise the completion and submission of the Annual Governance Statement 2023/2024 accordingly.

Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

Annual Governance Statement

As part of the Annual Governance and Accountability Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

- 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Prepared accounting statements in accordance with the Accounts and Audit Regulations.

- a) Budgeting:** the Council reviewed its Medium Term Priorities and Financial Planning arrangements at Policy & Resources Committee on 2nd November 2023 and at Council on 16th November 2023 ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for 2024/2025 in December 2023 and January 2024.

The Council started the financial year with low balances, as identified in both the internal and external audits of 2023. The cash balances on 1st April 2023 were £214,440 in total; £140,610 was reserved funding (although not all was committed); leaving £73,830.

Each Standing Committee receives a report each cycle setting out income and expenditure to date against the budget.

Financial Monitoring during 2023 identified that utility bills were a major overspend area. The overspend on this at 31st December 2023 was £44,056. The Council's two year fixed rate on energy prices ended early in the financial year and the Council had budgeted for solar panels to be installed in March/April 2023. However, the installations were delayed by six months and are smaller scale due to fitting issues; therefore, the anticipated savings turned out to be less than budgeted. The solar panels were installed in September and October 2023 but due to timescales with setting up export tariffs, income would not arrive (although backdated) until 2024/2025 financial year. The Civic Centre also had its gas cookers condemned and new electric cookers were installed, due to the climate agenda. However, electricity costs are significantly higher than gas.

£10,213 was paid to Fuuse to manage and promote the Electric Vehicle Charging Points for a period of 3 years from July 2023. This payment is split in the accounts to July 2026; however, the cash was paid upfront. Income to 31st March 2024 was £6,039. However, with the delay in installing the solar panels, energy costs during the period are estimated to have been £4,676.

The NJC employers pay settlement for 2023/24 was implemented in November 2023 and worked out as a 6% increase overall for the Town Council's staff. The budget approved in January 2023 provided for a 4% increase. This left a deficit of £13,184 in the salary and pensions budget.

As a result, Policy & Resources Committee on 11th January 2024 received:

- 1) a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1st April 2023 to 31st December 2023 in order to consider actions to ensure the Council would have sufficient cash and reserves to function (Policy & Resources Committee minute 69, 2023/2024); and
- 2) revised five-year budget estimates in order to make recommendations to Council on the budget and precept for 2024/2025 (Policy & Resources Committee minute 72, 2023/2024).

The Policy & Resources Committee agreed to:

- a) request the balance of commuted sums from the District Council for the maintenance of Thorpe Astley Park;
- b) request a short-term loan/advance of the 2024/2025 precept payment;
- c) make an application to the bank for an overdraft facility;
- d) make changes to how cash is managed in the bank accounts; and
- e) review the Council's Financial Position as the first item on every Policy & Resources Committee agenda.

The Council on 25th January 2024 approved the Business Plan, Capital Plan and budget when setting the precept for 2024/2025. The budget included £79,000 to return to balances and a plan to achieve balances equal to one-quarter of net expenditure by 2026.

The Council also resolved to request borrowing approval from the Secretary of State for a short-term loan at the end of the financial year, should one be needed.

The Council was able to meet all its commitments up to the end of the financial year due to minimising expenditure and maximising income since and also with Blaby District Council advancing the balance of the Thorpe Astley Commuted Sums.

Prior to the commencement of a Capital Plan project, Policy & Resources Committee receives a financial appraisal, including grant funding options, use of revenue budgets and details of reserves. For larger more complex Capital Plan projects, Policy & Resources Committee receives an update report at each meeting during the project and a final report on spending at the meeting following the completion of the project.

- b) **Accounting Records and Supporting Documents:** The Council uses Finance and Facilities Management Software packages provided by Edge IT, which record all transactions and provide tracking and reporting of overdue invoices/receipts and orders/payments.

Income received is totalled daily on summary sheets. Invoices for payment are processed at least once a week. Operational expenditure transactions are authorised by two account signatories and each Standing Committee receives a list of all expenditure transactions since the previous report.

The Responsible Financial Officer undertakes quarterly checks on the accounting records and supporting documents and ensures corrective action is taken where necessary.

- c) **Bank Reconciliation:** for the General Operating Account and Payroll Account is undertaken monthly and for the investment account is undertaken quarterly. The Finance System lists transactions to be reconciled and both the reconciliation report and bank statement are signed by the officer reconciling the account, usually the Deputy Responsible Financial Officer, and counter signed by the Responsible Financial Officer.

Policy & Resources Committee receive a summary of the reconciled amounts, cash and reserves following the end of each quarter.

- d) **Investments:** The Council maintains a high interest, short term 90 day notice investment account with a UK Building Society, Cambridge, which contains reserves and surplus monies. The Council also maintains an instant access savings account where income from the precept needed to pay future salary commitments is held alongside large sums, such as a loan, received for a capital project where part of the amount is not immediately due for payment.

The Council reviews and approves its annual Treasury Management and Investment Strategy in November each year when considering its Medium Term Priorities and Financial Planning arrangements.

- e) **Statement of Accounts:** at the end of the financial year, the Responsible Financial Officer closes down the accounts and ensures that the income and expenditure transactions balance with the sums held in the bank accounts.

A summary of the headline figures is reported to Policy & Resources Committee (25th April 2024). Arrangements are made for the Internal Audit to take place in May (8th). Following the Internal Audit, the accounting statements are submitted:

- Corporate Governance Sub-Committee, 13th June 2024 (item 9);
- Policy & Resources Committee, 13th June 2024 (item 9); and
- will be submitted to Full Council on 27th June 2024 (the deadline date for determining the Accounting Statements is 30th June).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Local Audit and Accountability Act 2014) whose gross annual income or expenditure is higher than £25,000 and less than £6.5 million. Accordingly, it is audited under the limited assurance review.

- f) **Reserves:** Policy & Resources Committee receive a summary of the cash and reserves following the end of each quarter. Policy & Resources Committee in October and Council in November reviews the position with both earmarked and non-earmarked reserves as part of its Medium Term Priorities and Financial Planning arrangements ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for the following financial year.

Loss of funding, transfer of services, the Covid-19 pandemic and subsequent economic pressures resulted in the Council using £117,000 from its reserves between 2018 and 2023 to offset significant increases in the Council Tax precept in one year; while each subsequent year it delayed replenishing the reserves.

As a result, the Internal Audit report of 2023, contained the following:

Reserves; the current guidance regarding the general reserve held is set out in The Practitioners' Guide (2023) paras 5.32 - 5.36. For authorities with income and expenditure in excess of £200,000 the generally accepted recommendation with regard to the appropriate minimum level of general reserve is 3 months of net revenue expenditure. In discussion with Darren, we concluded that for the audit year 2022-23, that would suggest approximately £180,000 but the actual figure was considerably lower and less than 50% of the guideline figure. Whilst the Practitioners' Guide is just that ie guidance and whilst the calculation of reserves is not an exact science, it is appropriate and prudent that the council reviews its

current position against the guidance to confirm or if necessary amend its plan in respect of the sums held.

The External Audit of 2023 also highlighted the position with the Council's Reserves:

Reserves are considered to be low and could pose a risk to the Town Council's ability to function in the future. The Council has provided explanations for this and assurances that it is considered in their budgetary procedure, and we have reviewed your Medium Term Priorities and Financial Planning document. The 2023 budget was for a small surplus but returned a more significant deficit which raises concerns in respect of the veracity of the budgeted future years figures which each provide for a small surplus. We would anticipate that following this outturn the Council will be reviewing its financial position and its future budgets.

The Council started the financial year with low balances, as identified in both the internal and external audits of 2023. The cash balances on 1st April 2023 were £214,440 in total; £140,610 was earmarked reserves (although £29,060 of this was uncommitted); leaving £73,830 general fund balances.

At the end of the financial year, the authority held £54,906 on the balance sheet; £32,934 in earmarked reserves and £21,972 in general fund balances.

The Council reviewed its earmarked reserves as part of reviewing the Medium-Term Priorities and Financial Planning in November 2023 and March 2024.

The original projected increase of 10.97%, which had been identified in the Medium Term Financial Planning Report of 16th November 2023, would have increased the precept by £85,140.

However, the Council had to dip into its reserves to meet a higher than anticipated NJC pay settlement (£13,184) and increased costs due to inflation, particularly utility costs (£41,138). This was compounded by delays with the installation of solar panels and the scaling back of the proposed installations due to fitting issues. As a result, the Council had to meet higher utility costs for longer while the projected annual savings and income was lower.

In order to replenish reserves and address critically low cash balances, the Council on 25th January 2024 approved a net precept requirement of £981,884 for 2024/2025, an increase of £205,849. The percentage increase on the precept was 26.59% (26.53% increase to the 2023/2024 base budget). The approved budget including the following:

- a) £50,000 to cover a predicted cash deficit and a further £29,000 to replenish half the balance of funds used from the Council's savings account;

- b) £13,184 to fill the gap in salary and pensions base budget; and
- c) £28,525 to account for higher utility costs and lower projects savings from a smaller solar installation.

Given the year commenced with low reserves and that expenditure pressures during year resulted in the position becoming critical, following the setting of the precept in January 2024, the Council resolved to update its Medium Term Priorities and Financial Planning in March 2024. As part of this process, the Council reviewed and adopted a revised Reserves Policy detailing arrangements for Monitoring, Managing and Maintaining the Council's Reserves (along with the principles, previously adopted).

The Council also adopted a plan to replenish reserves by 2026, which included a review of Earmarked Reserves to maximise the level of funds to replenish the revenue (general fund) reserve by only earmarking reserves which are either a commitment or a restricted use.

Policy & Resources Committee also review the position with reserves as part of the financial appraisal for large Capital Projects.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Made proper arrangements and accepted responsibility for safeguarding public money and resources.

- a) **Standing Orders and Financial Regulations:** The Council's systems of internal controls are set out in the Standing Orders and Financial Regulations. The Council reviews its Standing Orders and Financial Regulations on an annual basis and modifications were approved at Annual Council on 18th May 2023 to both the Standing Orders and Financial Regulations.

Section 11 of the Financial Regulations set out:

- delegated spending limits of officers and Standing Committees;
- a requirement to seek at least three competitive tenders for items over £5,000 and below £25,000; and
- the requirement to follow the procedures set out in the Public Contracts Regulations 2015 for all expenditure of £25,000 and over.

- b) **Safe and Efficient Arrangements to Safeguard Public Money:** An official order is issued for all work, goods and services except where there is a formal contract. Orders are issued following receipt of a signed requisition request, which must be counter signed by a manager. Upon receipt of an invoice, the officer who issued the order will check to ensure the goods or service has been received. Payment is authorised by two members of the Council or one member of the Council and the Chief Executive & Town Clerk (where he did not issue the order).

Invoices are issued in accordance with contracts and terms and conditions. Payment is requested within 30 days. Where payment is not received, then a reminder invoice is sent. If payment remains outstanding after 30 days, a final demand is raised. After this, the provisions of the contract, relevant terms and conditions are applied.

All monies received are paid into the bank, usually weekly; the origin of each receipt is entered on the paying-in slip.

The Financial Regulations provide for Policy & Resources Committee to approve banking arrangements, including account signatories, arrangements for the use of corporate credit cards and regular direct debit and standing order payments. These are reviewed annually by Corporate Governance Sub-Committee in June. The Financial Regulations also set out the maximum limit on credit card purchases and require that the balance is fully paid each month.

The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken Finance training provided through the National Association of Local Councils. The Responsible Financial Officer provides financial responsibilities training for all Councillors. New Councillors have also received financial responsibilities training through the National Association of Local Councils.

The Financial Regulations are reviewed annually by Policy & Resources Committee and Council. The internal control procedures are reviewed annually by Corporate Governance Sub-Committee.

An assessment of financial risks is attached at Appendix 1; proposed amendments are highlighted in **bold text**.

- c) **Employment:** Employment Contracts, establishment posts and pay scales are approved by the Policy & Resources Committee. Transfer of monies into the payroll account is authorised by two members of the Council. Payment of salaries and expenses are authorised by the Responsible Financial Officer. The Council has a contract with a Human Resources Company for advice on detailed employment and contractual matters. The Council is a member of the Local Government Pension Scheme and fully complies with the requirements to auto-enrol employees into the pensions scheme.
- d) **VAT:** The Financial Management System records VAT paid and received and produces reports for the Responsible Financial Officer who is responsible for submitting an accurate and timely VAT Return. All VAT Returns were submitted on time. The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken VAT Training provided through the National Association of Local Councils.

For larger projects, contracts and for new initiatives where there are VAT implications, the authority employs the advice of a professional VAT consultant. For example, when issuing the Licence to Occupy the Shakespeare Park Sports Pavilion to a Management Association made up of the Sports Clubs and the Council.

- e) **Fixed Assets and Equipment:** are regularly inspected in accordance with the regulations and the inspection regime set out in the Health & Safety Policy and associated Risk Assessments.

A full list of the Council's assets, including details of those purchased and disposed of during the financial year, are included with the annual accounting statements (which is the next item on the agenda).

Real property (interests in land) can only be disposed with the approval of the Policy & Resources Committee. Any other assets can be disposed by the Chief Executive & Town Clerk where the value is £1,000 or less; or the relevant Standing Committee where the value exceeds £1,000.

- f) **Loans and Long Term Liabilities:** the Council drew down two loans (against a single borrowing approval) during the financial year 2023/2024 towards the cost of the installation of carbon reduction initiatives:

- solar PV panels;
- air source heat pump; and
- electric vehicle charging points.

A full financial appraisal of the project was considered and approved by Policy & Resources Committee (3rd November 2022) and Council (17th November 2022).

The Council continued to repay capital and interest on existing Public Works Loans, in accordance with the respective loan's repayment requirements, for which provision is made in the annual budget.

The Council assesses the funds needed for future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process in November.

In January 2024, Policy & Resources Committee and Council reviewed the financial position and agreed actions to ensure the Council would have sufficient cash and reserves to function. This included approaching the District Council to obtain a short-term loan/advance of the 2024/2025 precept and an overdraft at the bank. In the event that sums were borrowed in the 2023/2024 financial year but repaid in the 2024/2025 financial year, borrowing approval is required from the Secretary of State.

Council on 25th January 2024 resolved to request borrowing approval from the Secretary of State for a short-term loan at the end of the financial year, should one be needed.

However, the Council was able to meet all its commitments up to the end of the financial year without the need to obtain a loan or overdraft.

- g) **Review of Effectiveness:** an Internal Audit was undertaken by a competent and independent person on 8th May 2024, which will be considered by the Corporate Governance Sub-Committee and Policy & Resources Committee, prior to consideration of this report, in order that recommendations can be made to Council on compliance with the provisions set out in the Annual Governance Statement.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.

Only done what the Council has the legal power to do and has complied with proper practices in doing so.

- a) **Acting within powers:** the relevant legal powers for all the Council's activities are listed in the annual Budget, Precept and future estimates report and appendices, which is considered by Policy & Resources Committee in January each year and subsequently approved by Full Council.

The Town Council has an annual agreement with North West Leicestershire legal for the provision of a range of legal advice and services. The Council is also a member of the Leicestershire and Rutland Association of Local Councils and National Association of Local Councils, which are able to provide advice on the powers and duties of Local Councils.

Advice was sought from the Leicestershire and Rutland Association of Local Councils, National Association of Local Councils and directly from the Department of Levelling Up, Housing and Communities in respect of the legislation in relation to short-term borrowing to meet expenditure in one financial year, using revenue from the following financial year.

When exercising legal powers, the relevant Standing Committee and the Council receive a report with the agenda setting out the context for the decision it is being asked to take, along with recommendations and supporting reasons. The Council's Proper Officer or the Deputy Proper Officer attend Council and Standing Committee meetings to provide legal, financial and policy advice on the matters for determination.

The Council reviews its Standing Orders, Financial Regulations and Scheme of Delegation annually to ensure that its procedures comply with relevant statutes and that decisions are made within the authority at an appropriate level.

- b) **General Power of Competence:** Following elections on 4th May 2023, Braunstone Town Council determined on 18th May 2023, that it met the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and was an eligible local council for the purpose of completing any activity undertaken in exercise of the General Power of Competence.

Where the General Power of Competence is to be used legal advice is sought (see paragraph a above) and the details are set out in the report of the Chief Executive & Town Clerk to Standing Committee / Council as appropriate. Using the General Power of Competence, the Town Council manages and operates the Braunstone Town Library service and offers a Grant Scheme for individuals.

- c) **Regulations and Proper Practices:** The Chief Executive & Town Clerk reports to the relevant Standing Committee when regulations require a change to policy, duties and responsibilities, service structure, or requires resources. The Town Council is a member of the Leicestershire & Rutland Association of Local Councils/National Association of Local Councils and has direct access to legal advice. In addition, the Town Council sources legal advice and support from North West Leicestershire Legal, employment advice and support from Personnel Advice & Solutions Ltd and subscribes to services and advice from the Local Government Association. The Chief Executive & Town Clerk is a member of the Society of Local Council Clerks who also provide legal support and advice.

Annual reviews are undertaken of the Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct to ensure compliance. Council policies are reviewed at least every Council Term or as a result of legislative changes.

An annual audit and detailed review of proper practices is undertaken by the Corporate Governance Sub-Committee in June, who directly report to Policy & Resources Committee and full Council.

- d) **Actions during the year:** the Chief Executive & Town Clerk as the principle legal advisor (or the Deputy Chief Executive & Community Services Manager), attends all decision making Committees and Full Council; where decisions are required a report/supporting material is issued in advance with the agenda and recommendations included. All decisions (including those taken under delegated authority) are recorded.

There were no instances during the year when the authority exceeded its powers or contravened any laws, regulations or proper practices.

4. **We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

During the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.

a) **Exercise of public rights:** for the Year Ended 31st March 2023, in accordance with Sections 26 and 27 of the Local Audit and Accountability Act 2014 and Part 5 of the Accounts & Audit Regulations 2015, the Council published on Thursday 30th June 2023:

- Sections 1 and 2 of the Annual Governance and Accountability Return;
- a declaration that the status of the statement of accounts was 'unaudited'; and
- a statement that set out details of how the public rights could be exercised, which commenced on Monday 3rd July 2023 until Friday 11th August 2023.

b) **External Auditor's Review:** The External Audit was completed on 14th August 2023. A notice was published to electors on 21st August 2023, in accordance with Regulation 16 of the Accounts and Audit Regulations 2015, of the conclusion of the audit and the right of electors to inspect the Annual Governance and Accountability Return and review the findings of the external audit.

5. **We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

Considered and documented financial and other risks and have dealt with them properly.

a) **Identifying and assessing risks:** The Council identifies, assesses and records risks that could have financial and reputational consequences. The corporate risks are attached at Appendix 1; proposed amendments are highlighted in **bold text**.

Given the critically low level of cash balances and reserves, during the financial year, the risk assessment attached at Appendix 1 has been updated to include revised arrangements for both banking and budgeting and includes a new "Risk to Services and the ability of the Council to function due to level of Cash Balances and Reserves".

The Council reviewed and adopted, following consultation, a revised Health & Safety Policy & Procedure, which took effect on Monday 11th September 2023.

The revisions considered legislative changes since 2018 and changes to the Town Council's services and operations. The main areas of change in the revised policy and procedure are the incorporation of:

- (a) Employee Induction Health & Safety Training;
- (b) Job Roles and Responsibilities;
- (c) Mental Health;
- (d) Homeworking;
- (e) Prevention of Terrorism; and
- (f) Pregnant Workers and New Mothers.

During the year, the Health & Safety Consultative Group undertook a review of the Emergency Health and Safety Information for persons in charge of a function/event at Braunstone Civic Centre and Thorpe Astley Community Centre.

During the financial year 2023/2024, the Health & Safety Consultative Group commissioned and adopted new operational service and activity risk assessments:

- Library
- Mossdale Meadows Cycle Path, including new link to Meridian Leisure

In accordance with the Council's Health & Safety Policy & Procedure, the Council's Management Team and the Health & Safety Consultative Group also considered Accident Investigation Reports and the associated recommendations for four separate incidents. Two of the incidents are the subject of an ongoing public liability claim through the Council's insurers.

Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed for Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Meadows Depot and Sports Changing Rooms on 11th July 2022 by Vital, which also included a General Risk Assessment. Based on these reports, daily checks are carried out at the Council's facilities to ensure that escape routes are clear and the Fire Risk Assessment checklist is completed every three months.

Banking – Compensation Scheme – with effect from 31st December 2010 the Government Scheme offers full compensation up to £85,000 per saver or authorised institution. The Corporate Governance Sub-Committee reviewed the risks of holding over £85,000 in any one bank account in June 2021 and considered the risk of losing large sums was low given the Town Council only invested in UK Bank Accounts (Corporate Governance Sub-Committee minute 7, resolution and reason 1, 2021/2022).

- b) **Addressing risks:** A review was undertaken of the Council's Insurance Policy and Assets Register in October when the Policy was due for renewal. As part of the renewal of insurance in 2022, the Council's buildings (Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Pavilion and workshop) were revalued to ensure that the

insurance value was sufficient for rebuild. The new Shakespeare Park Pavilion was valued in July 2021 upon practical completion. The revised valuations have been included in the insurance policy and have been included under the "Insurance Value" column of the Fixed Assets List, which forms part of the Accounting Statements (see next item on the agenda).

During June 2023 ROSPA undertook the annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. The inspections included reports on fencing, litter bins, safety surfaces and play equipment with priorities for work marked low, medium or high.

Three high priority items were noted at three of the Town Council's areas as follows:

- Mossdale Meadows Skate Park surface transition points uneven
- Thorpe Astley Gym – overhead bars – decayed timber
- Holmfield Park Swing – bolts loose (tightened and secure on receipt of the report).

A number of medium priority areas were highlighted in the reports with the majority of these items marked as a low risk factor.

Policy & Resources Committee considered these items at its meeting on 15th June 2023 and agreed that the remaining high priority items be addressed immediately and a work programme for the medium priority items with a risk factor of 9 should be undertaken during the summer; with medium priority items with a risk factor of 8 and below being included in the Winter Works Programme 2023/2024.

On 15th June 2023, Corporate Governance Sub-Committee reviewed the Council's systems of internal control, including the management of risk, in order to determine whether there were sound systems of internal control and management of risk.

A list of the Town Council's fixed assets was revised and updated during 2023/2024 to include:

- Lighting columns, CCTV and signage on the new Cycle / Pedestrian path through Mossdale Meadows from Kingsway to Meridian Leisure;
- equipment installed in the Café Kitchen at Braunstone Civic Centre;
- Changing Places Toilet;
- Solar panels at Braunstone Civic Centre, Thorpe Astley Community Centre and Braunstone Town Library;
- Air Source Heat Pump at Thorpe Astley Community Centre;
- Electric Vehicle Charging Points at Braunstone Civic Centre and Thorpe Astley Community Centre;
- two new notice boards;
- the refurbishment of Shakespeare Park Play Area.

During the review, the Insurance Policy was updated to include new items purchased following the previous review. The Town Council's insurance policy covers the following risks:-

Public Liability	up to £10m any one claim
Employers Liability	up to £10m any one claim (£5m from Terrorism)
Money	Premises during working hours/in safe: £1,000; Out of safe/in transit, £1,000.
Fidelity Guarantee	£500,000
Legal Defence	£100,000
Officials Liability	£500,000

Business Interruption Gross Rentals	£120,972
Additional Cost of Working	£10,000
(Maximum Indemnity Period:- 12 months)	

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.

An Internal Audit was undertaken Hannah Shaw, through the Leicestershire & Rutland Association of Local Councils' Internal Audit Services on 8th May 2023, which will be considered by the Council's Corporate Governance Sub-Committee, Policy & Resources Committee and Council on the agenda prior to this item to ensure compliance with the provisions set out in the Annual Governance Statement.

Internal Audit had access to all the end of year financial reports and associated records and the Council's policies, strategies, agendas and minutes. The Responsible Financial Officer was available to assist the Internal Auditor in his work.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Responded to matters brought to the Council's attention by internal and external audit.

The overall opinion of the Internal Audit in 2022/2023 was that "*the council continues to exhibit consistently high standards of governance and accountability that are well above average*".

Two recommendations were made by the Internal Auditor in 2023 (Land & Buildings and Reserves) and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2023.

The External Audit was completed on 14th August 2023 and while no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2023; the external auditor noted the following *"We draw your attention to the following points. Reserves are considered to be low and could pose a risk to the Town Council's ability to function in the future. The Council has provided explanations for this and assurances that it is considered in their budgetary procedure, and we have reviewed your Medium Term Priorities and Financial Planning document. The 2023 budget was for a small surplus but returned a more significant deficit which raises concerns in respect of the veracity of the budgeted future years figures which each provide for a small surplus. We would anticipate that following this outturn the Council will be reviewing its financial position and its future budgets"*. The outcome of the External Audit was reported to Policy & Resources Committee on 3rd November 2022.

The internal audit recommendation relating to Land and buildings with a commercial value; that Land and buildings should be detailed on the Asset Register with a commercial value, was actioned during the year and the Asset Register updated accordingly.

The internal audit recommendation relating to the general reserve that the Council review its current position against the guidance to confirm or if necessary amend its plan in respect of the sums held and the observation of the external auditor that the Council review its financial position and its future budgets was carried out as part of the review of the budget and precept setting in January 2024 and the review of the Council's Medium Term Priorities and Financial Planning in March 2024.

On 25th January 2024, the Council approved a precept which included £79,000 to be reinvested to replenish reserves during 2024/2025. On 21st March 2024, Council approved a plan to replenish its general fund reserve to the equivalent of 3 months of net revenue expenditure by 2026 as recommended in The Practitioners' Guide, paragraphs 5.32 - 5.36. The five-year projections table in the Medium Term Priorities and Financial Planning Report has been updated to include a section on the level of reserves held and the percentage of general fund revenue reserve compared to net revenue expenditure.

In addition, the Medium Term Priorities and Financial Planning Report of March 2024 included a revised and updated Reserves Policy, which was adopted by the Council. The revised Reserves Policy details arrangements for Monitoring, Managing and Maintaining the Council's Reserves. It also includes a requirement to consider proposals to replenish the general fund reserved when levels fall below the recommended equivalent of 3 months of net revenue expenditure.

As part of the annual review of the Financial Regulations, Annual Council on 9th May 2024 approved the inclusion of the following in the Financial Regulations: *"Any proposal to utilise reserves to balance revenue spending will be made in accordance with the provisions contained in the Council's*

Reserves Policy. The Council will maintain revenue reserves of at least one-quarter of net expenditure. Where revenue reserves fall below this level, proposals will be made to replenish them in accordance with the Reserves Policy” (Council Minute 6221).

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.

Disclosed everything the Council should have about its business activity during the year, including events taking place after the year-end if relevant.

The Council started the financial year with low balances, as identified in both the internal and external audits of 2023.

Financial Monitoring during 2023 identified that utility bills were a major overspend area. The pro-rata overspend against the budget at 31st December 2023 was £44,056.

As a result, Policy & Resources Committee on 11th January 2024 received:

- 1) a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1st April 2023 to 31st December 2023 in order to consider actions to ensure the Council would have sufficient cash and reserves to function (Policy & Resources Committee minute 69, 2023/2024); and
- 2) revised five-year budget estimates in order to make recommendations to Council on the budget and precept for 2024/2025 (Policy & Resources Committee minute 72, 2023/2024).

When setting the budget and precept on 25th January 2024, the Council approved the inclusion of £79,000 to return to balances and a plan to achieve balances equal to one-quarter of net expenditure by 2026. The Council also resolved to request borrowing approval from the Secretary of State for a short-term loan at the end of the financial year. This was not needed since the Council was able to meet all its commitments up to the end of the financial year due to minimising expenditure and maximising income.

However, given at the end of the financial year, the authority held £27,897 in cash with access to £22,628; the Town Council did not have sufficient cash to meet its commitments prior to receipt of the first tranche of the precept on 26th April.

Therefore, taking into account cash at the bank, projected income and expenditure and allowing for a contingency, the Responsible Financial Officer applied to Blaby District Council to borrow £60,000 to meet commitments (including salaries) during April (approved by Policy & Resources Committee Minute 91 2023/2024). Interest was charged on this loan at 5.26%; which for the period 9th to 25th April was £146.99. The capital plus the interest was deducted by the District Council from the first precept payment of £490,942 on

26th April 2024. The Council had £15,311 in the operating account at the close of business on 25th April 2024.

No borrowing approval was needed from the Secretary of State for sums borrowed and repaid in the same financial year.

Given the critically low level of cash balances and reserves, Policy & Resources Committee approved the following actions to provide a contingency fund during 2024/2025:

- a) Public engagement concerning the financial position, proposals for one-off savings in 2024/2025 and ongoing savings.
- b) Approved £30,000 of one-off savings in 2024/2025; the aim being to provide a contingency fund given how low balances are. Delivering these items are delayed to the following financial year (2025/2026), although the money is in the base budget.
- c) Adjusted monthly employee pay date from 24th of the month to 28th month (except December) to ensure that salary payments in April and September each year can be met using the same year precept.

9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.

Met all of our responsibilities where, as a body corporate, the Council is a sole managing trustee of a local trust or trusts.

Not Applicable. The Council is not a sole managing trustee of trust/charitable funds.

Review of Systems of Internal Control

The Corporate Governance Sub-Committee received and approved the proposed updates to the Council's Corporate Risks Assessment (Appendix 1).

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and having reviewed and assessed the risks facing the Council and associated mitigating measures, on 13th June 2024 both the Corporate Governance Sub-Committee and Policy & Resources Committee were confident that to the best of their knowledge and belief, with respect of the accounting statements for the year ended 31st March 2024, there were sound systems of internal control and management of risk (Minute 8).

Recommendation

That the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2023/24, of the Annual Governance and Accountability Return 2023/2024, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also 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 2024, there were sound systems of internal control and management of risk.

BRAUNSTONE TOWN COUNCIL: CORPORATE RISK MANAGEMENT – 3rd JUNE 2024

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Fixed Assets list, which is published as part of the Accounting Statements, details Insurance Values for Buildings, Civic Regalia, Infrastructure (including CCTV, fences, sculptures and street furniture) and Recreation, Sports & Play Equipment.
	Security of buildings, equipment etc	L	Civic Centre, Thorpe Astley Community Centre, Shakespeare Park Pavilion and Mossdale Meadows Garage are protected by CCTV and alarm call-out system.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained in accordance with maintenance schedules. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Resources & Facilities Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)
	Protection of Data and Electronic Information and Records	M	The Council employs a professional IT consultant, IT Solutions Ltd, to manage the Council's IT Systems, including security and back up.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account.</p> <p>The Council also holds a Business Select Instant Access Account with the Co-operative Bank, which is used to hold the equivalent sums for salaries and oncosts for the period until the next tranche of the parish precept income is received from the billing authority. The leaves the balance of the precept income in the General Operating Account for the remaining expenditure. Funds are then transferred each month as required from the Business Select Instant Access Account to the Payroll Account to meet monthly salary and oncosts (since the Payroll Account is a single signatory on the mandate). This arrangement will make it easier for the Responsible Financial Officer and Deputy Responsible Financial Officer to identify trends in cash balances and manage commitments, receipts and payments accordingly.</p> <p>The Council maintains a high interest, short term 90 day notice investment account with a UK Building Society, Cambridge, which contains reserves and surplus' monies.</p> <p>Banking Arrangements are governed by Section 5 of the Council's Financial Regulations adopted on 30th June 2016 and revised on 18th May 2023 and 9th May 2024.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two United Kingdom banking institutions.</p>

APPENDIX 1

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed prior to renewal in November to take account of the revenue from the Council's Community Centres.</p> <p>Important documents stored in fire proof safe and scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre. The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>Policy & Resources Committee receives financial comparisons against approved income budgets each cycle and where it identifies that loss of income is significant (for example due to Covid-19 restrictions in 2020) is able to receive reports setting out proposals to address the financial shortfall.</p>
Finance (cont.)	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations revised on 18th May 2023 and 9th May 2024. The Council also has Fidelity Guarantee insurance cover up to £500,000.</p> <p>The Council's Insurance Policy provides Officials Liability Insurance cover of £500,000; with legal representation costs of £15,000.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
	<p>Risk to Services and the ability of the Council to function due to level of Cash Balances and Reserves</p>	<p>H</p>	<p>Reserves Policy includes provisions for Monitoring, Managing and Maintaining the Council’s Reserves. This includes a requirement as part of setting the annual budget and precept for Policy & Resources Committee and Council to consider proposals for replenishing general fund reserves where it falls below one-quarter of net revenue expenditure. The requirement to hold a general fund reserve equivalent to one-quarter of net revenue expenditure or consider proposals to replenish the reserve is also set out in the Council’s Financial Regulations.</p> <p>Policy & Resources Committee monitor income and expenditure against agreed budgets to date as the first substantive item on the agenda at each meeting; prior to consideration of any other items on the agenda such as capital projects, contracts and next year budget and precept.</p>
	<p>Loss of income due to poor reputation and/or failure to provide a service</p>	<p>L</p>	<p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>The Council has policies and procedures in place relating to Customer Service, Business Continuity, Health & Safety and Complaints.</p> <p>Staff receive training in Customer Service and use of IT systems.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
	Financial controls and records	L	Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Chief Executive & Town Clerk. Two signatories on cheques and internet banking payments. Each Standing Committee receives a list of all expenditure transactions since the previous report. Policy & Resources Committee receive a summary of the Council's Cash and Reserves following the end of each quarter. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by the Chief Executive & Town Clerk. Internal and external auditor check. Professional VAT advice sought for major projects and new circumstances.
Finance (cont.)	Sound budgeting to underlie annual precept	H	<p>Policy & Resources Committee and Council receive the annual Medium Term Priorities and Financial Planning assessment each autumn. Precept derived directly from this. Income and Expenditure against budget reported to Committees each cycle.</p> <p>Reserves Policy includes provisions for Monitoring, Managing and Maintaining the Council's Reserves. This includes a requirement as part of setting the annual budget and precept for Policy & Resources Committee and Council to consider proposals for replenishing general fund reserves where it falls below one-quarter of net revenue expenditure. The requirement to hold a general fund reserve equivalent to one-quarter of net revenue expenditure or consider proposals to replenish the reserve is also set out in the Council's Financial Regulations.</p>

APPENDIX 1

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
	Complying with borrowing restrictions	L	The Council assesses the funds needed to secure existing and future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and buildings and written records kept. Quarterly building safety checks undertaken and written records kept. Annual safety checks of playgrounds by ROSPA.
	Risk to individuals as a result of service operations.	M	Each of the Council's services and activities are risk assessed by the Health & Safety Consultative Group and control measures identified and reviewed at least every 3 years.
Employer Liability	Comply with Employment Law	L	<p>The Council has commissioned the services of a professional Human Resource advisor, Personnel Advice & Solutions Ltd, to advise and support the Council on all employment matters.</p> <p>Membership of various national and regional bodies including Local Government Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. The Council has insurance for Employer's Liability.</p>

APPENDIX 1

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
	Comply with Tax & National Insurance requirements	L	Regular advice from HMRC and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy & Procedure reviewed and adopted in September 2023 .
Legal Liability	Ensuring activities are within legal powers	L	Chief Executive & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary, including from the Council's Legal Advisors, North West Leicestershire Legal, and from the National Association of Local Councils.
	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.
Legal Liability (cont.)	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office. Agreements and documentation made since 2015 have been scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours

APPENDIX 1

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2024)
Service Provision	Loss of Service Provision due to an Emergency or Legal Restriction	M	The Council has policies and procedures in place for Business Continuity and Recovery. The policy was adopted in April 2018 is reviewed at least every three years and following legislative changes or use during an incident. The policy was updated in October 2020 following its use during the Covid-19 incident and recovery. The policy is next scheduled for review in 2025.

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair	SIGNATURE REQUIRED
Clerk	SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

BRAUNSTONE TOWN COUNCIL

27th JUNE 2024

Item 8 – Accounting Statements 2023/2024

Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2024 and to adopt and submit the Accounting Statements 2023/2024 accordingly.

Accounting Statements

The Year end for the financial year 2023/2024 has now been completed in order to report the following as required by the Annual Governance and Accountability Return:

1. Balances brought forward	£214,440.22
2. (+) Annual precept	£776,035.00
3. (+) Total other receipts	£458,846.49
4. (-) Staff costs	£604,237.64
5. (-) Loan interest / capital repayments	£81,151.39
6. (-) Total other payments	£709,026.68
7. (=) Balances carried forward	£54,906.00
8. Total cash and investments	£29,523.76
9. Total fixed assets and long term assets	£5,693,433.54
10. Total borrowings	£1,264,790.58

The following reports form part of the audited year end accounts:

- Consolidated Balance Sheet (Appendix 1)
- Income & Expenditure Account (Appendix 2)
- Financial Summary – Cashbook (Appendix 3)
- Reserves (Appendix 4)
- Financial Budget Comparison (Appendix 5)
- Schedule of Fixed Assets (Appendix 6)
- Details of Borrowing and Repayments (Appendix 7)
- Summary of VAT Returns and Reclaims (Appendix 8)

Section 2, Accounting statements 2023/24, of the Annual Governance and Accountability Return for the year ended 31st March 2024 is attached at Appendix 9.

Explanation of Variances

The external auditor requires full explanations, including numerical values, for variances compared to the previous year Statement of Accounts as follows:

- variances of more than 15% (except variances of less than £500); and
- variances of more than £100,000, even where this constitutes less than 15%.

Total Other Receipts: Cash Variance £120,335 (35.55%).

- 2022/2023 (£338,512): Capital Projects income included £114,257 in Loans and £46,555 in Grants. The Council drew down £21,500 in commuted sums held by the District Council for management of parks and open spaces. Therefore, operational Income totalled £156,200.
- 2023/2024 (£458,847): Capital Projects income included £195,987 in Loans and £48,546 in Grants. With agreement, the balance of the commuted sums held by the District Council for management of parks and open spaces, totalling £49,420 was received. Therefore, operational Income totalled £164,894.

All Other Payments: Cash Variance £204,816 (40.62%).

- 2022/2023 (£504,211): Capital Projects expenditure totalled £203,319. The Council spent £100,583 on Utilities and Services. Therefore, other Expenditure totalled £200,309.
- 2023/2024 (£709,027): Capital Projects expenditure totalled £350,492. The Council spent £144,144 on Utilities and Services (43% increase) due to the increase in energy prices and the end of the 3 year fixed deals on electricity. Therefore, other Expenditure totalled £214,391.

Balances Carried Forward: Cash Variance -£159,534 (74.40%). On 31st March 2023 the Council held £143,610 in earmarked/ringfenced reserves and £70,831 in the General Fund. During 2023/2024, four Capital Projects were delivered/completed; and the Council incurred extra utility costs of £43,561. Therefore, on 31st March 2024. the Council held £32,934 in earmarked/ringfenced reserves and £21,972 in the General Fund.

Total Cash and Short Term Investments: Cash Variance -£128,187 (81.28%). £110,196 in earmarked reserves held on 31st March 2023 were spent during the financial year to 31st March 2024 (leaving £47,515 general cash). Total operational income in 2023/2024 (including the precept) was £991,475; total operational expenditure was £1,045,797. Therefore, there was an overspend against operational budgets of £54,322 (£43,561 was on utilities and services).

Total Fixed Assets plus Other Long Term Investments and Assets: Cash Variance £264,206 (4.87%).

- As part of the refurbishment of Shakespeare Park play area, the Council disposed of £40,798 of equipment and purchased equipment at £46,347.
- The Council installed solar panels on its buildings, electric vehicle charging points at two car parks and an air source heat pump; totalling £194,624.
- The Council has adopted a new footpath/cycling link across its land, which was paid for by external funding, the value of the assets (street lighting, signage and

- CCTV) is £29,812.
- At Braunstone Civic Centre, a Changing Places toilet has been installed, the equipment is worth £20,660, and Cafe opened, the equipment for the kitchen is worth £9,768.
- Two new notice boards have been installed totalling £3,792.

Total Borrowings: Cash Variance £144,263 (12.87%). in 2023/24 the Council drew down two new loans totalling £196,056 (£195,987 cash; £69 fees) towards the cost of carbon reduction initiatives. During the year £51,794 of capital repayments has been made on existing loans.

Internal Audit

A review of the annual accounts for the year ending 31st March 2024 was carried out by the Internal Auditor and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

The Internal Auditor has completed appropriate section of the Annual Governance and Accountability Return (see item 6 on the agenda, Appendix 2) and ticked “No” for internal control objective D *“The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate”*. The reason given by the Internal Auditor was *“The level of general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners’ Guide 2024 paragraphs 5.31 to 5.39”*.

In response to whether the Council have addressed the comments from the internal audit 2022-2023; in respect of low reserves the Internal Auditor commented *“In progress – reserves are critically low; however, Council is currently addressing the issue as outlined in the Medium-Term Strategy and Financial Planning to replenish reserves by 2026. The precept has also been increased for the 2024/2025 financial year, alongside revenue savings”*.

External Audit

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Local Audit and Accountability Act 2014) whose gross annual income or expenditure is less than £6.5 million. Accordingly, it is audited under the intermediate level review.

For the intermediate level review, the External Auditor, Moore UK, requires additional documentation for 31st March 2024:

- Bank reconciliation summary;
- Explanation of any significant year on year variances;
- Reconciliation between Boxes 7 and 8 on the Accounting Statements;
- Breakdown of Reserves held;

which is attached at Appendix 10.

Other information being requested by the External Auditor, for the year ended 31st March 2024, includes:

a) Provide:

- i. A confirmation that the notice of completion of the prior year's audit was properly displayed; and
- ii. The location of the display(s); and
- iii. Provide evidence of its publication.

b) Provide:

- i. A confirmation that the internal auditor does not undertake tasks outside of their internal audit role, such as processing transactions or being involved in decision making, which may compromise their independence; and
- ii. An extract of the minutes showing appointment/re-appointment of the internal auditor.

c) Provide:

- i. Evidence of where issues raised within internal and external audit reports received during the period (1 April 2023 to 31 March 2024) have been considered by the Council; and
- ii. An extract of the minutes where revised procedures have been adopted during this period;
- iii. Copies of agreed action plans to implement recommendations

No matters relating to the accounts were raised by the External Auditor last year (2022/2023) to address; which was reported to Policy & Resources Committee on 7th September 2023 (Policy & Resources Committee Minute 35, 2023/2024).

The External Auditor made the following observations as part of the 2022/2023 audit:

- *“There is a trivial rounding error in this year's column when summed. When rounding the numbers for the Return care should be taken to ensure the Return sums correctly”.*
- *“Reserves are considered to be low and could pose a risk to the Town Council's ability to function in the future. The Council has provided explanations for this and assurances that it is considered in their budgetary procedure, and we have reviewed your Medium Term Priorities and Financial Planning document. The 2023 budget was for a small surplus but returned a more significant deficit which raises concerns in respect of the veracity of the budgeted future years figures which each provide for a small surplus. We would anticipate that following this outturn the Council will be reviewing its financial position and its future budgets”.*

Exercise of Public Rights

By law, any interested person has the right to inspect the accounting records of a local council. A local government elector in the parish is able to ask questions about the accounts and object to them. For the year ended 31 March 2024, the documents will be available on reasonable notice by contacting the Council's Customer Services Team between from Monday 1st July 2024 and Friday 9th August 2024.

Committee consideration of Accounting Statements

The accounting statements were considered by both Corporate Governance Sub-Committee and Policy & Resources Committee on 13th June 2024 (minute 9).

Having carried out an assessment of the effectiveness of the Council's financial arrangements, both Committees 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.

Recommendations

1. That Section 2, Accounting statements 2023/24, of the Annual Governance and Accountability Return for the year ended 31st March 2024, attached at Appendix 9 of the report, be completed, signed and submitted accordingly; and
2. that it be noted that the Exercise of Public Rights would be undertaken from 1st July 2024 until Friday 9th August 2024.

Reasons

1. 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.
2. It was good practice to minute the dates of the Exercise of Public Rights upon approval of the Accounting Statements by the Council.

Consolidated Balance Sheet

31/03/23
£

Unaudited
31/03/24
£

Current assets		
62,129.25	Investments	5,269.92
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
23,633.12	VAT Recoverable	6,792.99
18,149.96	Debtors	-500.00
50,336.23	Payment in Advance	45,627.05
<u>95,581.80</u>	Cash in Hand & at Bank	<u>24,253.84</u>
249,830.36	TOTAL CURRENT ASSETS	81,443.80
<u>249,830.36</u>	TOTAL ASSETS	<u>81,443.80</u>

Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
35,154.69	Creditors	24,926.52
235.45	Receipts in Advance	1,611.28
<u>35,390.14</u>	TOTAL CURRENT LIABILITIES	<u>26,537.80</u>
<u>214,440.22</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>54,906.00</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>214,440.22</u>	NET ASSETS	<u>54,906.00</u>

Represented by

23,455.45	General Fund	21,972.23
	General Fund	
47,375.12	Open Spaces Commuted Sums	0.00
	Earmarked	
3,939.42	Town Mayor's Charity	2,548.83
	Earmarked Capital Project	
19,888.81	Shakespeare Park Pavilion & Site Capital Works	0.00
	Earmarked Capital Project	
6,678.00	Shakespeare Park Playground Refurbishment	0.00
	Earmarked Capital Project	
95,910.91	Civic Centre Capital Plan Priority Projects	2,055.02
	Earmarked Capital Project	
0.00	Carbon Reduction Initiatives	18,789.00
	Ringfenced - Donation	
9,500.00	Community / Social Inclusion Project Grant	9,320.98
	Interim arrangements funding	
1,692.51	Shakespeare Park Sports Clubs	219.94
	Earmarked	
2,500.00	Gateway Signage	0.00

Consolidated Balance Sheet

Unaudited

31/03/23 £		31/03/24 £
	Earmarked	
500.00	Defibrillators	0.00
	Earmarked to Balance Budget	
3,000.00	Balance Revenue Budget 2023/24	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
214,440.22		54,906.00
190,984.77	Reserves total excluding general fund and liabilities	32,933.77
0.00	Reserves total of liabilities e.g. deposits	0.00
23,455.45	General fund total	21,972.23
214,440.22		54,906.00

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

31/03/23 £		31/03/24 £
	INCOME	
720,356.00	Council Tax (Precept)	776,035.00
19,567.00	Service Level Agreements	24,046.70
119,111.67	Room Hire	117,560.38
4,855.14	Sports Pitch Hire	6,804.62
46,554.90	Grants for Capital Projects	48,545.71
750.00	Grants	3,040.78
1,034.73	Sale of Products	4,681.20
1,243.75	Service Charges	1,346.14
169.23	Consumables	146.96
21,500.00	Reserves	49,420.44
114,256.75	Loans	195,986.70
862.58	Interest on Investments	1,582.02
2,589.39	Other Income	1,030.43
6,017.33	Events	4,654.41
1,058,868.47	TOTAL INCOME	1,234,881.49
	EXPENDITURE	
203,318.66	Capital Schemes	350,492.00
30,747.34	Administration	30,821.99
82,433.06	Repayments on Long Term Debts	81,151.39
550,057.76	People	614,027.99
57,238.85	Maintenance	57,157.27
100,582.93	Utilities & Services	144,144.18
25,971.01	Promotions & Events	24,489.38
20,188.71	Governance	39,825.94
28,475.07	Vehicles	22,115.76
4,661.85	Equipment	5,726.79
710.32	Community Grants & Initiatives	600.21
795.37	Consumables	433.42
6,652.67	Grants	6,813.12
17,351.39	Other Expenditure	15,618.11
1,560.48	Products for Resale	998.16
1,130,745.47	TOTAL EXPENDITURE	1,394,415.71
70,390.98	Balance as at 01/04/23	23,455.45
1,058,868.47	Add Total Income	1,234,881.49
1,129,259.45		1,258,336.94
1,130,745.47	Deduct Total Expenditure	1,394,415.71
0.00	Stock Adjustment	0.00
24,941.47	Transfer to/ from reserves	158,051.00
23,455.45	Balance as at 31/03/24	21,972.23

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£13,232.16
No.1 Account	£82,047.14
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£62,129.25
Co-op Instant Access Savings	£0.00
Total	£157,711.05

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£912,566.97	£0.00	£912,566.97
2. P&R - Civic Centre	£194,234.66	£3,488.84	£197,723.50
3. P&R - Thorpe Astley Community Centre	£98,228.16	£16.56	£98,244.72
5. P&R - Parks & Open Spaces	£122,584.12	£243.60	£122,827.72
6. P&R - Library Services	£52,788.72	£109.25	£52,897.97
7. Community Development	£5,585.22	£877.29	£6,462.51
8. Planning & Environment	£962.00	£0.00	£962.00
Total Receipts	£1,386,949.85	£4,735.54	£1,391,685.39

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£658,994.30	£6,183.78	£665,178.08
2. P&R - Civic Centre	£351,292.00	£56,565.52	£407,857.52
3. P&R - Thorpe Astley Community Centre	£104,967.92	£18,097.25	£123,065.17
5. P&R - Parks & Open Spaces	£175,700.56	£22,804.16	£198,504.72
6. P&R - Library Services	£64,906.46	£12,500.40	£77,406.86
7. Community Development	£28,694.81	£711.14	£29,405.95
8. Planning & Environment	£15,378.65	£3,075.73	£18,454.38
Total Payments	£1,399,934.70	£119,937.98	£1,519,872.68

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£2,225.48
No.1 Account	£21,725.86
Petty Cash Account	£250.00
	£24,253.84

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£5,269.14
Co-op Instant Access Savings	£0.78
	£5,269.92
Total	£29,523.76

Uncleared and Unpresented effects

No.1 Account £1,626.13

Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£2,225.48
No.1 Account	£20,099.73
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£5,269.14
Co-op Instant Access Savings	£0.78
Total	<u>£27,897.63</u>

Reserve Balances

Open Spaces Commuted Sums	£0.00
Town Mayor's Charity	£2,548.83
Shakespeare Park Playground Refurbishment	£0.00
Gateway Signage	£0.00
Civic Centre Capital Plan Priority Projects	£2,055.02
Shakespeare Park Pavilion & Site Capital Works	£0.00
Community / Social Inclusion Project Grant	£9,320.98
Shakespeare Park Sports Clubs	£219.94
Balance Revenue Budget 2023/24	£0.00
Defibrillators	£0.00
Carbon Reduction Initiatives	£18,789.00
Reserves total	<u>£32,933.77</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Reserve Movements

Start of year 01/04/23

General Fund

	£23,455.45	Start of year value	
11/05/23	-£276.39	: To Town Mayor's Charity, Amounts received for Town Mayor's Awards Dinner	
15/06/23	-£498.50	: To Community / Social Inclusion Project Grant, Underspend on Braunstone T	
24/06/23	-£225.00	: To Town Mayor's Charity, Cllr Sangha donated Cllr Allowance to Charity	
08/09/23	£10,736.81	: From Shakespeare Park Pavilion & Site Capital Works, P&RC Minute 25, Res	
01/10/23	£24.33	: From Carbon Reduction Initiatives, 18647 - Only £100 was included in project	
01/10/23	£500.00	: From Community / Social Inclusion Project Grant, ET18632 Space to Breath	
01/10/23	-£1,000.00	: To Shakespeare Park Playground Refurbishment, Tesco Bags for Life Fundin	
01/10/23	£361.64	: From Town Mayor's Charity, ET18788 Balance paid to Rainbows	
01/10/23	£427.52	: From Community / Social Inclusion Project Grant, ET18956 The Friday Social	
01/10/23	£506.24	: From Carbon Reduction Initiatives, EVCP Signage and Line painting installati	
31/12/23	£325.11	: From Balance Revenue Budget 2023/24, General Fund overspent	
01/02/24	£441.07	: From Shakespeare Park Playground Refurbishment, P&RC Minute 73, resoluti	
29/02/24	-£2,548.83	: To Town Mayor's Charity,	
22/03/24	£2,500.00	: From Gateway Signage, Council Minute xxxx, resolution 6	
22/03/24	£47,375.12	: From Open Spaces Commuted Sums, Council Minute xxxx, resolution 6	
	£21,972.23	Value as at 31/03/24	This value is calculated and not just a sum of reserve movements plus starting balance.

Open Spaces Commuted Sums

	£47,375.12	Start of year value
22/03/24	-£47,375.12	: To General Fund, Council Minute xxxx, resolution 6
	£0.00	Current value

Town Mayor's Charity

	£3,939.42	Start of year value
11/05/23	£276.39	: From General Fund, Amounts received for Town Mayor's Awards Dinner
12/05/23	-£4,079.17	: Expenditure transaction 18532, Payment of monies raised to TM Charity 2022
24/06/23	£225.00	: From General Fund, Cllr Sangha donated Cllr Allowance to Charity
01/10/23	-£361.64	: To General Fund, ET18788 Balance paid to Rainbows
29/02/24	£2,548.83	: From General Fund,
	£2,548.83	Current value

Shakespeare Park Pavilion & Site Capital Works

	£19,888.81	Start of year value
27/04/23	-£8,072.00	: To Shakespeare Park Playground Refurbishment, P&RC Minute 107, resolutio

16/06/23	-£1,080.00	: To Shakespeare Park Playground Refurbishment, P&RC Minute 9, resolution
08/09/23	-£10,736.81	: To General Fund, P&RC Minute 25, Res 1 (2023/24)
	£0.00	Current value

Shakespeare Park Playground Refurbishment

	£6,678.00	Start of year value
27/04/23	£8,072.00	: From Shakespeare Park Pavilion & Site Capital Works, P&RC Minute 107, re
16/06/23	£1,080.00	: From Shakespeare Park Pavilion & Site Capital Works, P&RC Minute 9, resol
01/10/23	£1,000.00	: From General Fund, Tesco Bags for Life Funding
08/12/23	£45,000.00	: Income transaction 18649,
21/12/23	-£64,934.64	: Expenditure transaction 19460,
22/01/24	£3,545.71	: Income transaction 18833,
01/02/24	-£441.07	: To General Fund, P&RC Minute 73, resolution 2
	£0.00	Current value

Civic Centre Capital Plan Priority Projects

	£95,910.91	Start of year value
26/04/23	-£330.00	: Expenditure transaction 18472,
12/05/23	-£1,296.25	: Expenditure transaction 18500,
25/05/23	-£52,248.15	: Expenditure transaction 18591,
16/06/23	-£462.94	: Expenditure transaction 18710,
25/08/23	-£1,879.98	: Expenditure transaction 19064,
06/10/23	-£37,638.57	: Expenditure transaction 19142,
	£2,055.02	Current value

Carbon Reduction Initiatives

	£0.00	Start of year value
21/04/23	-£275.00	: Expenditure transaction 18423,
22/04/23	-£124.33	: Expenditure transaction 18467,
12/05/23	-£2,475.00	: Expenditure transaction 18501,
22/05/23	-£100.10	: Expenditure transaction 18669,
06/06/23	-£1,127.50	: Expenditure transaction 18642,
06/06/23	-£9,621.45	: Expenditure transaction 18643,
06/06/23	-£9,621.45	: Expenditure transaction 18643,
18/07/23	-£71.20	: Expenditure transaction 18820,
18/07/23	-£55.00	: Expenditure transaction 18816,
14/08/23	-£17.32	: Income transaction 18000,

14/08/23	£28,428.00	: Income transaction 18000,
14/08/23	-£10.05	: Income transaction 18000,
14/08/23	£20,586.00	: Income transaction 18000,
14/08/23	-£7.28	: Income transaction 18000,
14/08/23	£49,014.00	: Income transaction 18000,
25/08/23	-£650.00	: Expenditure transaction 18982,
31/08/23	-£35,111.95	: Expenditure transaction 19098,
29/09/23	-£31,120.00	: Expenditure transaction 19144,
29/09/23	-£29,571.00	: Expenditure transaction 19143,
01/10/23	-£24.33	: To General Fund, 18647 - Only £100 was included in project accounts for pla
01/10/23	-£506.24	: To General Fund, EVCP Signage and Line painting installation
06/10/23	-£3,258.15	: Expenditure transaction 19235,
29/11/23	-£7.28	: Income transaction 18519,
29/11/23	-£10.05	: Income transaction 18519,
29/11/23	£28,428.00	: Income transaction 18519,
29/11/23	-£17.32	: Income transaction 18519,
29/11/23	£49,014.00	: Income transaction 18519,
29/11/23	£20,586.00	: Income transaction 18519,
29/12/23	-£53,485.00	: Expenditure transaction 19328,
	£18,789.00	Current value

Community / Social Inclusion Project Grant

	£9,500.00	Start of year value
15/06/23	£498.50	: From General Fund, Underspend on Braunstone Town Council Warm Spaces
13/07/23	£250.00	: Income transaction 17804,
01/10/23	-£427.52	: To General Fund, ET18956 The Friday Social Social Inclusion Grant
01/10/23	-£500.00	: To General Fund, ET18632 Space to Breathe Social Inclusion Grant
	£9,320.98	Current value

Shakespeare Park Sports Clubs

	£1,692.51	Start of year value
12/05/23	-£585.00	: Expenditure transaction 18479,
06/10/23	-£887.57	: Expenditure transaction 19233, Various Items
	£219.94	Current value

Gateway Signage

	£2,500.00	Start of year value
--	-----------	---------------------

22/03/24 -£2,500.00 : To General Fund, Council Minute xxxx, resolution 6
 £0.00 Current value

Defibrillators

 £500.00 Start of year value
07/11/23 -£1,290.84 : Expenditure transaction 19258,
07/11/23 -£1,290.82 : Expenditure transaction 19258,
08/12/23 -£296.61 : Expenditure transaction 19431,
08/12/23 -£296.62 : Expenditure transaction 19431,
08/12/23 £2,674.89 : From Balance Revenue Budget 2023/24, To cover difference between Grant
 £0.00 Current value

Balance Revenue Budget 2023/24

 £3,000.00 Start of year value
08/12/23 -£2,674.89 : To Defibrillators, To cover difference between Grant and Cost
31/12/23 -£325.11 : To General Fund, General Fund overspent
 £0.00 Current value

£32,933.77 Current Reserves total
 excluding the General Fund

£54,906.00 Current Reserves total
 including the General Fund

Financial Budget Comparison

APPENDIX 5

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1. P&R - Corporate Management Income						
101	Precept	£776,035.00	£0.00	£776,035.00	£0.00	0.00%
106	Revenue Grants					
106/1	Staff Training	£0.00	£0.00	£2,790.78	£2,790.78	100.00%
106/2	Other	£0.00	£0.00	£0.00	£0.00	0.00%
106	Total	£0.00	£0.00	£2,790.78	£2,790.78	100.00%
107	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00	0.00%
141	Photocopying	£150.00	£0.00	£112.05	£-37.95	-25.30%
181	Interest on No 1 Account	£400.00	£0.00	£0.00	£-400.00	-100.00%
182	Interest on No 2 Account	£10.00	£0.00	£0.00	£-10.00	-100.00%
183	Interest on Cambridge Saver	£1,000.00	£0.00	£1,582.02	£582.02	58.20%
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	0.00%
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	0.00%
199	Miscellaneous	£0.00	£0.00	£4.55	£4.55	100.00%
Total Income		£777,595.00	£0.00	£780,524.40	£2,929.40	£983,444.00
Expenditure						
1010	Staff Salaries	£477,251.00	£0.00	£476,742.08	£508.92	-0.11%
1015	Staff Expenses	£300.00	£0.00	£97.65	£202.35	-67.45%
1020	Pensions	£104,762.00	£0.00	£120,891.33	£-16,129.33	15.40%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1030	Councillors Allowances	£6,000.00	£0.00	£5,480.00	£520.00	-8.67%
1035	Councillors Expenses	£300.00	£0.00	£12.75	£287.25	-95.75%
1060	Contingency	£0.00	£0.00	£0.00	£0.00	0.00%
1070	Projects					
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
1070/2	Cycle to Work Scheme	£0.00	£0.00	£832.50	-£832.50	100.00%
1070	Total	£0.00	£0.00	£832.50	-£832.50	100.00%
1150	Insurance	£15,400.00	£0.00	£21,891.23	-£6,491.23	42.15%
1160	Audit	£2,500.00	£0.00	£2,555.00	-£55.00	2.20%
1170	Legal Fees	£1,250.00	£0.00	£2,314.17	-£1,064.17	85.13%
1180	Elections	£4,000.00	£0.00	£4,173.26	-£173.26	4.33%
1210	Staff Training	£2,500.00	£0.00	£4,043.00	-£1,543.00	61.72%
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£2,541.85	-£541.85	27.09%
1350	Town Council Subscriptions	£5,000.00	£0.00	£7,134.24	-£2,134.24	42.68%
1360	Advertisements	£8,000.00	£0.00	£8,395.92	-£395.92	4.95%
1400	Telephones	£2,530.00	£0.00	£2,673.96	-£143.96	5.69%
1410	Photocopier	£2,200.00	£0.00	£1,997.12	£202.88	-9.22%
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£10,922.24	-£922.24	9.22%
1830	Fees on Cambridge Saver	£0.00	£0.00	£442.13	-£442.13	100.00%
1990	Miscellaneous	£700.00	£0.00	£1,771.72	-£1,071.72	153.10%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£385.93	-£385.93	100.00%
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£769.92	-£769.92	100.00%
Total Expenditure		<u>£645,693.00</u>	<u>£0.00</u>	<u>£676,068.00</u>	<u>-£30,375.00</u>	<u>£700,341.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
2. P&R - Civic Centre						
Income						
205	Capital Grants	£0.00	£0.00	£0.00	£0.00	0.00%
207	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
208	Loans	£97,991.00	£97,993.36	£97,993.36	-£97,991.00	-100.00%
225	Service Charges	£0.00	£0.00	£98.53	£98.53	100.00%
226	Service Level Agreements					
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£1,277.36	£1,277.36	100.00%
226	Total	£0.00	£0.00	£1,277.36	£1,277.36	100.00%
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00	0.00%
250	Room Hire	£67,384.00	£0.00	£77,026.69	£9,642.69	14.31%
251	Catering for Hirers (VAT)	£100.00	£0.00	£146.96	£46.96	46.96%
256	Electric Vehicle Chargers	£0.00	£0.00	£3,636.46	£3,636.46	100.00%
257	Licensed Bar	£17,000.00	£0.00	£14,533.34	-£2,466.66	-14.51%
299	Miscellaneous	£0.00	£0.00	£21.96	£21.96	100.00%
Total Income		£182,475.00	£97,993.36	£194,734.66	-£85,733.70	£99,547.00
Expenditure						
2050	Capital Projects					
2050/1	Toilets/Bar Refurbishment	£0.00	£3,969.17	£95,027.86	-£91,058.69	100.00%
2050/2	General Refurbishment	£10,000.00	£89,886.72	£9,375.39	£90,511.33	-905.11%
2050/3	Climate Initiatives	£97,991.00	£64,405.25	£64,405.25	£97,991.00	-100.00%
2050	Total	£107,991.00	£158,261.14	£168,808.50	£97,443.64	-90.23%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
2070	Projects					
2070/1	Climate Change	£0.00	£0.00	£5,079.00	£-5,079.00	100.00%
2070/2	General	£0.00	£1,587.45	£1,587.45	£0.00	0.00%
2070	Total	£0.00	£1,587.45	£6,666.45	£-5,079.00	100.00%
2080	Loan Interest & Repayments					
2080/1	PWLB 477930	£0.00	£0.00	£0.00	£0.00	0.00%
2080/2	PWLB 480508	£4,586.00	£0.00	£4,585.84	£0.16	0.00%
2080/3	PWLB 482623	£9,648.00	£0.00	£9,647.56	£0.44	0.00%
2080/4	PWLB 485557	£5,784.00	£0.00	£5,783.06	£0.94	-0.02%
2080/5	600557 Civic Centre Improvements	£11,091.00	£0.00	£9,042.25	£2,048.75	-18.47%
2080/6	Part 650982 & 678879 Climate Initiatives	£4,556.00	£0.00	£3,288.06	£1,267.94	-27.83%
2080	Total	£35,665.00	£0.00	£32,346.77	£3,318.23	-9.30%
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00	0.00%
2290	Clothing	£500.00	£0.00	£70.46	£429.54	-85.91%
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00	-100.00%
2330	Cleaning Materials	£2,000.00	£0.00	£2,091.24	£-91.24	4.56%
2400	Telephones	£1,000.00	£0.00	£1,370.60	£-370.60	37.06%
2430	Utility Bills	£10,937.00	£0.00	£51,827.86	£-40,890.86	373.88%
2440	Waste Services	£8,000.00	£0.00	£11,013.20	£-3,013.20	37.67%
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00	-100.00%
2460	Rates	£23,550.00	£0.00	£20,583.75	£2,966.25	-12.60%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
2490	Seasonal Decorations	£1,500.00	£0.00	£61.84	£1,438.16	-95.88%
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	0.00%
2510	Catering for Hirers (VAT)	£0.00	£0.00	£340.53	-£340.53	100.00%
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	0.00%
2560	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00	0.00%
2570	Licences	£1,300.00	£0.00	£517.97	£782.03	-60.16%
2580	Card Card and Transit fees	£2,000.00	£0.00	£1,989.97	£10.03	-0.50%
2600	Building Repairs & Maintenance	£12,000.00	£0.00	£15,180.54	-£3,180.54	26.50%
2610	Equipment Repairs & Maintenance					
2610/1	General	£4,600.00	£0.00	£7,466.93	-£2,866.93	62.32%
2610/2	Fire Extinguisher Service	£400.00	£0.00	£0.00	£400.00	-100.00%
2610/3	Alarm Maintenance	£1,000.00	£0.00	£1,173.08	-£173.08	17.31%
2610	Total	£6,000.00	£0.00	£8,640.01	-£2,640.01	44.00%
2990	Miscellaneous	£150.00	£0.00	£3,731.14	-£3,581.14	2387.43%
Total Expenditure	£213,693.00	£159,848.59	£325,240.83	£48,300.76	£126,141.00	

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
3. P&R - Thorpe Astley Community Centre						
Income						
305	Capital Grants	£37,317.00	£0.00	£0.00	-£37,317.00	-100.00%
307	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
308	Loans	£56,800.00	£56,835.90	£56,835.90	-£56,800.00	-100.00%
325	Service Charges	£0.00	£0.00	£0.00	£0.00	0.00%
343	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00	0.00%
350	Room Hire					
350/1	Room Hires	£10,670.35	£0.00	£13,641.44	£2,971.09	27.84%
350/2	Pre-School Contract	£20,815.65	£0.00	£22,640.17	£1,824.52	8.77%
350/3	NHS Facility	£4,962.00	£0.00	£5,627.91	£665.91	13.42%
350	Total	£36,448.00	£0.00	£41,909.52	£5,461.52	14.98%
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00	-100.00%
356	Electric Vehicle Chargers	£0.00	£0.00	£82.74	£82.74	100.00%
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£130,605.00	£56,835.90	£98,828.16	-£88,612.74	£46,575.00
Expenditure						
3050	Capital Projects					
3050/1	General Improvements	£0.00	£2,475.00	£2,768.00	-£293.00	100.00%
3050/3	Climate Initiatives	£94,117.00	£48,765.88	£48,668.38	£94,214.50	-100.10%
3050	Total	£94,117.00	£51,240.88	£51,436.38	£93,921.50	-99.79%
3070	Projects					

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
3070/1	Climate Change	£0.00	£55.00	£5,134.00	-£5,079.00	100.00%
3070/2	General	£0.00	£1,587.44	£1,687.44	-£100.00	100.00%
3070	Total	£0.00	£1,642.44	£6,821.44	-£5,179.00	100.00%
3080	Proposed: New PWL Climate Initiatives	£2,643.00	£0.00	£0.00	£2,643.00	-100.00%
3290	Clothing	£0.00	£0.00	£0.00	£0.00	0.00%
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00	-100.00%
3330	Cleaning Materials	£1,000.00	£0.00	£1,810.04	-£810.04	81.00%
3400	Telephones	£1,000.00	£0.00	£819.16	£180.84	-18.08%
3430	Utility Bills	£4,525.00	£0.00	£25,273.14	-£20,748.14	458.52%
3440	Waste Services	£2,500.00	£0.00	£2,125.61	£374.39	-14.98%
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00	-100.00%
3460	Rates	£8,500.00	£0.00	£8,177.36	£322.64	-3.80%
3490	Seasonal Decorations	£1,000.00	£0.00	£67.26	£932.74	-93.27%
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	0.00%
3510	Catering for Hirers (VAT)	£0.00	£0.00	£92.89	-£92.89	100.00%
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	0.00%
3560	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00	0.00%
3570	Licences	£400.00	£0.00	£810.27	-£410.27	102.57%
3580	Credit Card and Transit Fees	£500.00	£0.00	£1,322.18	-£822.18	164.44%
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£3,560.76	-£560.76	18.69%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
3610	Equipment Repairs & Maintenance					
3610/1	General	£1,150.00	£0.00	£1,939.98	-£789.98	68.69%
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00	-100.00%
3610/3	Alarm Maintenance	£3,000.00	£0.00	£354.53	£2,645.47	-88.18%
3610	Total	£4,500.00	£0.00	£2,294.51	£2,205.49	-49.01%
3990	Miscellaneous	£150.00	£0.00	£0.00	£150.00	-100.00%
Total Expenditure	£124,385.00	£52,883.32	£104,611.00	£72,657.32	£50,390.00	

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
4. P&R - Capital Projects						
Income						
405	Capital Grants					
405/1	General	£0.00	£0.00	£0.00	£0.00	0.00%
405/2	Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00	0.00%
405/3	Impey Close Play Area & Open Space	£0.00	£0.00	£0.00	£0.00	0.00%
405	Total	£0.00	£0.00	£0.00	£0.00	0.00%
408	Loans	£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	£0.00	£68,000.00
Expenditure						
4050	Capital Projects					
4050/1	General	£0.00	£0.00	£0.00	£0.00	0.00%
4050/2	Mossdale Flood Alleviation Scheme	£0.00	£0.00	£0.00	£0.00	0.00%
4050/3	Impey Close Play Area and Open Space	£0.00	£0.00	£0.00	£0.00	0.00%
4050/4	Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00	0.00%
4050/5	Mossdale Pavilion and Changing Rooms	£0.00	£0.00	£0.00	£0.00	0.00%
4050/6	Climate Initiatives	£0.00	£0.00	£0.00	£0.00	0.00%
4050	Total	£0.00	£0.00	£0.00	£0.00	0.00%
4070	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£0.00	£0.00	£0.00	£0.00	£85,935.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
5. P&R - Parks & Open Spaces						
Income						
505	Capital Grants	£56,000.00	£48,545.71	£48,545.71	-£56,000.00	-100.00%
507	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00	-100.00%
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£49,420.44	£27,920.44	129.86%
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00	-100.00%
555	Sports Pitches & Facilities					
555/1	Pitch Season Fees	£2,500.00	£0.00	£6,152.26	£3,652.26	146.09%
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£100.00	£100.00	100.00%
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£552.36	£552.36	100.00%
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00	0.00%
555	Total	£2,500.00	£0.00	£6,804.62	£4,304.62	172.18%
599	Miscellaneous	£100.00	£0.00	-£700.00	-£800.00	-800.00%
Total Income		£230,250.00	£48,545.71	£104,070.77	-£174,724.94	£3,250.00
Expenditure						
5050	Capital Projects					
5050/1	General	£3,000.00	£0.00	£1,181.48	£1,818.52	-60.62%
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00	0.00%
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00	0.00%
5050/4	Shakespeare Playground	£56,000.00	£64,934.64	£65,349.64	£55,585.00	-99.26%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
5050/5	Mossdale Culvert	£150,000.00	£0.00	£3,025.00	£146,975.00	-97.98%
5050	Total	£209,000.00	£64,934.64	£69,556.12	£204,378.52	-97.79%
5070	Projects					
5070/1	Climate Change	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
5070/2	General	£1,000.00	£0.00	£219.67	£780.33	-78.03%
5070/3	Biodiversity	£0.00	£0.00	£0.00	£0.00	0.00%
5070	Total	£2,000.00	£0.00	£219.67	£1,780.33	-89.02%
5080	Loan Interest & Repayments					
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80	£0.20	-0.01%
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30	-£0.30	0.00%
5080/3	PWLB 501336	£0.00	£0.00	£0.00	£0.00	0.00%
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,723.86	£0.14	0.00%
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£17,808.16	-£0.16	0.00%
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00	0.00%
5080	Total	£45,091.00	£0.00	£45,091.12	-£0.12	0.00%
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	0.00%
5170	Legal Fees	£2,000.00	£0.00	£1.00	£1,999.00	-99.95%
5290	Clothing	£500.00	£0.00	£353.87	£146.13	-29.23%
5330	Cleaning Materials	£1,000.00	£0.00	£301.75	£698.25	-69.83%
5400	Telephones	£410.00	£0.00	£0.00	£410.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
5430	Utility Bills	£6,000.00	£0.00	£6,248.23	-£248.23	4.14%
5440	Waste Services	£2,000.00	£0.00	£102.80	£1,897.20	-94.86%
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00	-100.00%
5460	Rates	£0.00	£0.00	£3,801.77	-£3,801.77	100.00%
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,716.14	£283.86	-9.46%
5600	Building Repairs & Maintenance					
5600/1	Mossdale Meadows	£4,800.00	£0.00	£2,842.47	£1,957.53	-40.78%
5600/2	Shakespeare Park	£0.00	£0.00	£1,621.92	-£1,621.92	100.00%
5600	Total	£4,800.00	£0.00	£4,464.39	£335.61	-6.99%
5610	Equipment Repairs & Maintenance					
5610/1	General Maintenance	£4,000.00	£0.00	£3,336.42	£663.58	-16.59%
5610/2	Playgrounds	£6,000.00	£0.00	£2,688.49	£3,311.51	-55.19%
5610	Total	£10,000.00	£0.00	£6,024.91	£3,975.09	-39.75%
5620	Site Maintenance					
5620/1	General	£1,000.00	£0.00	£2,042.32	-£1,042.32	104.23%
5620/2	Trees	£4,000.00	£0.00	£8,125.00	-£4,125.00	103.13%
5620/3	Bowling Green	£0.00	£0.00	£2,360.00	-£2,360.00	100.00%
5620	Total	£5,000.00	£0.00	£12,527.32	-£7,527.32	150.55%
5630	Equipment Purchase	£2,000.00	£0.00	£2,566.47	-£566.47	28.32%
5650	Vehicle Costs	£11,000.00	£0.00	£20,864.00	-£9,864.00	89.67%
5660	Machinery Hire	£500.00	£0.00	£61.97	£438.03	-87.61%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
5670 Petrol	£7,600.00	£0.00	£1,904.27	£5,695.73	-74.94%
5990 Miscellaneous	£100.00	£0.00	-£54.10	£154.10	-154.10%
Total Expenditure	<u>£312,501.00</u>	<u>£64,934.64</u>	<u>£176,751.70</u>	<u>£200,683.94</u>	<u>£121,723.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
6. P&R - Library Services						
Income						
605	Capital Grants	£0.00	£0.00	£0.00	£0.00	0.00%
607	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
608	Loans	£41,245.00	£41,157.44	£41,157.44	£-41,245.00	-100.00%
625	Service Charges	£1,052.00	£0.00	£1,247.61	£195.61	18.59%
626	Service Level Agreements					
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£8,236.00	£167.00	2.07%
626	Total	£8,069.00	£0.00	£8,236.00	£167.00	2.07%
643	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00	0.00%
690	Consumer Products (Sales)					
690/1	Stamps	£0.00	£0.00	£0.00	£0.00	0.00%
690	Total	£0.00	£0.00	£0.00	£0.00	0.00%
698	Fines	£1,500.00	£0.00	£218.16	£-1,281.84	-85.46%
699	Miscellaneous	£50.00	£0.00	£692.90	£642.90	1285.80%
Total Income		£51,916.00	£41,157.44	£51,552.11	£-41,521.33	£12,319.00
Expenditure						
6050	Capital Projects					
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00	0.00%
6050/2	Climate Initiatives	£41,245.00	£60,691.00	£60,691.00	£41,245.00	-100.00%
6050	Total	£41,245.00	£60,691.00	£60,691.00	£41,245.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
6070	Projects				
6070/1	Climate Change	£0.00	£0.00	£0.00	0.00%
6070/2	General	£0.00	£0.00	£0.00	0.00%
6070	Total	£0.00	£0.00	£0.00	0.00%
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£1,914.00	-100.00%
6320	Printing & Copying	£150.00	£0.00	£99.33	-66.22%
6330	Cleaning Materials	£200.00	£0.00	£65.35	-32.68%
6360	Advertisements	£200.00	£0.00	£200.00	-100.00%
6400	Telephones	£200.00	£0.00	£200.00	-100.00%
6410	Photocopier	£800.00	£0.00	£800.00	-100.00%
6430	Utility Bills	-£4,858.00	£0.00	-£7,595.39	-156.35%
6490	Seasonal Decorations	£500.00	£0.00	£433.26	-86.65%
6700	Programme of Events	£800.00	£0.00	£800.00	-100.00%
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	-£339.66	100.00%
6900	Total	£0.00	£0.00	-£339.66	100.00%
6990	Miscellaneous	£800.00	£0.00	£76.15	-9.52%
Total Expenditure	£41,951.00	£60,691.00	£64,743.96	£37,898.04	£8,403.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
7. Community Development						
Income						
707	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
770	Programme of Events	£0.00	£0.00	£4,881.09	£4,881.09	100.00%
771	Summer Fete					
771/1	Current Year	£0.00	£0.00	-£226.68	-£226.68	100.00%
771/2	Next Year	£0.00	£0.00	£0.00	£0.00	0.00%
771	Total	£0.00	£0.00	-£226.68	-£226.68	100.00%
775	Civic Functions	£0.00	£0.00	£0.00	£0.00	0.00%
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00	100.00%
777	Town Mayor's Charity - after May	£0.00	£0.00	£545.81	£545.81	100.00%
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	£0.00	0.00%
790	Consumer Products (Sales)					
790/1	History Publications	£0.00	£0.00	£0.00	£0.00	0.00%
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00	-100.00%
790/3	General	£50.00	£0.00	£0.00	-£50.00	-100.00%
790	Total	£100.00	£0.00	£0.00	-£100.00	-100.00%
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00	0.00%
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£100.00	£250.00	£5,585.22	£5,235.22	£465.00
Expenditure						
7040	Town Mayor's Allowance					

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£116.60	£258.40	-68.91%
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£138.00	£237.00	-63.20%
7040	Total	£750.00	£0.00	£254.60	£495.40	-66.05%
7070	Projects					
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
7070	Total	£0.00	£0.00	£0.00	£0.00	0.00%
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£3,713.50	£716.50	-16.17%
7340	Signs	£500.00	£0.00	£0.00	£500.00	-100.00%
7700	Programme of Events	£4,000.00	£0.00	£4,592.02	-£592.02	14.80%
7710	Summer Fete					
7710/1	Current Year	£2,800.00	£0.00	£2,588.57	£211.43	-7.55%
7710/2	Next Year	£200.00	£0.00	£73.75	£126.25	-63.13%
7710	Total	£3,000.00	£0.00	£2,662.32	£337.68	-11.26%
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£2,809.02	£190.98	-6.37%
7720	General Events					
7720/1	General	£0.00	£0.00	£0.00	£0.00	0.00%
7720/2	Apple Day	£400.00	£0.00	£800.16	-£400.16	100.04%
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00	-100.00%
7720	Total	£500.00	£0.00	£800.16	-£300.16	60.03%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age	
7750	Civic Functions	£1,500.00	£0.00	£701.03	£798.97	-53.26%
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	£4,440.81	-£361.64	100.00%
7770	Town Mayor's Charity - after May	£0.00	£0.00	£88.10	-£88.10	100.00%
7850	Community Grants	£5,000.00	£1,472.57	£5,189.15	£1,283.42	-25.67%
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£1,427.52	-£1,427.52	100.00%
7880	Grants for King's Coronation	£1,000.00	£0.00	£196.45	£803.55	-80.36%
7900	Consumer Products (Purchase for resale)					
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00	0.00%
7900/2	Crime Prevention	£100.00	£0.00	£0.00	£100.00	-100.00%
7900	Total	£100.00	£0.00	£0.00	£100.00	-100.00%
7940	Social Inclusion Initiatives					
7940/1	General	£800.00	£0.00	£458.15	£341.85	-42.73%
7940/2	Warm Spaces Initiative	£200.00	£0.00	£142.06	£57.94	-28.97%
7940	Total	£1,000.00	£0.00	£600.21	£399.79	-39.98%
7950	Community Safety	£500.00	£0.00	£0.00	£500.00	-100.00%
7990	Miscellaneous	£100.00	£0.00	£72.50	£27.50	-27.50%
Total Expenditure	£25,380.00	£5,551.74	£27,547.39	£3,384.35	£25,875.00	

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
8. Planning & Environment						
Income						
807	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
890	Consumer Products (Sales)					
890/1	General	£0.00	£0.00	£0.00	£0.00	0.00%
890/2	Poop Scoops	£1,150.00	£0.00	£962.00	-£188.00	-16.35%
890	Total	£1,150.00	£0.00	£962.00	-£188.00	-16.35%
Total Income		£1,150.00	£0.00	£962.00	-£188.00	£1,100.00
Expenditure						
8070	Projects					
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
8070	Total	£0.00	£0.00	£0.00	£0.00	0.00%
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00	-100.00%
8440	Waste Services (Dog Bins)	£9,538.00	£0.00	£10,924.83	-£1,386.83	14.54%
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32	21.55%
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,100.00	£0.00	£658.50	£441.50	-40.14%
8900	Total	£1,100.00	£0.00	£658.50	£441.50	-40.14%
Total Expenditure		£13,488.00	£0.00	£14,743.65	-£1,255.65	£16,892.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£1,374,091.00	£244,782.41	£1,236,257.32		
Total Expenditure	£1,377,091.00	£343,909.29	£1,389,706.53		
Total Net Balance	<u>-£3,000.00</u>		<u>-£153,449.21</u>		

Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Buildings									
11101	11101	Braunstone Civic Centre	Kingsway, LE3 2PP		£0.00	£2,200,037.00	£2,200,037.00	£2,243,000.00	01/11/19
11201	11201	Parks Workshop & Mosssdale Sports Pavilion	Mosssdale Meadows, Kingsway		£0.00	£117,060.00	£117,060.00	£366,000.00	01/11/19
11203	11203	Shakespeare Park Sports Pavilion & Car Park	Shakespeare Park	02/07/2021	£953,959.47	£953,959.47	£953,959.47	£1,022,543.00	01/11/22
12600	12600	Thorpe Astley Community Centre	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,076,733.00	£1,076,733.00	£1,255,000.00	01/11/19
Total Values					£953,959.47	£4,347,789.47	£4,347,789.47	£4,886,543.00	
Civic									
15100	15100	Town Mayor's Chain	Town Mayor		£0.00	£6,197.00	£6,197.00	£6,197.00	01/11/19
15101	15101	Town Mayor's Companion Chain	Town Mayor		£0.00	£1,329.00	£1,329.00	£1,329.00	01/11/19
15102	15102	Deputy Town Mayor's Pendant	Deputy Town Mayor		£0.00	£461.00	£461.00	£461.00	01/11/19
Total Values					£0.00	£7,987.00	£7,987.00	£7,987.00	
Contents									
11700	11700	Contents of Civic Centre	Braunstone Civic Centre		£0.00	£165,218.00	£165,218.00	£195,223.00	01/11/19
11701	11701	Contents of Mosssdale Pavilion	Mosssdale Meadows		£0.00	£955.00	£955.00	£955.00	01/11/19
11702	11702	Contents of Bowls Pavilion	Shakespeare Park		£0.00	£3,200.00	£3,200.00	£3,200.00	01/11/19
11703	11703	Contents of Football Changing Rooms	Shakespeare Park		£0.00	£510.00	£510.00	£510.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11704	11704	Glass Display Cabinet	Braunstone Civic Centre		£0.00	£1,221.00	£1,221.00	£0.00		
11705	11705	Contents of Glass Display Cabinet	Braunstone Civic Centre		£0.00	£2,406.00	£2,406.00	£0.00		
11706	11706	Automatic Doors / Record	Braunstone Civic Centre	01/01/2006	£0.00	£16,907.00	£16,907.00	£0.00		
11707	11707	Divar DIG CCTV Vantage Colour Mon 7 Dig Cams	Braunstone Civic Centre	01/06/2006	£0.00	£1,386.00	£1,386.00	£0.00		
11708	11708	Ricoh MP 2500 Photocopier	Braunstone Civic Centre	01/01/2009	£0.00	£7,149.00	£7,149.00	£0.00		
11709	11709	Data Projector	Braunstone Civic Centre	01/06/2011	£0.00	£306.00	£306.00	£0.00		
11710	11710	Overhead Trolley Screen	Braunstone Civic Centre	01/06/2013	£0.00	£630.00	£630.00	£0.00		
11711	11711	Digital TV and Associated	Braunstone Civic Centre	01/06/2011	£0.00	£236.00	£236.00	£236.00	01/11/19	
11712	11712	Intel Core 15 (Admin)	Braunstone Civic Centre	01/06/2013	£0.00	£766.00	£766.00	£766.00	01/11/19	
11713	11713	Fujitsu S No. YLST013512 PC (Reception)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11714	11714	Fujitsu S No. YLST013355 PC (DCE & Comm Serv Manager)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11715	11715	HP Compaq 6000 PC (Res & Fac Manager)	Braunstone Civic Centre	01/06/2009	£0.00	£766.00	£766.00	£766.00	01/11/19	
11716	11716	Fujitsu SN YLST013490 PC (Reception 2)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11717	11717	Vaio Sony Laptop (EO & Town Clerk)	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	
11718	11718	Acer Laptop	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	
11719	11719	Clone PC (Finance)	Braunstone Civic Centre	01/08/2012	£0.00	£766.00	£766.00	£766.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11720	11720	Vaio Sony Laptop (Crime Reduction)	Braunstone Civic Centre	01/06/2012	£0.00	£938.00	£938.00	£938.00	01/11/19	
11721	11721	Brother Fax Machine	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11722	11722	HP Laserjet (P2500d) Admin	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11723	11723	HP Inkjet 1200 (Admin)	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11724	11724	Epson WF7015 B511A (Colour desktop office printer)	Braunstone Civic Centre		£0.00	£308.00	£308.00	£308.00	01/11/19	
11725	11725	HP Laserjet pro 400 M40ld VnC4116835	Braunstone Civic Centre	01/01/2013	£0.00	£308.00	£308.00	£308.00	01/11/19	
11726	11726	LED Display Sceen (Reception) & Associated Equipment	Braunstone Civic Centre	08/02/2017	£850.00	£850.00	£850.00	£0.00	01/11/19	
11727	11727	Liyama anti-glare LED computer monitors x2	Braunstone Civic Centre	16/01/2017	£396.00	£396.00	£396.00	£0.00	01/11/19	
11728	11728	Glasswasher - Smeg 400 Ecoline	Braunstone Civic Centre	14/08/2019	£1,441.00	£1,441.00	£1,441.00	£1,441.00	01/11/20	
11729	11729	Laptop (LA)	Braunstone Civic Centre	28/10/2019	£595.00	£595.00	£595.00	£595.00	01/11/20	
11730	11730	2 x laptops (PS & KC)	Braunstone Civic Centre	18/03/2020	£1,524.50	£1,524.50	£1,524.50	£1,524.50	01/11/20	
11731	11731	Ralley Plus Video Conferencing Equipment	Civic Centre	07/09/2020	£5,210.00	£5,210.00	£5,210.00	£5,210.00	01/11/21	
11732	11732	Printer for Homeworker	Employee's Home Address	27/07/2020	£59.99	£59.99	£59.99	£59.99	01/11/21	£59.99
11733	11733	Council Chamber Chairs, Tables & Trolley	Braunstone Civic Centre	05/07/2021	£4,594.50	£4,594.50	£4,594.50	£4,594.50	01/11/22	
11734	11734	2 x Laptops (SCSCO & FA&R)	Braunstone Civic Centre	15/06/2021	£1,855.00	£1,855.00	£1,855.00	£1,855.00	01/11/22	
11750	11750	Lincat Silverlink 6 Burner Electric Range 3 Phase x 2	Braunstone Civic Centre	10/08/2023	£4,919.97	£4,919.97	£0.00	£4,919.97	01/11/24	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11751	11751	Classeq D400 Duo Dishwasher	Braunstone Civic Centre	24/08/2023	£2,255.98	£2,255.98	£0.00	£2,255.98	01/11/24	
11752	11752	Fridge	Braunstone Civic Centre	23/08/2023	£639.00	£639.00	£0.00	£639.00	01/11/24	
11753	11753	Freezer	Braunstone Civic Centre	23/08/2023	£477.00	£477.00	£0.00	£477.00		
11754	11754	Water softner - 12L	Braunstone Civic Centre	25/08/2023	£239.98	£239.98	£0.00	£239.98	01/11/24	
11755	11755	Civic Community Lounge Café Equipment	Braunstone Civic Centre	21/08/2023	£808.10	£808.10	£0.00	£808.10	01/11/24	
12700	12700	Curtains / Blinds	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,061.00	£1,061.00	£1,061.00	01/11/19	
12701	12701	Folding Tables	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,703.00	£1,703.00	£1,703.00	01/11/19	
12702	12702	Beech Tables & Crome Framed Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£6,426.00	£6,426.00	£6,426.00	01/11/19	
12703	12703	Folding Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£4,090.00	£4,090.00	£4,090.00	01/11/19	
12704	12704	Chair Trolley	Thorpe Astley Community Centre	01/10/2010	£0.00	£612.00	£612.00	£612.00	01/11/19	
12705	12705	Notice Boards	Thorpe Astley Community Centre	01/10/2010	£0.00	£709.00	£709.00	£709.00	01/11/19	
12706	12706	Kitchen Electrical Goods	Thorpe Astley Community Centre	01/10/2010	£0.00	£723.00	£723.00	£723.00	01/11/19	
12707	12707	Misc Kitchen Utensils	Thorpe Astley Community Centre	01/10/2010	£0.00	£348.00	£348.00	£348.00	01/11/19	
12708	12708	Bottle Cooler	Thorpe Astley Community Centre	01/10/2010	£0.00	£758.00	£758.00	£758.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
12709	12709	Cash Register	Thorpe Astley Community Centre	01/10/2010	£0.00	£460.00	£460.00	£460.00	01/11/19	
12710	12710	Dish Washer	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,030.00	£1,030.00	£1,030.00	01/11/19	
12711	12711	Reception Chairs	Thorpe Astley Community Centre	01/10/2016	£0.00	£326.00	£326.00	£326.00	01/11/19	
12712	12712	Office Furniture	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,075.00	£1,075.00	£1,075.00	01/11/19	
12713	12713	HP Compaq 6000 and associated equipment	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,694.00	£1,694.00	£1,694.00	01/11/19	
12800	12800	C Pen reader 2	Member of Staff	11/08/2023	£230.00	£230.00	£0.00	£230.00	01/11/24	
12801	12801	Jabra Evolve2 50 USB-A UC Mono Headset	Member of Staff	27/06/2023	£119.99	£119.99	£0.00	£119.99	27/06/23	
12802	12802	Scan Reader Pen	Member of Staff	01/04/2023	£77.99	£77.99	£0.00	£77.99	01/11/24	
13700	13700	Laptop (SLO)	Library	11/10/2021	£1,055.00	£1,055.00	£1,055.00	£1,055.00	01/11/22	
Total Values					£27,349.00	£257,094.00	£247,325.99	£255,848.00		£59.99

Infrastructure - Community Centres

15300	15300	Hearing Loop System	Braunstone Civic Centre	01/06/2005	£0.00	£214.00	£214.00	£214.00	01/11/19	
15301	15301	Solar Installation 174 PV modules, 1 Inverter and 88 Optimi	Braunstone Civic Centre	01/10/2023	£64,182.00	£64,182.00	£0.00	£64,182.00	01/11/24	
15302	15302	Solar Installation at Thorpe Astley Community Centre	Thorpe Astley Community Centre	15/09/2023	£37,344.00	£37,344.00	£0.00	£37,344.00	01/11/24	
15303	15303	Solar Installation at Braunstone Town Library	Braunstone Town Library	15/09/2023	£35,485.20	£35,485.20	£0.00	£35,485.20	01/11/23	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
15304	15304	4 x Electric Vehicle Charging Points (22kw)	Braunstone Civic Centre	26/05/2023	£9,621.45	£9,621.45	£0.00	£9,621.45 01/11/24	
15305	15305	4 x Electric Vehicle Charging Points (22kw)	Thorpe Astley Community Centre	26/05/2023	£9,621.45	£9,621.45	£0.00	£9,621.45 26/05/23	
15306	15306	Air source heat pump (with capacity 25kW)	Thorpe Astley Community Centre	31/08/2023	£38,370.10	£38,370.10	£0.00	£38,370.10 01/11/24	
15307	15307	Changing Places Hoist and Associated Equipment	Braunstone Civic Centre	18/04/2023	£20,660.00	£20,660.00	£0.00	£20,660.00 01/11/24	
Total Values					£215,284.20	£215,498.20	£214.00	£215,498.20	

Infrastructure - General

11301	11301	5 Street Seats			£0.00	£2,169.00	£2,169.00	£2,169.00 01/11/19	
11302	11302	10 Notice Boards			£0.00	£3,902.86	£3,902.86	£5,464.00 01/11/19	£5,464.00
11303	11303	2 Notice Boards			£0.00	£666.00	£666.00	£666.00 01/11/19	
11304	11304	8 Welcome to Braunstone Town Road Signs			£0.00	£6,250.00	£6,250.00	£6,250.00 01/11/19	
11305	11305	3 x Thorpe Astley Place Signs	Entrances to Thorpe Astley	08/01/2021	£2,500.00	£2,500.00	£2,500.00	£2,500.00 01/11/21	
11306	11306	Civic Centre Car Park Lighting			£0.00	£4,853.00	£4,853.00	£4,853.00 01/11/19	
11307	11307	3 Lighting Columns, Franklin Park			£0.00	£9,266.00	£9,266.00	£9,266.00 01/11/19	
11308	11308	Information Board, Merrileys	Off Mosssdale Meadows	01/01/2002	£0.00	£2,995.00	£2,995.00	£2,995.00 01/11/19	
11309	11309	Stone Sculpture, Merrileys	Off Mosssdale Meadows	01/01/2002	£0.00	£4,389.00	£4,389.00	£4,389.00 01/11/19	
11310	11310	Steel Bench, Franklin Park	Welcombe Avenue	01/01/2000	£0.00	£1,132.00	£1,132.00	£1,132.00 01/11/19	
11311	11311	Meeting Point, Mosssdale Meadows	Kingsway	01/06/2005	£0.00	£9,379.00	£9,379.00	£9,379.00 01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11312	11312	1 Bench Seat, Marshall Close	Marshall Close	01/06/2004	£0.00	£435.00	£435.00	£435.00	01/11/19	
11313	11313	8 Bench Seats, Thorpe Astley Park	Lakin Drive	01/01/2010	£0.00	£2,930.00	£2,930.00	£2,930.00	01/11/19	
11314	11314	Bench, Seat, Picnic Table, Lean Back, Mossdale Meadows	Kingsway	01/06/2012	£0.00	£2,272.00	£2,272.00	£2,272.00	01/11/19	
11315	11315	Bench Seats, Impey Close	Impey Close	31/12/2004	£0.00	£711.00	£711.00	£711.00	01/11/19	
11316	11316	CCTV Cameras & Equipment (Civic Centre)	Civic Centre	01/01/2019	£3,285.60	£3,285.60	£3,285.60	£0.00		
11317	11317	CCTV Cameras & Equipment (Thorpe Astley Centre)	Thorpe Astley Community Centre	02/01/2019	£3,765.60	£3,765.60	£3,765.60	£0.00		
11318	11318	CCTV Cameras & Equipment (Mossdale Meadows)	Mossdale Meadows Depot	01/01/2019	£2,061.60	£2,061.60	£2,061.60	£0.00		
11319	11319	4 x Notice boards for TA and BT	Foxon Way, Goodheart Way, Holmfield Park, Franklin Park	23/06/2022	£3,353.18	£3,353.18	£3,353.18	£3,353.18		
11320	11320	Notice boards for Mossdale Meadows	Braunstone Town	19/09/2023	£1,896.19	£1,896.19	£0.00	£1,896.19	01/11/24	
11321	11321	Notice board for Withers Way	Thorpe Astley	30/08/2023	£1,896.19	£1,896.19	£0.00	£1,896.19		
11323	11323	8 x Lighting Columns		03/07/2023	£17,453.93	£17,453.93	£0.00	£17,453.93	01/11/24	
17100	17100	Radarlux Minivisor 230 VAS/SID Camera	Lubbesthorpe Way Underpass	01/05/2013	£0.00	£2,753.00	£2,753.00	£2,753.00	01/11/19	
Total Values					£36,212.29	£90,315.15	£69,068.84	£82,763.49		£5,464.00

Infrastructure - Parks

11322	11322	7 CCTV Cameras, wireless link and recording equipment		06/07/2023	£12,358.00	£12,358.00	£0.00	£12,358.00	01/11/24	
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Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11550	11550	Gates and Fences	Braunstone Town		£0.00	£17,997.00	£17,997.00	£17,997.00	01/11/19	
11551	11551	Gates and Fences (TA-IS)	Isobella Road	01/01/2004	£0.00	£3,143.00	£3,143.00	£3,143.00	01/11/19	
11552	11552	Gates and Fences (TA-PR)	Priestman Road	01/01/2004	£0.00	£16,525.00	£16,525.00	£16,525.00	01/11/19	
11553	11553	Bow Top Fence (TA-M)	Marshall Close	01/01/2004	£0.00	£3,195.00	£3,195.00	£3,195.00	01/11/19	
11554	11554	Bow Top Fence (TA-H)	Hilcot Green	01/01/2004	£0.00	£4,235.00	£4,235.00	£4,235.00	01/11/19	
11555	11555	Gates and Fences (Community Orchard)	Franklin Park	01/01/2009	£0.00	£6,783.00	£6,783.00	£6,783.00	01/11/19	
11556	11556	Play Area Fence (TA -PK)	Thorpe Astley Park	01/06/2010	£0.00	£8,188.00	£8,188.00	£8,188.00	01/11/19	
11557	11557	Tennis Courts - Weldmesh Fencing and Gates (TA-PK)	Thorpe Astley Park	01/06/2010	£0.00	£10,495.00	£10,495.00	£10,495.00	01/11/19	
11558	11558	12 x Fencing Panels MM Basketball Area	Mosssdale Meadows	01/06/2012	£0.00	£4,531.20	£4,531.20	£4,531.20	01/11/19	
11559	11559	Smart Access Gate - Thorpe Astley Tennis Courts	Thorpe Astley Park	01/04/2022	£6,020.00	£6,020.00	£6,020.00	£6,020.00		
11600	11600	Automatic Water System (SP)	Shakespeare Park		£0.00	£5,470.00	£5,470.00	£5,470.00	01/11/19	
11601	11601	Tennis Courts Fencing - Shakespeare Park	Shakespeare Park	18/07/2022	£14,950.00	£14,950.00	£14,950.00	£14,950.00	01/11/22	
11602	11602	Smart Access Gate - Shakespeare Park Tennis Courts	Shakespeare Park	18/07/2022	£6,020.00	£6,020.00	£6,020.00	£6,020.00	01/11/22	
11603	11603	Playspec Fencing	Shakespeare Park	01/12/2023	£1,040.00	£1,040.00		£1,040.00	01/11/24	
11604	11604	Double Leaf Vehicle Gate	Shakespeare Park	01/12/2023	£1,495.00	£1,495.00		£1,495.00	01/11/24	
11605	11605	Pedestrian Self Closing Gate	Shakespeare Park	01/12/2023	£1,595.00	£1,595.00		£1,595.00	01/11/24	
11606	11606	Keyston Seat	Shakespeare Park	01/12/2023	£673.00	£673.00	£0.00	£673.00	01/11/24	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
11607	11607	Keyston Bench	Shakespeare Park	01/12/2023	£788.00	£788.00	£0.00	£788.00 01/11/24	
11608	11608	Keyston Metal Bin	Shakespeare Park	01/12/2023	£536.00	£536.00	£0.00	£536.00 01/11/24	

Total Values					£45,475.00	£126,037.20	£107,552.20	£126,037.20	
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Land

10001	10001	Holmfield Park	Wardens Walk		£0.00	£0.00	£0.00	£0.00	
10002	10002	Shakespeare Park	Avon Road		£0.00	£0.00	£0.00	£0.00	
10003	10003	Franklin Park (including Community Orchard)			£0.00	£15,731.00	£15,731.00	£0.00	
10004	10004	Mossdale Meadows	Kingsway		£0.00	£33,753.00	£33,753.00	£0.00	
10005	10005	Merrileys Park	Off Mossdale Meadows		£0.00	£10,499.00	£10,499.00	£0.00	
10006	10006	Watercourse Walk	Thorpe Astley		£0.00	£3,547.00	£3,547.00	£0.00	
10007	10007	Thorpe Astley South Open Spaces	Isobella Close & Priestman Road	25/03/2011	£0.00	£8,040.00	£8,040.00	£0.00	
10008	10008	Thorpe Astley Open Spaces	Thorpe Astley	31/07/2011	£0.00	£6,289.00	£6,289.00	£0.00	
10009	10009	Thorpe Astley Parkland	Lakin Drive	01/08/2011	£0.00	£25,414.00	£25,414.00	£0.00	
10010	10010	Thorpe Astley Open Spaces (Persimmon)	Thorpe Astley	01/04/2013	£0.00	£24,381.53	£24,381.53	£0.00	

Total Values					£0.00	£127,654.53	£127,654.53	£0.00	
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Recreation, Sports & Play Equipment

11401	11401	Rocking Horse (FP)	Franklin Park		£0.00	£8,605.00	£8,605.00	£8,605.00 01/11/19	
11402	11402	Climbing Frame (FP)	Franklin Park		£0.00	£786.00	£786.00	£786.00 01/11/19	
11403	11403	Seesaw (FP)	Franklin Park		£0.00	£1,567.00	£1,567.00	£1,567.00 01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11404	11404	Jungle Walk (FP)	Franklin Park		£0.00	£1,001.00	£1,001.00	£1,001.00	01/11/19	
11405	11405	Non Mump Seesaw (FP)	Franklin Park		£0.00	£2,881.00	£2,881.00	£2,881.00	01/11/19	
11406	11406	Swing Set Cradle (FP)	Franklin Park		£0.00	£1,525.00	£1,525.00	£1,525.00	01/11/19	
11407	11407	Swing Set (FP)	Franklin Park		£0.00	£1,591.00	£1,591.00	£1,591.00	01/11/19	
11408	11408	Cnopus Frame (FP)	Franklin Park	01/06/2005	£0.00	£11,989.00	£11,989.00	£11,989.00	01/11/19	
11409	11409	Multi Goal Units (FP)	Franklin Park	01/06/2005	£0.00	£7,595.00	£7,595.00	£7,595.00	01/11/19	
11411	11411	Concord Mid Space Net (FP)	Franklin Park	01/06/2005	£0.00	£8,012.00	£8,012.00	£8,012.00	01/11/19	
11412	11412	Activity Climb / Slide (FP)	Franklin Park	01/06/2012	£0.00	£8,723.00	£8,723.00	£8,723.00	01/11/19	
11413	11413	Tangle Trail	Franklin Park	20/07/2016	£1,779.26	£1,779.26	£1,779.26	£1,779.26	01/11/19	
11414	11414	Dizzy roundabout	Franklin Park	16/11/2017	£6,267.00	£6,267.00	£6,267.00	£6,267.00	01/11/19	
11421	11421	Roundabout (HP)	Holmfield Park		£0.00	£1,575.00	£1,575.00	£1,575.00	01/11/19	
11422	11422	Mystical World Multi-Play (HP)	Holmfield Park	27/11/2015	£6,729.00	£6,729.00	£6,729.00	£6,729.00	01/11/19	
11423	11423	Swing 2 bay flat & 1 basket (HP)	Holmfield Park	27/11/2015	£4,300.00	£4,300.00	£4,300.00	£4,300.00	01/11/19	
11424	11424	2 Double Bay Swing Set (HP)	Holmfield Park	01/01/2006	£1,938.00	£1,362.00	£1,362.00	£1,362.00	01/11/19	
11425	11425	Rocking Horse (HP)	Holmfield Park		£0.00	£8,550.00	£8,550.00	£8,550.00	01/11/19	
11426	11426	Junior Parallel Bar (HP)	Holmfield Park		£0.00	£544.00	£544.00	£544.00	01/11/19	
11427	11427	Mini Spacenet (HP)	Holmfield Park	01/06/2004	£7,900.00	£8,171.00	£8,171.00	£8,171.00	01/11/19	
11428	11428	Meeting Point (HP)	Holmfield Park	01/06/2004	£2,660.00	£3,519.00	£3,519.00	£3,519.00	01/11/19	
11429	11429	Multiplay Area (HP)	Holmfield Park	01/06/2004	£13,065.00	£45,013.00	£45,013.00	£45,013.00	01/11/19	
11430	11430	Five-a-side goal posts (HP)	Holmfield Park		£0.00	£0.00	£0.00	£0.00	01/11/19	
11431	11431	Swing Set (MM)	Mossdale Meadows		£0.00	£1,522.00	£1,522.00	£1,522.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11432	11432	Combination Bank Slide (MM)	Mosssdale Meadows		£0.00	£3,482.00	£3,482.00	£3,482.00	01/11/19	
11433	11433	Sadlemate (MM)	Mosssdale Meadows		£0.00	£1,041.00	£1,041.00	£1,041.00	01/11/19	
11434	11434	Cradleseat Swing Set (MM)	Mosssdale Meadows		£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	
11435	11435	2 Spinner Bowls (MM)	Mosssdale Meadows	01/06/2005	£0.00	£1,428.00	£1,428.00	£1,428.00	01/11/19	
11436	11436	Climbing Frame (MM)	Mosssdale Meadows	01/06/2005	£0.00	£8,703.00	£8,703.00	£8,703.00	01/11/19	
11437	11437	Supernova Roundabout (MM)	Mosssdale Meadows	01/06/2005	£0.00	£3,338.00	£3,338.00	£3,338.00	01/11/19	
11440	11440	2 x Philadelphia Basketball/goal posts (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£6,027.00	£6,027.00	£6,027.00	01/11/19	
11441	11441	1 x Maine Goal Arena System (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£3,530.00	£3,530.00	£3,530.00	01/11/19	
11442	11442	1 x straight round grinder skate (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£199.00	£199.00	£199.00	01/11/19	
11443	11443	1 x inclined square grinder skate (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£189.00	£189.00	£189.00	01/11/19	
11444	11444	1 x grind box skate (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	
11445	11445	1 x jump ramp skate (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,185.00	£1,185.00	£1,185.00	01/11/19	
11446	11446	1 x stepped grind box skate (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,490.00	£1,490.00	£1,490.00	01/11/19	
11447	11447	1 x driveway street course (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£16,013.00	£16,013.00	£16,013.00	01/11/19	
11448	11448	2 x Ski Steppers (A) (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£3,007.00	£3,007.00	£3,007.00	01/11/19	
11449	11449	1 x Mini Ski (A) (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,197.00	£1,197.00	£1,197.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11450	11450	1 x Leg Stretch (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£873.00	£873.00	£873.00	01/11/19	
11451	11451	1 x fitness sign (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	
11452	11452	1 x Sit Up (B)	Mossdale Meadows	01/06/2012	£0.00	£1,233.00	£1,233.00	£1,233.00	01/11/19	
11453	11453	1x Health Walker (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,410.00	£2,410.00	£2,410.00	01/11/19	
11454	11454	1 x Pull Down Challenger (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,128.00	£2,128.00	£2,128.00	01/11/19	
11455	11455	Fitness Sign (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£747.00	£747.00	£747.00	01/11/19	
11456	11456	1 x Push Hands (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,180.00	£1,180.00	£1,180.00	01/11/19	
11457	11457	2 x Handle Boats (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,788.00	£2,788.00	£2,788.00	01/11/19	
11458	11458	1 x Parallel Rails (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,009.00	£1,009.00	£1,009.00	01/11/19	
11459	11459	1 x Fitness Sign (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	
11460	11460	1 x UniMini Dinghy (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,133.00	£2,133.00	£2,133.00	01/11/19	
11461	11461	1 x Pull Up Rope (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£499.00	£499.00	£499.00	01/11/19	
11462	11462	1 x Rota Roka (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,286.00	£1,286.00	£1,286.00	01/11/19	
11463	11463	1 x Roko (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£834.00	£834.00	£834.00	01/11/19	
11464	11464	1 x Zingo Dek Climb (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,870.00	£6,870.00	£6,870.00	01/11/19	
11465	11465	1 x Pair Talking Tubes (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£773.00	£773.00	£773.00	01/11/19	
11466	11466	1 x Lobster Pot Climbe (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,902.00	£4,902.00	£4,902.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11467	11467	3 x NRG Ross Ice Shelves (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,119.00	£1,119.00	£1,119.00	01/11/19	
11468	11468	1 x Amazon Basin (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,370.00	£2,370.00	£2,370.00	01/11/19	
11469	11469	1 x NRG Klondike Double (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,360.00	£1,360.00	£1,360.00	01/11/19	
11470	11470	Total Play surface area (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,294.00	£4,294.00	£4,294.00	01/11/19	
11475	11475	Shaker	Shakespeare Park	01/12/2023	£1,183.00	£1,183.00	£0.00	£1,183.00	01/11/24	
11476	11476	Rainbow Sambas	Shakespeare Park	01/12/2023	£3,087.00	£3,087.00	£0.00	£3,087.00	01/11/24	
11477	11477	Butterfly Game Station	Shakespeare Park	01/12/2023	£1,965.00	£1,965.00	£0.00	£1,965.00	01/11/23	
11478	11478	Activity Play Panel - Chunky Noughts & Crosses	Shakespeare Park	01/12/2023	£755.00	£755.00	£0.00	£755.00	01/11/24	
11480	11480	Slide (SP)	Shakespeare Park		£0.00	£2,078.00	£2,078.00	£2,078.00	01/11/19	
11481	11481	Whirlwind Climbing Frame (SP)	Shakespeare Park		£0.00	£9,820.00	£9,820.00	£9,820.00	01/11/19	
11482	11482	Viking Swing - 2 bay (1 flat, 1 cradle & basket)	Shakespeare Park	01/12/2023	£5,603.00	£5,603.00	£0.00	£5,603.00	01/11/24	
11483	11483	Saddlemate (SP)	Shakespeare Park		£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	
11484	11484	Dizzy Roundabout	Shakespeare Park	01/12/2023	£3,035.00	£3,035.00	£0.00	£3,035.00	01/11/24	
11485	11485	Rocking Horse (SP)	Shakespeare Park	01/06/2002	£0.00	£8,278.00	£8,278.00	£8,278.00	01/11/19	
11486	11486	Eco-Tumble Safety Surfaces	Shakespeare Park	01/12/2023	£20,069.23	£20,069.23	£0.00	£20,069.23	01/11/24	
11487	11487	Artificial Carpet Surfacing	Shakespeare Park	01/12/2023	£4,523.00	£4,523.00	£0.00	£4,523.00	01/11/24	
11490	11490	Spring Seesaw (TA-IS)	Isobella Road	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11491	11491	Spring Elephant (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	
11492	11492	Spring Lion (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	
11493	11493	Stepping Stones (TA-IS)	Isobella Road	01/01/2004	£0.00	£180.00	£180.00	£180.00	01/11/19	
11494	11494	Surfacing (TA-IS&PR)	Isobella Road / Priestman Road	01/01/2004	£0.00	£8,487.00	£8,487.00	£8,487.00	01/11/19	
11495	11495	Tower Slide (TA-PR)	Priestman Road	01/01/2004	£0.00	£6,524.00	£6,524.00	£6,524.00	01/11/19	
11496	11496	Swings (TA-PR)	Priestman Road	01/01/2004	£0.00	£4,634.00	£4,634.00	£4,634.00	01/11/19	
11497	11497	Spring Plane (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11498	11498	Spring Elephant (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11500	11500	Spring Seesaw (TA-H)	Hilcot Green	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	
11501	11501	Rocker Elephant (TA-H)	Hilcot Green	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11502	11502	Swing Toddler (TA-H)	Hilcot Green	01/01/2004	£0.00	£1,550.00	£1,550.00	£1,550.00	01/11/19	
11503	11503	Multi-play Tower/Slide (TA-H)	Hilcot Green	01/01/2004	£0.00	£6,523.00	£6,523.00	£6,523.00	01/11/19	
11504	11504	Safety Surface (TA-H)	Hilcot Green	01/01/2004	£0.00	£5,062.00	£5,062.00	£5,062.00	01/11/19	
11505	11505	Igloo Climber (TA-M)	Marshall Close	01/01/2004	£0.00	£922.00	£922.00	£922.00	01/11/19	
11506	11506	Game Panels x2 (TA-M)	Marshall Road	01/01/2004	£0.00	£1,437.00	£1,437.00	£1,437.00	01/11/19	
11507	11507	Balance Trail (TA-M)	Marshall Close	01/01/2004	£0.00	£1,183.00	£1,183.00	£1,183.00	01/11/19	
11508	11508	Play Train (TA-M)	Marshall Close	01/01/2004	£0.00	£6,733.00	£6,733.00	£6,733.00	01/11/19	
11509	11509	Safety Surface (TA-M)	Marshall Close	01/01/2004	£0.00	£4,587.00	£4,587.00	£4,587.00	01/11/19	
11510	11510	Rocker Horse (TA-IC)	Impey Close	01/01/2004	£0.00	£642.00	£642.00	£642.00	01/11/19	
11511	11511	Multiplay Tower and Slide (TA-IC)	Impey Close	01/01/2004	£0.00	£6,456.00	£6,456.00	£6,456.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11512	11512	Double Swing (TA-IC)	Impey Close	01/01/2004	£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	
11513	11513	Safety Surface (TA-IC)	Impey Close	01/01/2004	£0.00	£4,572.00	£4,572.00	£4,572.00	01/11/19	
11520	11520	Space Net 3144 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£13,754.00	£13,754.00	£13,754.00	01/11/19	
11521	11521	Electra Gxy 932 Frame with Satellite Spinners (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£16,117.00	£16,117.00	£16,117.00	01/11/19	
11522	11522	Supernova Gxy916 Roundabout (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£3,720.00	£3,720.00	£3,720.00	01/11/19	
11523	11523	Ridge Ele500003 Climbing Frame/Slide (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£9,462.00	£9,462.00	£9,462.00	01/11/19	
11524	11524	Spinner Bowl Elec400024 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£922.00	£922.00	£922.00	01/11/19	
11525	11525	Blazer Ele400021 3 Sided Sprung Seesaw (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£2,148.00	£2,148.00	£2,148.00	01/11/19	
11526	11526	Swing Set M69201 (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£1,665.00	£1,665.00	£1,665.00	01/11/19	
11527	11527	Dino Swing Spme40400 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£4,895.00	£4,895.00	£4,895.00	01/11/19	
11528	11528	Meeting Points x2 - Fre3000 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£6,916.00	£6,916.00	£6,916.00	01/11/19	
11529	11529	Multi Use Games Area Fre2115 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£19,439.00	£19,439.00	£19,439.00	01/11/19	
11530	11530	Total Safety Surface (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£14,742.00	£14,742.00	£14,742.00	01/11/19	
11531	11531	Chin Ups FT906 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,255.40	£1,255.40	£1,255.40	01/11/19	
11532	11532	Horizontal Ladder FT909 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,958.40	£1,958.40	£1,958.40	01/11/19	
11533	11533	2 Bay Platform Sit Ups FT929 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,793.40	£1,793.40	£1,793.40	01/11/19	
11534	11534	Gate Climb FT913 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,702.40	£1,702.40	£1,702.40	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
11535	11535	Balance Beams FT920 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,682.40	£1,682.40	£1,682.40	01/11/19
Total Values					£84,858.49	£469,939.49	£429,719.26	£469,939.49	

Vehicles, Plant & Equipment

15200	15200	Cutless Pasture Topper	Mosssdale Meadows		£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19
15201	15201	Misc Hand Tools Garage	Mosssdale Meadows		£0.00	£1,000.00	£1,000.00	£1,000.00	01/11/19
15202	15202	Ransome Super Certees	Shakespeare Park		£0.00	£2,800.00	£2,800.00	£2,800.00	01/11/19
15203	15203	Flymo Hover Mower GT2	Shakespeare Park	01/02/2013	£0.00	£440.00	£440.00	£440.00	01/11/19
15204	15204	Danarm Hedgecutter	Shakespeare Park		£0.00	£461.00	£461.00	£461.00	01/11/19
15205	15205	Sisis Roller	Shakespeare Park		£0.00	£470.00	£470.00	£470.00	01/11/19
15206	15206	Holland MC 35 Ride on Mower	Mosssdale Meadows		£0.00	£19,300.00	£19,300.00	£19,300.00	01/11/19
15207	15207	Bateson Trailer	Mosssdale Meadows	01/06/2002	£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19
15208	15208	Airmaster Compressor	Mosssdale Meadows	01/06/2007	£0.00	£255.00	£255.00	£255.00	01/11/19
15209	15209	Petrol Generator	Mosssdale Meadows	01/06/2008	£0.00	£710.00	£710.00	£710.00	01/11/19
15210	15210	McConnel PA5155 Left Hand Cut Hedgecutter	Mosssdale Meadows	01/06/2008	£0.00	£12,500.00	£12,500.00	£12,500.00	01/11/19
15211	15211	Roller Garage	Mosssdale Meadows	01/06/2008	£0.00	£1,400.00	£1,400.00	£1,400.00	01/11/19
15212	15212	McCulloch Mac 838 Chainsaw	Mosssdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19
15213	15213	Rhyobe Hedgecutter	Mosssdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
15214	15214	Kawaski 43A Strimmer	Mossdale Meadows	01/06/2011	£0.00	£200.00	£200.00	£200.00	01/11/19	
15215	15215	Stihl Leaf Blower	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	
15216	15216	Echo 350 ES Strimmer	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	
15217	15217	Leaf Blower	Mossdale Meadows	01/04/2013	£0.00	£300.00	£300.00	£300.00	01/11/19	
15218	15218	Hedgetrimmer	Mossdale Meadows	01/04/2013	£0.00	£750.00	£750.00	£750.00	01/11/19	
15219	15219	Pressure Washer	Mossdale Meadows	01/11/2013	£120.00	£0.00	£0.00	£0.00	01/11/19	
15220	15220	Hedge trimmer Sthil HS 87 T	Mossdale Meadows	04/02/2020	£505.00	£505.00	£505.00	£5,050.00	01/11/20	
15400	15400	2x MM SAM speed vehicle activated signs	Moved to Various Locations	26/10/2017	£4,227.50	£4,227.50	£4,227.50	£4,227.50	01/11/19	
Total Values					£4,852.50	£51,118.50	£51,118.50	£55,663.50		
Grand Total					£1,367,990.95	£5,693,433.54	£5,388,429.79	£6,100,279.88		£5,523.99
+ assets disposed during year							£40,798.00			
							<u>£5,429,227.79</u>			



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2024

8 April 2024

BRAUNSTONE TOWN COUNCIL (LEICS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW485188	07 May - 07 Nov	FIXED	ANNUITY	£6,631.85
PW485557	07 May - 07 Nov	FIXED	ANNUITY	£13,385.42
PW490422	07 May - 07 Nov	FIXED	EIP	£18,200.00
PW482623	07 May - 07 Nov	FIXED	ANNUITY	£13,743.60
PW487506	07 May - 07 Nov	FIXED	ANNUITY	£21,862.13
235384	07 May - 07 Nov	FIXED	ANNUITY	£414,242.79
292038	07 May - 07 Nov	FIXED	ANNUITY	£474,024.95
600557	07 May - 07 Nov	FIXED	ANNUITY	£108,789.13
650982	07 May - 07 Nov	FIXED	ANNUITY	£95,882.71
678879	07 May - 07 Nov	FIXED	ANNUITY	£98,028.00
TOTAL OUTSTANDING BALANCE:				1,264,790.58
TOTAL NUMBER OF LOANS:				10

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

VAT Summary

Balance Sheet opening figures

Opening Vat Recoverable	£23,633.12
Opening Vat Payable	£0.00

VAT Return Details

Start Date	End Date	Sales Vat	EC Vat	Total Vat due	Purchases Vat	Net VAT	Sales	Purchases
01/04/23	30/06/23	£765.50	£0.00	£765.50	£34,129.06	£33,363.56	£428,099.93	£390,435.88
01/07/23	30/09/23	£681.15	£0.00	£681.15	£27,235.03	£26,553.88	£562,101.80	£306,406.37
01/10/23	31/12/23	£1,669.92	£0.00	£1,669.92	£50,161.93	£48,492.01	£187,502.26	£501,785.78
01/01/24	31/03/24	£1,618.97	£0.00	£1,618.97	£8,411.96	£6,792.99	£77,203.29	£201,306.67
Totals		£4,735.54	£0.00	£4,735.54	£119,937.98	£115,202.44	£1,254,907.28	£1,399,934.70

Total of VAT Returns including opening figures £138,835.56

Details of transactions against VAT REFUND (Income) Headings

114 VAT received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
09/05/23	31/03/23	17501	BACS230509	HMRC - VAT refund 01/01/23 - 31/03/23	23,633.12	0.00	23,633.12
11/08/23	30/06/23	17937		HMRC - VAT refund 01/04/23 - 30/06/23	33,363.56	0.00	33,363.56
06/11/23	30/09/23	18426	BACS231106	HMRC - VAT refund 01/07/23 - 30/09/23	26,553.88	0.00	26,553.88
14/01/24	31/12/23	18738	BACS240115	HMRC - VAT refund 01/10/23 - 31/12/23	48,492.01	0.00	48,492.01
	31/03/24	19190		HMRC - VAT refund 01/01/24 - 31/03/24	6,792.99	0.00	6,792.99
114 VAT received Total					138,835.56	0.00	138,835.56

Total of VAT transactions (refunds and payments) 138,835.56

Total of refunds/ payments matches the total of the VAT returns.

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation template

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 on Section 2 of the AGAR and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that outstanding payments should be entered as negative figures.

	£	£
Balance per bank statements at 31 March 2024:		
Instant	General	20,099.73
	Payroll	2,225.48
90 Day	Savings	0.78
	Savings	5,269.14
	Cash Office	52.50
		27,647.63
Petty cash (if applicable)		250.00
Add: outstanding receipts (enter these as positive numbers)		
	Room Hire	2,175.73
	Room Hire	480.05
		2,655.78
Less: outstanding payments (enter these as negative numbers)		
	Leicester CC	(96.00)
	Leicester CC	(64.00)
	Entanet	(49.79)
	Petty Cash	(100.05)
	Entanet	(27.40)
	Lex Autolease	(275.82)
	British Gas	(117.31)
	British Gas	(299.28)
		(1,029.65)
Balance per cashbook at 31 March 2024		29,523.76
(should agree to Box 8 on Section 2)		29,523.76

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Explanation of variances 2023/24 – pro forma

Name of smaller authority: BRAUNSTONE TOWN COUNCIL

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2024	2023	Variance £	Variance %	Explanation Required?		DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
	£	£			Is > 15%	Is > £100,000		
1 Balances Brought Forward	214,440	286,317						Explanation of % variance from PY opening balance not required - Balance brought forward does not agree
2 Precept or Rates and Levies	776,035	720,356	55,679	7.73%	NO	NO		
3 Total Other Receipts	458,847	338,512	120,335	35.55%	YES	YES		*2022/2023: Capital Projects income included £114,257 in Loans and £46,555 in Grants. The Council drew down £21,500 in commuted sums held by the District Council for management of parks and open spaces. Therefore, operational Income totalled £156,200. *2023/2024: Capital Projects income included £195,987 in Loans and £48,546 in Grants. With agreement, the balance of the commuted sums held by the District Council for management of parks and open spaces, totalling £49,420 was received. Therefore, operational Income totalled £164,894.
4 Staff Costs	604,238	544,102	60,136	11.05%	NO	NO		
5 Loan Interest/Capital Repayment	81,151	82,433	-1,282	1.56%	NO	NO		
6 All Other Payments	709,027	504,211	204,816	40.62%	YES	YES		*2022/2023: Capital Projects expenditure totalled £203,319. The Council spent £100,583 on Utilities and Services. Therefore, other Expenditure totalled £200,309. *2023/2024: Capital Projects expenditure totalled £350,492. The Council spent £144,144 on Utilities and Services (43% increase) due to the increase in energy prices and the end of the 3 year fixed deals on electricity. Therefore, other Expenditure totalled £214,391.
7 Balances Carried Forward	54,906	214,440	-159,534	74.40%	YES	YES		On 31st March 2023 the Council held £143,610 in earmarked/ringfenced reserves and £70,831 in the General Fund. During 2023/2024, four Capital Projects were delivered/completed; and the Council incurred extra utility costs of £43,561. Therefore, on 31st March 2024, the Council held £32,934 in earmarked/ringfenced reserves and £21,972 in the General Fund.
8 Total Cash and Short Term Investments	29,524	157,711	-128,187	81.28%	YES	YES		£110,196 in earmarked reserves held on 31st March 2023 were spent during the financial year to 31st March 2024 (leaving £47,515 general cash). Total operational income in 2023/2024 (including the precept) was £991,475; total operational expenditure was £1,045,797. Therefore, there was an overspend against operational budgets of £54,322 (£43,561 was on utilities and services).
9 Total Fixed Assets plus Other Long Term Investments and Assets	5,693,434	5,429,228	264,206	4.87%	NO	YES		*As part of the refurbishment of Shakespeare Park play area, the Council disposed of £40,798 of equipment and purchased equipment at £46,347. *The Council installed solar panels on its buildings, electric vehicle charging points at two car parks and an air source heat pump; totalling £194,624. *The Council has adopted a new footpath/cycling link across its land, which was paid for by external funding, the value of the assets (street lighting, signage and CCTV) is £29,812. *At Braunstone Civic Centre, a Changing Places toilet has been installed, the equipment is worth £20,660, and Cafe opened, the equipment for the kitchen is worth £9,768. *Two new notice boards have been installed totalling £3,792.
10 Total Borrowings	1,264,791	1,120,528	144,263	12.87%	NO	YES		In 2023/24 the Council drew down two new loans totalling £196,056 (£195,987 cash; £69 fees) towards the cost of carbon reduction initiatives. During the year £51,794 of capital repayments has been made on existing loans.

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

BRAUNSTONE TOWN COUNCIL

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		54,906.00
Deduct: Debtors (enter these as negative numbers)		
HMRC (VAT Reclaim)	(6,792.99)	(6,792.99)
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Fuuse Limited	(7,699.68)	
Innova Care Concepts Ltd	(2,588.99)	
Kube S (Mrs)	(100.00)	
Leicestershire County Council (Pensions)	(31,272.97)	
Towergate Insurance	(4,065.41)	
	(45,727.05)	
Total deductions		<u>(52,520.04)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Amazon UK	38.16	
Blaby District Council	314.00	
Collinshallgreen Ltd	2,500.00	
Convelii Cleaning Services	124.71	
Elite Industrial Doors	4,490.00	
HMRC (Tax & National Insurance)	7,520.44	
Leicestershire County Council (Pensions)	9,768.26	
Screw Fix	119.97	
UK Christmas World	16.98	
Unison	34.00	
Room Hire Deposits - Refunds	500.00	
	25,426.52	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Age UK	30.48	
Braunstone Chess Club	27.00	
Buzzing Roots	100.00	
Central England - Eastern & Southern	44.79	
Co-operative Party	12.20	
East Midlands Marathi Association	206.92	
EMBA Buddhist Association	586.63	
Floral Artists Society	35.52	
Guta Ramwari	38.84	
Hawks Netball Club	71.16	
Leics Forest Photographic Society	268.16	
Leics Magic Circle	11.52	
Leicestershire Quilters	149.62	
RSCDS Leicester Branch	100.00	
Western Front Ass - Leics & Rutland	28.44	
	1,711.28	
Total additions		<u>27,137.80</u>
Box 8: Total cash and short term investments		<u><u>29,523.76</u></u>

Breakdown of reserves held

Please complete or update the highlighted boxes to help provide a breakdown of the types of reserves held by the authority at the year end:

	£	£	£
Earmarked reserves*:			
Civic Centre Imp.	2055.02		
Shakespeare Sports	219.94		
Carbon Reduction	18789		
			<u>21063.96</u>
Restricted (ring-fenced) reserves:			
Town Mayor Charity	2548.83		
Social Inc. Grants	9320.98		
			<u>11869.81</u>
General reserves	<u>21972.23</u>		
			<u>21972.23</u>
Total reserves			<u><u>54906</u></u>
Box 7 per Annual Return			<u>54,906</u>
Difference			<u><u>0</u></u>

Explanation of difference (if applicable):

Column B - Reserves should be renamed to show the specific purpose / name given by this authority.

Column D - Earmarked items - a value for the amount earmarked for each specific reserve should be entered. There maybe fewer than 5 reserves or more and the number can be reduced or extended as appropriate.

Column D - Ring-fenced items - a value for the amount restricted (ring-fenced) for each specific reserve should be entered. There maybe fewer than 5 reserves or more and the number can be reduced or extended as appropriate.

Column D - General reserves - this should relate to normal operating funds and should be the difference between the total of all Earmarked reserves and Restricted (ring-fenced) reserves, and the value of Box 7 on Section 2 of the AGAR.

BRAUNSTONE TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY MEETING OF
PLANNING & ENVIRONMENT COMMITTEE**

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 16th MAY 2024 AT 6.00PM

PRESENT: Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Richard Forrest, Darshan Singh, Marion Waterton and Mark Widdop.

Officers in attendance: Darren Tilley, Chief Executive & Town Clerk.

There were two members of the public present at the meeting.

1. Apologies

An apology for absence was received from Councillor Nick Brown.

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 submit a petition and/or 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 two members of the public present, both of whom were interested in Braunstone Village Conservation Area – proposed character appraisal, consultation and review (item 4 on the agenda).

Both members of the public supported the proposals in principle; raising the following points:

- a) The maps included with both the draft Character Appraisal (Item 4, Appendix A) and draft Management Plan (Item 4, Appendix B) highlighted Nationally Listed Buildings in orange. However, it was suggested that the curtilage buildings behind Manor Farm were also Listed Buildings as part of the Manor Farm Listing; therefore, these buildings should also be highlighted orange on the maps. The curtilage buildings for the other listed building sites (both in Blaby District and Leicester City) had been highlighted orange on the Maps.
- b) Comments were raised about the wording and descriptions used in some parts of the document. It was felt that these did not do full justice to the agricultural character of the village and its setting.

- c) The draft Management Plan contained some useful actions; however, there was doubt about how Blaby District Council as a planning authority would progress these or give weight to them in practice.

In respect of a) above, the Chief Executive & Town Clerk undertook to convey the comments raised about Listed Buildings to Blaby District Council in order for this to be checked ahead of the public consultation. In respect of points b) and c) these could be raised in the public consultation.

4. Braunstone Village Conservation Area – proposed character appraisal consultation and review

The Committee received a report in order to comment and make recommendations to Blaby District Council (21st May 2024) concerning a draft Conservation Area Appraisal and Management Plan for an area of Braunstone Village to the South of Braunstone Lane, along with the merits of holding a public consultation (item 4 on the agenda).

The Committee were keen to ensure that the Town Council supported any consultation process in terms of raising awareness and encouraging residents to respond.

RESOLVED

1. that the recommendation “to proceed to a public consultation on the potential designation of the Braunstone Village Conservation Area”, as detailed in the report to Blaby District Council on 21st May 2024, be supported; and that this be conveyed to Blaby District Council; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to:
 - (a) support the consultation process using the Council’s existing resources, including communications channels and premises, and
 - (b) engage residents, stakeholders, partners, and professional advisers, as appropriate.

Reasons for Decision

1. *The evidence presented supported the recommendations to proceed to the statutory public consultation stage of the process to fully consider the merits of designating the area of Braunstone Village to the south of Main Street/Braunstone Lane as a Conservation Area.*
2. *To progress and support the review process and proposed public consultation for a potential new Conservation Area in Braunstone Village.*

The meeting closed at 6.50pm.

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 currently proposed meeting scheduled for 6th June 2024.

SIGNED:

DATE:

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 16th MAY 2024 AT 7.30pm

PRESENT: Councillor Anthea Ambrose (Chair), and Councillors Andy Evans, Richard Forrest, Sam Fox-Kennedy, Christiane Startin-Lorent, Marion Waterton, Robert Waterton (substituting for Councillor Rebecca Lunn) and Mark Widdop.

The Town Mayor, Councillor Paul Kennedy, was also in attendance.

Officers in attendance: Darren Tilley, Chief Executive & Town Clerk.

There was one member of the public present.

1. Apologies

Apologies for absence were received from Councillors Rebecca Lunn, Satindra Sangha and Tracey Shepherd.

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 submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There was one member of the public present at the meeting. The gentleman lived in Cressida Court, Braunstone Lane, and was concerned about speeding and safety along Braunstone Lane. He stated that the speed of traffic had got worse over the years and now it was unpleasant and unsafe to be out in the front gardens. A vehicle had recently overturned in the area, due to travelling at speed.

PCSO Duane Wright was in attendance at the meeting and advised that Police had been and continued to monitor vehicle speed on Braunstone Lane. He advised that physical changes to the road layout needed to be directed to Leicestershire County Council Highways.

RESOLVED

1. that the County Councillor for the Division be informed of the concerns raised by the resident; and
2. that the Committee consider, at the next scheduled meeting, options for placing the Council's Speed Sign in the location.

Reasons for Decision

1. *To enable the County Councillor for the Division to raise any relevant matters with County Highways.*
2. *To consider locating the Council's speed sign in locations where there were concerns about vehicles speeding and public safety.*

4. Minutes of the Meeting held 28th March 2024

The Minutes of the Meeting held on 28th March 2024 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 28th March 2024 be approved and signed by the Chairperson as a correct record.

5. Town Mayor's Report

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (Item 5 on the agenda).

The Town Mayor, Councillor Paul Kennedy, was in attendance and, in addition to the engagements listed in the report, he had accepted an invitation to attend Vaisakhi celebrations at Braunstone Civic Centre on 1st June 2024.

It was noted that Thorpe Astley on the Beach was being held on 8th June 2024 and help was needed to set up and pack up at the event. Councillors who could assist were asked to advise the Deputy Chief Executive & Community Services Manager.

RESOLVED that the update on the Town Mayor's Engagements be noted.

Reason for Decision

To monitor and review the effectiveness of the Town Council's community engagement activities.

6. Community Safety and Neighbourhood Policing Update

The Committee received an update from PCSO Duane Wright of the Local Neighbourhood Police Beat team on local community safety and policing initiatives.

PSCO Wright had been in correspondence with the Chair of the Committee, Councillor Anthea Ambrose, concerning recent incidents concerning motorcycles (correspondence was circulated and filed with the agenda and minutes).

PSCO Wright provided the following update:

- a) The Beat Priority relating to Road Safety was now focussing specifically on obstruction. The team were aiming to educate the public around what constituted obstruction of the highway.
- b) The Police were encouraging residents to sign up to Neighbourhood Link and fill out the surveys. The responses would assist the Beat Team with evaluating its priorities.
- c) Tackling Anti-Social Behaviour remained a Beat Priority, primarily tackling illegal use of motorcycles and dealing with neighbour disputes.

The following issues were raised by members of the Committee:

- a) Learning from the recent stabbing incident in Thorpe Astley. The culprit had been convicted. Concern was raised that the behaviour of the individual had been previously reported and no action taken.
- b) People on motorcycles regularly riding along the footpath between Murby Way and Thorpe Astley Park and between Park Drive and Garden Close. Concerns about the time it takes to report incidents to the Police and dangerous riding.
- c) Dangerous parking, causing obstruction, around the Wardens Walk / St Mary's Road Junction particularly on Thursday and Friday evenings around 6pm and 7pm.

PCSO Wright was in conversation with his Sergeant, Jayme Cooper, concerning developing a Problem Management Plan for the issue of illegal use of motorcycles in partnership with local councils and landowners. The process could include an Environmental Visual Audit, which may result in physical changes being made to prevent use of motorcycles.

RESOLVED

1. that Neighbourhood Link be promoted, along with encouraging residents to complete the surveys in respect of beat priorities;
2. that Leicestershire Police be formally requested to update the Town Council on the recent stabbing incident in Thorpe Astley, including previous reporting and action, along with any learning, given the criminal process had completed; and
3. that the issues concerning the illegal use of motorcycles, as detailed above, along with the potential to develop a multi-agency Problem Management Plan, be noted.

Reasons for Decision

1. *To ensure that residents were engaged with the local Police Beat Team's work and priorities.*

2. *Given the trial was complete, it was appropriate to follow up on the previous letter to the Police on the subject and to ascertain whether previous reports had been acted upon accordingly and whether there was any learning for the incident.*
3. *In principle, the Town Council was open to working in partnership with the Police, other councils and other bodies, to address concerns around the illegal use of motorcycles. Details of what was being asked in practice would need to be considered in full if this was an approach Leicestershire Police wanted to pursue.*

7. Local Area Co-ordination

The Committee received a progress report from Kristi Trown, Local Area Coordinator, concerning the priorities and achievements of the Local Area Co-ordination Project in Braunstone Town and Thorpe Astley.

Kristi Trown had around 40 introductions to residents across Braunstone Town, Thorpe Astley and Leicester Forest East, along with informal introductions.

Main focus of work included:

- Social Inclusion: befriending services, coffee mornings and Chatty Cafes;
- Mental Health & Wellbeing Information; and
- Finance: information for those struggling financially, including information about benefits and signposting to the JobShop.

Kristi Trown was speaking with residents at the Buzzing Roots Community Allotment; the Sisterhood project, which assisted parents raising children and at the Community Fridge. The Community Fridge was currently closed and were looking for new volunteers to assist them.

Finally, residents were being directed to community transport, particularly where they needed support to get out and about.

RESOLVED that the report be noted.

Reason for Decision

To identify current issues and support needs of residents and ensure that the Town Council and Local Area Co-ordination social inclusion initiatives complimented each other.

8. Franklin Park Community Orchard – Events and Community Activities

The Committee received a progress report on community use of the Franklin Park Community Orchard, including events and community activities (item 8 on the agenda).

RESOLVED

1. that the report be noted; and
2. that the proposed activities for Apple Day, detailed in the *Update* section of the report, be approved.

Reason for Decision

1. *To note activities and work undertaken on the Community Orchard.*
2. *To ensure that suitable activities would be arranged and in place for Apple Day 2024.*

9. Fete – progress update

The Committee received a progress update on preparations for the annual Summer Town Fete at Mossdale Meadows (item 9 on the agenda).

RESOLVED that the activities arranged to date be endorsed.

Reason for Decision

To ensure that suitable activities would be arranged and in place for the event.

10. Outside Body Report: Braunstone West Social Centre

Councillor Rebecca Lunn had submitted her apologies and there was no further update on the activities at Braunstone West Social Centre.

11. Town Mayor's Charity 2023/2024 – Use of funds raised

The Committee considered how the funds raised for the Town Mayor's Charity 2023/2024 should be used; including whether to set up a Grants Scheme (Item 11 on the agenda).

RESOLVED

1. that the Grants Scheme for Projects to Reduce Loneliness and Isolation, as set out at Appendix 1, be adopted;
2. that £1,500 of the Town Mayor's Charity 2023/2024 funds be earmarked for the Grants Scheme, approved in 1 above;
3. that £500 of the Town Mayor's Charity 2023/2024 funds be earmarked to promote and publicise Chatty Cafés;
4. that the balance of the Town Mayor's Charity 2023/2024 funds be earmarked for the annual registration of the Chatty Cafes at the Civic Community Lounge and Gilly's Sandwich Shop and to cover any expenses for drinks and food; and
5. that Community Development Committee review the balance of the earmarked funds (if any) for the existing chatty café schemes, set out in 3 and 4 above, once the £1,500 earmarked for the Grants Scheme had

been awarded, or in the event that the existing Chatty Café Schemes end.

Reasons for Decision

1. *To ensure that charity funds raised were used to reduce loneliness and isolation of residents in Braunstone Town or Thorpe Astley, as set out in the Town Mayor's Charity Scheme for 2023/2024.*
2. *To make available sufficient funding, which could make the difference as to whether a scheme/project would be a success.*
3. *To raise awareness of Chatty Cafés among residents to reduce isolation and loneliness in the community.*
4. *To continue to support the two existing Chatty Cafés, as set out in the original fundraising objectives of the Town Mayor's Charity Scheme for 2023/2024.*
5. *To ensure that any residual funds could be directed to where there was both demand and need.*

12. Summary of Grant Applications

The Committee received a list of grants paid and applied for from external sources between April 2023 and March 2024 and from April 2024 to date (Item 12 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.

13. Community Grant Applications

The Committee considered Community Grant Applications which had been received (Item 13 on the agenda).

RESOLVED that the following grant applications be approved:

- | | |
|--|------|
| a) Punjabi Cultural Society | £500 |
| b) Braunstone Athletic FC | £500 |
| c) 3 rd Braunstone Brownies | £500 |
| d) 3 rd Braunstone Rainbows | £150 |
| e) Shakespeare Park Sports Pavilion Management Association | £500 |

Reason for Decision

The grant applications met the scheme criteria.

14. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 31st March 2024 (item 14 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues identified with income and expenditure to date.

15. Approval of Accounts

The Committee considered payments from 20th March 2024 until 31st March 2024; and from 1st April 2024 until 7th May 2024 (item 15 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions, for the period 20th March until 31st March 2024; and from 1st April 2024 until 7th May 2024, be approved.

Reason for Decision

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

16. Tennis Coaching Sessions (June and July 2024)

The Committee considered supporting community tennis coaching sessions during June and July 2024 at Shakespeare Park and Thorpe Astley Park Tennis Courts (item 16 on the agenda).

RESOLVED

1. that the proposed six-week *Tennis Coaching Sessions*, detailed in the respective section of the report and as set out at Appendix 1, be approved;
2. that the costs of the coach be met from and income from fees be received into the Community Development - Social Inclusion Initiatives budget; and
3. that delegated authority be given to the Deputy Chief Executive & Community Services Manager to:
 - a) work with the tennis coach to agree, once numbers were known, whether the sessions would be viable and, if so, the total number of sessions and the age ranges for those sessions;
 - b) to vary the charges in the event of insufficient take up, if on balance it would lead to sessions being viable;
 - c) to determine the terms and conditions of the sessions, including cancellation arrangements; and

- d) to implement administrative arrangements associated with taking bookings and payments.

Reason for Decision

- 1. To deliver tennis initiatives to enhance participation, as identified in the Council's Business Plan for 2024/2025.*
- 2. To secure the services of a professional coach to deliver the initiative on behalf of Braunstone Town Council.*
- 3. To ensure that sessions could be provided for all those interested, while ensuring that costs to the Council would be minimised; and to allow for flexibility in how the sessions could be delivered to ensure that sessions would be viable.*

The Meeting closed at 9.15pm.

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.

These minutes are a draft and are subject to consideration for approval at the currently proposed meeting scheduled for 4th July 2024.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 6th JUNE 2024

PRESENT: Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Nick Brown, Richard Forrest, Leanne Lee, Gary Sanders, Darshan Singh, Marion Waterton and Mark Widdop.

Officers in attendance: Darren Tilley, Chief Executive & Town Clerk.

There were three members of the public present at the meeting.

5. Apologies

There were no apologies for absence.

6. Disclosures of Interest

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

7. Public Participation

In accordance with Standing Order 3.6, members of the public may submit a petition and/or 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 three members of the public present, who were interested in Braunstone Village Conservation Area Proposals – Consultation (item 10 on the agenda).

A member of the public suggested that the Braunstone Heritage Archive Group attend the proposed consultation drop-in session at Shakespeare Park Sports Pavilion on 3rd July 2024. The Group had a two-dimensional historical diorama of Main Street showing the points of interest and historical buildings on both sides. It was felt that this would provide useful context for residents attending the consultation.

RESOLVED that Blaby District Council be advised of the offer from Braunstone Heritage Archive Group to attend the consultation drop-in session at Shakespeare Park Sports Pavilion on 3rd July 2024.

Reason for Decision

The Group had a two-dimensional historical diorama of Main Street showing the points of interest and historical buildings on both sides, which would provide useful context for residents attending the consultation.

8. Minutes of the Meeting held 18th April 2024 and 16th May 2024

The Minutes of the meetings held on 18th April 2024 and 16th May 2024 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meetings held on 18th April 2024 and 16th May 2024 be approved and signed by the Chairperson as a correct record.

9. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning and licensing applications taken under Delegated Authority (item 5 on the agenda).

RESOLVED that the action taken by the Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

Planning Applications

- 1. Application No:** 24/0336/FUL
- Description:** Change of use from dwelling house (use Class C3) to residential children's home (Use Class C2)
- Location:** 26 Turnbull Drive Braunstone Town Leicestershire (Millfield Ward)
- Response:** *Braunstone Town Council recommends that no approval be given to the application until the following details had been provided:*
- a) maximum number of children to be resident at the property at any one time;*
 - b) age range of the children being cared for;*
 - c) number of staff on duty at the property, with associated times;*
 - d) details of how professional and personal visits would be handled;*
 - e) details of the level of movements, deliveries, visits, turnover of staff shifts; and*
 - f) plans showing the size and layout of the property, included the intended use of the rooms, including outbuildings, at the property.*
- Reason:** *It was not possible to determine the level of impact on the amenity enjoyed by the neighbouring properties, or the number of on-site parking spaces needed, without details of the size and scale of the operation.*

2. **Application No:** 24/0339/HH
- Description:** Two storey side extension and single storey side and rear extension
- Location:** 7 Edward Avenue Braunstone Town Leicestershire (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- 1. at least three off street car parking spaces (including the Garage space) being provided within the curtilage of the property, being available for use, and retained in perpetuity;*
 - 2. the window proposed in the side elevation of the extension being of opaque glass and only the top (storm) window opening; and*
 - 3. no additional windows, vents or openings in the side elevation of the extended property without the prior consent of the local planning authority.*
- Reasons:**
- 1. Given the size of the extended property, three off-street parking spaces should be provided in accordance with the Leicestershire Highway Design Guide.*
 - 2. To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy.*
 - 3. To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy and noise.*
3. **Application No:** 24/0257/FUL
- Description:** Partial change of use of sports pavilion to mixed use incorporating cafe
- Location:** The Pavilion Shakespeare Park Avon Road Braunstone Town Leicestershire (Ravenhurst Ward)
- Note:** ***The Chief Executive & Town Clerk declined to determine this application under delegated authority since Braunstone Town Council was the applicant.***

4. Application No: 24/0405/HH

Description: Single storey rear extension, garage conversion with single storey rear extension, single storey porch and single storey garden shed

Location: 36 Beech Drive Braunstone Town Leicestershire (St.Mary's Ward)

Response: *Braunstone Town Council:*

- 1. objects to the provision of only two on-site parking spaces as a result of the Garage conversion and/or porch extension;*
- 2. does not object to the single storey rear extension;*
- 3. recommends approval of the single storey garden shed be subject to the shed only being used for domestic purposes in connection with the main dwelling, not separately sold, let or otherwise disposed of.*

Reasons:

- 1. The extended porch and Garage conversion to an additional bedroom limits the number of on-site parking spaces to two. The Leicestershire Highway Design Guide stated that properties with four or more bedrooms should have provision for three on-site parking spaces. The property was located close to a junction and with access to neighbouring properties, there was limited scope for additional highway parking without causing safety concerns or obstruction.*
- 2. The property was located on a large established plot and a single storey rear extension was unlikely to have any adverse impact on the amenity enjoyed by neighbouring properties.*
- 3. To avoid tandem development, which would have an adverse impact on the amenity enjoyed by the residents of the property and neighbouring properties.*

Licensing Applications

There were no licensing applications to consider.

10. Planning Applications and Licensing Applications

The Committee noted that there were no planning and licensing applications for consideration.

11. Additional Planning and Licensing Applications

The Committee received details of additional planning applications to be considered by Blaby District Council (item 7 on the agenda). The Committee noted that there were no licensing applications.

RESOLVED that the following responses be forwarded to Blaby District Council:

1. **Application No:** 24/0357/FUL
Description: Change of use from C3 (dwelling) to C2 (residential institution) children's home to accommodate a maximum of 4 children aged between 5-16 years old
Location: 26 Owen Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)
Response: *Braunstone Town Council objects to the application due to insufficient on-site parking arrangements for the size and scale of the proposed use.*
Reason: *The proposal was to care for up to four children, with three carers on site. The number of comings and goings associated with the operation, including family and professionals would exceed the equivalent of a normal domestic dwelling. The Statement recognises more vehicles would visit the site since it states "There is plenty of off-road parking within the local area and around Thorpe Astley". It goes on to say "furthermore private parking is located around the vicinity which will be used for management and visitors"; but no details are provided. As such the application in its current form would adversely impact on the amenity enjoyed by a residential area in terms of size, scale, noise and comings and goings. Therefore, it would not be in accordance with Development Management Policy 1.*

12. Planning Decisions

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

RESOLVED that the following planning decisions be pursued with the relevant Planning Case Officer at Blaby District Council, as follows:

- a) Councillor Anthea Ambrose to follow up on application 23/0787/FUL; two storey extension to provide residential dwelling; single storey extension to provide new retail unit; and demolition of existing lean-to; at 2 Ayston Road; and

- b) Councillor Leanne Lee to follow up on application 24/0339/HH; two storey side extension and single storey side and rear extension; at 7 Edward Avenue.

Reasons for Decision

To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process:

- a) *The Town Council suggested a Parking and Access Plan should be submitted since the plans did not appear to contain this information; in the approval, there were no conditions relating to parking; and*
- b) *The Town Council suggested three parking places, the plans did not appear to contain parking information; in the approval, there were no conditions relating to parking.*

13. Feedback on Planning Application Decisions

Councillor Leanne Lee was pursuing the following planning decisions with the relevant Planning Case Officer at Blaby District Council:

- 23/1006/HH; two storey side extension and two single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH) at 31 Headley Road; and
- 23/1024/HH; two storey side extension, first floor side and rear extension; at 132 Kingsway.

Councillor Lee had contacted the relevant Planning Case Officer for each application and was awaiting a response.

14. Braunstone Village Conservation Area Proposals - Consultation

The Committee received an update on the consultation process and considered whether to comment on the draft Character Appraisal and Management Plan in respect of the consultation on the proposal to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area (item 10 on the agenda).

In addition to the draft Character Appraisal and Management Plan (circulated with the agenda); the Committee received the following:

- copy of the consultation notification letter, dated 4th June 2024;
 - Advice on Planning Controls in Conservation Areas;
 - An updated map showing the proposed Braunstone Village Conservation Area (in Blaby District / Braunstone Parish);
- (filed with these minutes).

In respect of minute 3 (16th May 2024); the Chief Executive & Town Clerk had conveyed to Blaby District Council, the comments raised by a member of the public at the meeting, that the curtilage buildings behind Manor Farm were also listed buildings as part of the Manor Farm Listing; therefore, these buildings should also be highlighted orange on the maps. As a result, the map issued with the consultation had been updated.

RESOLVED

1. that the following be submitted to Blaby District Council as Braunstone Town Council's response to the public consultation concerning the proposal to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area:
 - a) the boundary for the proposed conservation area was supported;
 - b) the Character Appraisal was considered sound and suitably identified the area's special interest and character;
 - c) the draft Management Plan was considered suitable to ensure the protection and enhancement of Braunstone Village; and
 - d) the proposed Article 4 Direction within Blaby District Council administrative boundary, was supported;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair and Vice-Chair of Planning & Environment Committee, to finalise Braunstone Town Council's formal response to the public consultation based on the responses of the Planning & Environment Committee (at 1 above) and the Citizens' Advisory Panel; and
3. that an extraordinary meeting of the Planning & Environment Committee be scheduled for Thursday 19th September 2024 to consider the published report and recommendations being submitted to a meeting of Blaby District Council, scheduled for 24th September 2024, on whether to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area.

Reasons for Decision

1. *To support the proposal to designate a conservation area in Braunstone Village to the South of Braunstone Lane, ensuring that the Character Appraisal captured the special character of the area, that the Management Plan would provide for the future protection and enhancement of the special character of the Village (both in Blaby District/Braunstone Parish and in Leicester City) and that reasonable and balanced development management controls would be in place.*
2. *To ensure that the Town Council's response was informed by both the Committee and local residents through the Citizens' Advisory Panel and that these complimented each other.*
3. *To consider and comment on whether the post consultation evidence presented supported the recommendations to either proceed or not proceed with designating an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area.*

15. **Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2024 to 28th May 2024 (item 11 on the agenda).

RESOLVED that the Committee consider at the meeting scheduled for 29th August 2024, the allocation of the budget for expenditure transaction 8460, Furniture, between Notice Boards and Street Planters.

Reason for Decision

To ensure that the allocated budget for Furniture was suitably allocated.

16. Approval of Accounts

The Committee received payments from 1st April 2024 until 28th May 2024 (item 12 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 1st April 2024 until 28th May 2024 be approved.

Reason for Decision

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

The meeting closed at 8.35pm.

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 currently proposed meeting scheduled for 29th August 2024.

BRAUNSTONE TOWN COUNCIL

MINUTES OF CORPORATE GOVERNANCE SUB-COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 13th JUNE 2024 AT 7.00PM

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Andy Evans and Tracey Shepherd.

Officers in Attendance: Darren Tilley, Chief Executive & 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 submitting a petition and/or 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 15th June 2023

The Minutes of the Meeting held on 15th June 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 15th June 2023 be approved and signed by the Chairperson as a correct record.

5. External Audit 2022/20232

The Sub-Committee noted that the External Audit was completed on 14th August 2023 and confirmed that for the year ended 31st March 2023, the Town Council's Annual Governance and Accountability Return was in accordance with the proper practices and that relevant legislation had been met (item 5 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

Based on the Council's accounts and governance arrangements for the year that ended on 31st March 2023, the External Auditor's opinion was that the Council had complied with proper practices and relevant legislation and regulatory requirements had been met.

6. Managing Cash and Reserves

The Sub-Committee received the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function (item 6 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE

1. that the position with *Cash Flow*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1, be noted;
2. that the *Implemented Measures* be confirmed as sufficient to avoid future reoccurrences of cash at the bank becoming critically low;
3. that no further action be taken concerning an overdraft facility at the bank and consideration be given to other potential contingency measures; and
4. that Policy & Resources Committee consider updated and revised Cash Flow forecasts, and appropriate contingency measures to address any overspend, following the end of the quarter period on 30th September and 31st December 2024.

Reasons for Decisions

1. *The position in respect of the Council's cash reserves and overspends during 2023/2024, were all matters that the Council had addressed.*
2. *The Council had implemented mitigating measures for ensuring it had cash reserves during 2024/2025 and beyond.*
3. *Cash Flow forecasts were no longer showing a predicted deficit in April 2025; however, the situation may change.*
4. *To review the cash flow position to ensure that short and long term proposals would resolve the issue and, if necessary, further action could be taken to avoid a repeat occurrence.*

7. Internal Audit Report 2023/2024 and Internal Audit arrangements 2024/2025

The Sub-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 2024 and considered appointing an Internal Auditor for 2024/2025 (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that the Internal Audit Report (attached at Appendix 1 of the report) and assessment of the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. 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 2025.

Reasons for Decision

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls:*
 - i. *noted that in respect of Internal Control Objective D, the level of general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39; and*
 - ii. *was satisfied that in all significant respects all other Internal Control Objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*
2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

8. Annual Governance Statement 2023/2024

The Sub-Committee received a report to enable it to review and ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2024 and to recommend to Council adoption of the Annual Governance Statement 2023/2024 (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2023/24, of the Annual Governance and Accountability Return 2023/2024, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also 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 2024, there were sound systems of internal control and management of risk.

9. Accounting Statements 2023/2024

The Sub-Committee received the End of Year Accounts for the financial year ended 31st March 2024 in order to recommend to Council adoption of the Accounting Statements 2023/2024 (item 9 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that Section 2, Accounting statements 2023/24, of the Annual Governance and Accountability Return for the year ended 31st March 2024, attached at Appendix 9 of the report, be completed, signed and submitted accordingly; and
2. that it be noted that the Exercise of Public Rights would be undertaken from 1st July 2024 until Friday 9th August 2024.

Reasons for Decision

1. *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.*
2. *It was good practice to minute the dates of the Exercise of Public Rights upon approval of the Accounting Statements by the Council.*

10. Automatic Payments (Direct Debit, Standing Order and BACS)

The Sub-Committee received details of current direct debit, standing order and BACS payments for review and endorsement in accordance with Financial Regulations 6.6 to 6.8 (item 10 on the agenda).

RESOLVED

1. that the list of suppliers paid by variable direct debit, attached at Appendix 1 of the report, those listed in black text be renewed and those listed in red text be cancelled;
2. that the supplier paid by use of a banker's standing order, as detailed in the table under Standing Order Payments in the report, be renewed; and
3. that the list of suppliers paid by BACS/CHAPS, attached at Appendix 2 of the report, those listed in black text be renewed and those listed in red text be cancelled.

Reasons for Decision

1. *To ensure that authorisations for variable direct debit payments were reviewed.*
2. *To ensure that authorisations for standing order payments were reviewed.*
3. *To ensure that authorisations for BACS/CHAPS payments were reviewed.*

The meeting closed at 7.25pm.

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 June 2025.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 13th JUNE 2024 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Shabbir Aslam, Andy Evans, Leanne Lee, Rebecca Lunn, Sam Maxwell, Gary Sanders, Tracey Shepherd, and Robert Waterton.

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

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

1. Apologies

An apology for absence was received from Councillor Christiane Startin-Lorent.

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 submitting a petition and/or 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

The Minutes of the meeting held on 25th April 2024 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 25th April 2024 be approved and signed by the Chairperson as a correct record.

5. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2024 to 31st May 2024 (item 5 on the agenda).

RESOLVED that expenditure for Utilities across all Service Areas be reviewed to ascertain whether the costs were likely to exceed the budgets.

Reason for Decision

The actual expenditure for Utilities (across Service Areas) was over the allocated budget for the period 1st April to 31st May 2024.

6. Managing Cash and Reserves

The Committee received a summary of the Council's Cash and Reserves with the approved actions to ensure the Council had sufficient cash and reserves to function (item 6 on the agenda).

The Chief Executive & Town Clerk reported that Corporate Governance Sub-Committee had considered this item and had noted that an overdraft facility had been declined by the bank. The Sub-Committee recommended that other contingency measures be considered if necessary.

RESOLVED

1. that the position with *Cash Flow*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1, be noted;
2. that the *Implemented Measures* be confirmed as sufficient to avoid future reoccurrences of cash at the bank becoming critically low;
3. that the credit reference report be requested from the credit reference agency used by the Cooperative Bank;
4. that consideration be given to other potential contingency measures; and
5. that Policy & Resources Committee consider updated and revised Cash Flow forecasts, and appropriate contingency measures to address any overspend, following the end of the quarter period on 30th September and 31st December 2024.

Reasons for Decision

1. *The position in respect of the Council's cash reserves and overspends during 2023/2024, were all matters that the Council had addressed.*
2. *The Council had implemented mitigating measures for ensuring it had cash reserves during 2024/2025 and beyond.*
3. *To understand why an overdraft facility had been refused.*
4. *While Cash Flow forecasts were no longer showing a predicted deficit in April 2025; the situation may change.*
5. *To review the cash flow position to ensure that short and long term proposals would resolve the issue and, if necessary, further action could be taken to avoid a repeat occurrence.*

7. Internal Audit Report 2023/2024 and Internal Audit Arrangements 2024/2025

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 2024 and considered the appointment of an Internal Auditor for 2024/2025 (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the Internal Audit Report (attached at Appendix 1 of the report) and assessment of the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. 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 2025.

Reasons for Decision

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls:*
 - i. *noted that in respect of Internal Control Objective D, the level of general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39; and*
 - ii. *was satisfied that in all significant respects all other Internal Control Objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*
2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

8. Annual Governance Statement 2023/2024

The Committee received a report to enable it to review and ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2024 and to recommend to Council adoption of the Annual Governance Statement 2023/2024 (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2023/24, of the

Annual Governance and Accountability Return 2023/2024, attached at Appendix 2 of the report, be completed, signed and submitted accordingly

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also 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 2024, there were sound systems of internal control and management of risk.

9. Accounting Statements 2023/2024

The Committee received the End of Year Accounts for the financial year ended 31st March 2024 and determined whether to recommend to Council adoption of the Accounting Statements 2023/2024 (item 9 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:

1. that Section 2, Accounting statements 2023/24, of the Annual Governance and Accountability Return for the year ended 31st March 2024, attached at Appendix 9 of the report, be completed, signed and submitted accordingly; and
2. that it be noted that the Exercise of Public Rights would be undertaken from 1st July 2024 until Friday 9th August 2024.

Reasons for Decision

1. *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.*
2. *It was good practice to minute the dates of the Exercise of Public Rights upon approval of the Accounting Statements by the Council.*

10. Revenue Savings Projects

The Committee considered public feedback on options for both one-off savings in 2024/2025 and ongoing savings, to ensure the Council focussed its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties (item 10 on the agenda).

RESOLVED

1. that the One-off Revenue Savings for 2024/2025, as detailed in Table 1, be confirmed;
2. that the proposed Ongoing Revenue Savings for Future Years, as detailed

- in Table 2, and at Appendices 1 and 2, be approved and implemented; and
3. that delegated authority be given to the Chief Executive & Town Clerk to determine timescales for implementation of 1 and 2 above; and to consider and implement further measures to reduce expenditure as suggested in the consultation responses in Table 3.

Reasons for Decision

1. *To manage cash flow during 2024/2025 to ensure the Council's financial position and resilience would be improved in the short term.*
2. *To ensure the Council focussed its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties.*
3. *To implement the proposed projects as resources and priorities permit. To ensure that any other potential areas for savings could be considered and implemented where practical and viable.*

11. Review of Climate Change & Environmental Strategy

The Committee reviewed the Climate Change & Environmental Strategy, including undertaking a consultation, to ensure that it would be relevant, fit for purpose and that the Council had a framework for delivering its commitments (item 11 on the agenda).

RESOLVED

1. that the first sentence of point 7 of Section 2, The Journey to Date, be reworded to read "With current legislation providing for a ban on sales of new petrol and diesel cars nationally by 2035, the uptake of electric vehicles is forecast to rapidly increase over the next decade"; and
2. that, subject to 1 above, the proposed revisions to the Climate Change and Environmental Strategy (highlighted red at Appendix 1) be approved for consultation, as set out in the *Consultation* section of the report, with the post-consultation version being submitted to Policy & Resources Committee, scheduled for 12th September 2024, for consideration and recommendation to Council for adoption.

Reasons for Decision

1. *To acknowledge that the legislation may be subject to change.*
2. *The Climate Change & Environmental Strategy provided the framework for the Town Council's response to Climate Change; therefore, it was important to ensure that it was fit for purpose, met the needs and aspirations of residents', and would be deliverable.*

12. Blaby District Council Parish Charter

The Committee considered signing up to the Blaby District Council Parish Charter (item 12 on the agenda).

RESOLVED

1. that Braunstone Town Council support and endorse the provisions of the Blaby District Council Parish Charter, attached at Appendix 1; and
2. that the Town Mayor and Chief Executive & Town Clerk be authorised to sign the Blaby District Council Parish Charter on behalf of Braunstone Town Council.

Reasons for Decision

1. *To enshrine the working relationship and expectations on partnership working between Blaby District Council and Braunstone Town Council, alongside other Parish Councils within Blaby District.*
2. *To formally indicate the Town Council's formal endorsement of the Charter and its principles.*

13. Improvements to Walking and Cycling Routes

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 13 on the agenda).

RESOLVED

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed;
2. that delegated authority be given to the Chief Executive & Town Clerk to act on behalf of Braunstone Town Council in respect of inputting into and agreeing to route signage proposals and post locations; and
3. that suitable information be issued to the public explaining the Council's proposals to address drainage and flooding at the entrance to Mossdale Meadows from Kingsway.

Reasons for Decision

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *To ensure that the sign posts would be suitably located and that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.*
3. *Flood Alleviation works on Mossdale Meadows formed part of a separate Capital Project and had not been funded through Transforming Cities since it was an existing problem. However, residents needed to be informed that the Council had plans to address flooding and drainage at the entrance to Mossdale Meadows car park, given the potential impact on the cycle route.*

14. **ROSPA Reports**

The Committee received a report concerning the annual ROSPA inspections on Parks and Open Spaces and to determined action to be taken (item 14 on the agenda).

The Chief Executive & Town Clerk reported that repairs had been carried out on the Mossdale Meadows Skate Park surface and the Shakespeare Park Rocking Horse footplates.

RESOLVED that it be noted that repairs to the High-Risk items listed in the report be under taken as soon as possible and a work programme for other medium priority items with a risk factor of 9 in Braunstone Town (Appendix 1) and Thorpe Astley (Appendix 2) 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 2024/2025.

Reason for Decision

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

15. **Review of Grievance Policy & Procedure**

The Committee considered, following consultation, a revised and updated Grievance Policy and Procedure for adoption (item 15 on the agenda).

RESOLVED that the proposed Grievance Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 17th June 2024.

Reason for Decision

To provide a framework to assist employees to raise individual complaints and to have those complaints resolved quickly and fairly, and to guide managers through the process.

16. **Modifications to the Leave Entitlement and Working Time Policies & Procedures**

The Committee considered updating both the Leave Entitlement and Working Time Policies & Procedures following an update to the Terms and Conditions of employment (item 16 on the agenda).

RESOLVED

1. that the proposed amendments to the Leave Entitlement Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 17th June 2024;
2. that the entitlement for Carer's Leave be set at 1 week per annum and that

- the Model Employment Contract be updated accordingly; and
3. that the proposed amendments to the Working Time & Flexible Working Policy & Procedure, attached at Appendix 2 of the report, be approved and implemented on 17th June 2024.

Reasons for Decision

1. *To update the Leave Entitlement Policy & Procedure to include new statutory entitlements, requirements and notice periods.*
2. *To align the entitlement to Carer's Leave with the legislative requirement, recognising that the Council also offered a general Unpaid Leave provision, which could be utilised, if required, subject to agreement.*
3. *To update the Working Time & Flexible Working Policy & Procedure to avoid unnecessary administrative and bureaucratic processes, given the flexibilities introduced into the legislation.*

17. Review of Absence Management Policy & Procedure

The Committee considered proposed amendments to the Absence Management Policy & Procedure and approved these for consultation (item 17 on the agenda).

RESOLVED

1. that the following be amended in the consultation document:
 - a) paragraph 15 to include "unless there are exceptional circumstances",
 - b) a new paragraph prior to existing paragraph 20 stating "Having notified the Council of absence, a Manager will call the employee within one working day to check the employee's wellbeing and discuss whether any support is needed", and
 - c) the first part of the third sentence of paragraph 28 reading "Employees will need to contact the Council to advise of any outstanding work.....";
2. that, subject to 1 above, the proposed revisions to the Absence Management Policy & Procedure, attached at Appendix 1 of the report, be approved for consultation with staff, Councillors and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
3. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 16th September 2024 for consideration and approval.

Reasons for Decision

1. *To recognise that:*
 - a) *in exceptional circumstances an employee cannot always telephone the Council or ask someone to do so on their behalf,*
 - b) *Managers contact employees to be supportive and to ensure that everything the Council could do to support them was offered, and*
 - c) *an employee's contact was ultimately with the Council.*

2. *To ensure that staff, Councillors and the Council's HR Advisor could input into the proposed changes to the Absence Management Policy & Procedure to ensure that it would be practical and fit for purpose.*
3. *To set out the Council's approach to managing absence recognising that while employees may be prevented from attending work through ill health, the Council had a duty to maintain service delivery and minimise disruption.*

18. Incident Response – Tuesday 4th June 2024

The Committee received a report on actions taken under the Council's Business Continuity Incident Response Procedure to provide an emergency rest centre for residents affected by the Police Incident on Tuesday 4th June 2024 at The Glade and surrounding streets (item 18 on the agenda).

RESOLVED

1. that the Incident declared by the Chief Executive & Town Clerk on 4th June 2024 to provide an emergency rest centre for residents affected by the incident on The Glade and surrounding streets, as detailed in the Background and Incident Response sections of the report, be supported;
2. that the Town Council staff involved be thanked for their contribution and support;
3. that the agencies and the people involved in the response to the wider incident be thanked for their response and hard work; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with Service Managers, to determine whether to offer a one-off additional payment for any extra hours worked by staff supporting the incident on a case by case basis.

Reasons for Decision

1. *To support the action taken to ensure that the Town Council supported the effective response to the incident at The Glade while minimising the impact on service delivery.*
2. *Staff called upon responded and acted swiftly and professionally to provide an efficient and effective response to the incident.*
3. *To recognise the complexities of the incident and that the collaborative approach delivered effective support for residents.*
4. *To ensure that the additional hours worked by staff supporting the Council's response to the incident would not be included in any amounts beyond the limit on the number of additional hours that could be carried over.*

19. Outside Bodies Report

The Committee received reports from members of Outside Bodies:

a) Leicestershire & Rutland Association of Local Councils

No Report due to no recent meeting.

b) Shakespeare Park Sports Pavilion Management Association

No Report due to no recent meeting.

20. Approval of Accounts

The Committee considered payments from 17th April 2024 until 4th June 2024 (item 20 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 17th April 2024 until 4th June 2024 be approved.

Reason for Decision

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

21. Land adjacent to the New M1 Bridge, Thorpe Astley

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

The Committee received an update concerning proposals for transferring the land adjacent to the new road and bridge at Thorpe Astley to the Town Council (item 21 on the agenda).

RESOLVED

1. that the Heads of Terms, attached at Appendix 1, for a proposed transfer of the new parkland adjacent to the M1 Bridge, Meridian Way, Thorpe Astley, be accepted in principle; subject to the *Meridian Way Boundary* and associated works being satisfactorily resolved, as set out in the relevant section of the report;
2. that delegated authority be given to the Chief Executive & Town Clerk to enter into discussions, commission legal advisors, and progress the administrative arrangements for the transfer; and
3. that a risk assessment of the boundary with the Motorway be undertaken and where risks were identified, mitigating actions proposed.

Reasons for Decision

1. *To confirm the Town Council's interest in obtaining the ownership and management of the new parkland adjacent to the M1 Bridge, Meridian Way, Thorpe Astley.*
2. *To progress the transfer arrangements, avoiding delays and additional cost.*
3. *To ensure that the Council assessed the level of risk to public safety and took mitigating action where necessary.*

22. Request for a Wayleave Thorpe Astley Community Centre and Park

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

The Committee received details of a request for a Wayleave Consent for an underground high voltage cable under Thorpe Astley Community Centre Car Park and Thorpe Astley Park (item 22 on the agenda).

RESOLVED

1. that the principle of entering a Wayleave or Easement for an underground high voltage cable at Thorpe Astley Community Centre and Park be on the basis of the *Proposed Way Forward*, as set out in the relevant section of the report, and subject to terms and conditions; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to undertake negotiations on terms and conditions for either a Wayleave or Easement, in conjunction and collaboration with Blaby District Council.

Reasons for Decision

1. *To facilitate proposals for the installation of Electric Vehicle Rapid Chargers at Leicester Forest East Service Station.*
2. *To ensure that the Council delivers its responsibilities to improve and enhance public services at Thorpe Astley.*

The meeting closed at 9.05pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next proposed meeting scheduled on 12th September 2024.

DRAFT