



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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5th June 2024

To: 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, Christiane Startin-Lorent and Robert Waterton.

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday, 13th June 2024** commencing at **7.30pm**, for the transaction of the business as 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/86569767108?pwd=Rovv2Equv5Peti1eBYFomGXx6JiZiy.1>

Meeting ID: 865 6976 7108

Passcode: 710092

Yours sincerely,

Chief Executive & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).

3. **Public Participation**
Members of the public may submit a petition and/or make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**
To confirm the accuracy of the Minutes of the meeting held on 25th April 2024 to be signed by the Chairperson (**Enclosed**).
5. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2024 to 31st May 2024 (**Enclosed**).
6. **Managing Cash and Reserves**
To set out the context of the current cash flow position and the approved actions to ensure the Council has sufficient cash and reserves to function (**Enclosed**).
7. **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**).
8. **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 recommend to Council adoption of the Annual Governance Statement 2023/2024 (**Enclosed**).
9. **Accounting Statements 2023/2024**
To receive the End of Year Accounts for the financial year ended 31st March 2024 and to recommend to Council adoption of the Accounting Statements 2023/2024 (**Enclosed**).
10. **Revenue Savings Projects**
To consider public feedback on options for both one-off savings in 2024/2025 and ongoing savings, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties (**Enclosed**).
11. **Review of Climate Change & Environmental Strategy**
To review the Climate Change & Environmental Strategy, including undertaking a consultation, to ensure that it is relevant, fit for purpose and that the Council has a framework for delivering its commitments (**Enclosed**).
12. **Blaby District Council Parish Charter**
To consider signing up to the Blaby District Council Parish Charter (**Enclosed**).

13. **Improvements to Walking and Cycling Routes**
To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed**).
14. **ROSPA Reports**
To receive a report concerning the annual ROSPA inspections on Parks and Open Spaces and to determine any action to be taken (**Enclosed**).
15. **Review of Grievance Policy & Procedure**
To consider, following consultation, a revised and updated Grievance Policy & Procedure for adoption (**Enclosed**).
16. **Modifications to the Leave Entitlement and Working Time Policies & Procedures**
To consider updating both the Leave Entitlement and Working Time Policies & Procedures following an update to the Terms and Conditions of employment (**Enclosed**).
17. **Review of Absence Management Policy & Procedure**
To consider proposed amendments to the Absence Management Policy & Procedure and to approve these for consultation (**Enclosed**).
18. **Incident Response – Tuesday 4th June 2024**
To report on actions taken under the Council's Business Continuity Incident Response Procedure to provide an Evacuation Centre for residents affected by the Police Incident on Tuesday 4th June 2024 at The Glade and surrounding streets (**Enclosed**).
19. **Outside Bodies Report**
To receive reports from members of Outside Bodies:
a) Leicestershire & Rutland Association of Local Councils (Enclosed); and
b) Shakespeare Park Sports Pavilions Management Association.
20. **Approval of Accounts**
To consider payments from 17th April 2024 until 4th June 2024 (**Enclosed**).
21. **Land adjacent to the New M1 Bridge, Thorpe Astley**
RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reasons for exception – Commercial Interest and Legal Advice.

To receive an update concerning proposals for transferring the land adjacent to the new road and bridge at Thorpe Astley to the Town Council (**Enclosed for Councillors**).

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

*RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply).
Reasons for exception – Commercial Interest and Legal Advice.*

To receive 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 (**Enclosed for Councillors**).

Next Scheduled Meeting: Thursday 12th 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 POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 25th APRIL 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, Christiane Startin-Lorent and Robert Waterton.

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

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

110. Apologies

An apology for absence was received from Councillor Gary Sanders.

111. Disclosures of Interest

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

112. 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.

113. Minutes

The Minutes of the meeting held on 7th March 2024 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 7th March 2024 be approved and signed by the Chairperson as a correct record.

114. End of Financial Year – Income, Expenditure, Cash and Balances

The Committee received an interim summary report of the Council's spending against budgets, cash at the bank and status of reserves for the financial year 1st April 2023 to 31st March 2024 (item 5 on the agenda).

RESOLVED that the interim end of year financial position be noted.

Reason for Decision

The closure of the accounts at 31st March 2024 was complete and they would be subject to Internal Audit ahead of the Corporate Governance Sub-Committee assessing the effectiveness of the Council's systems of internal control.

115. Financial Position – Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves and received an update on implementation of the actions taken by the Policy and Resources Committee and Responsible Financial Officer to ensure that the Council had sufficient cash and reserves to function (item 6 on the agenda).

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 *Progress with addressing the Cash Deficit*, including the terms of a short-term loan from Blaby District Council, as detailed in the relevant section of the report, be endorsed; and
3. that a report be submitted to the next meeting of the Policy & Resources Committee setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function.

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 a plan for ensuring it had cash reserves during 2024/2025 and beyond; and the terms of the short-term loan from Blaby District Council were both reasonable and balanced and would ensure the Council had sufficient cash during April to function.*
3. *To review the cash flow position following repayment of the loan to ensure that short and long term proposals would resolve the issue and avoid a repeat occurrence.*

116. Options for Ongoing Revenue Savings for Future Years

The Committee considered options for reducing expenditure in future years, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties (item 7 on the agenda).

RESOLVED

1. that the public be engaged, as proposed in the *Public Engagement* section of the report, concerning one-off and ongoing annual revenue savings, set out in Tables 1 and 2 respectively; and
2. that delegated authority be given to the Chief Executive & Town Clerk to add further proposals for consultation/engagement and update both the Details and Delivery and Savings information accordingly.

Reasons for Decision

1. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties and to allow the public to comment on any impact.*
2. *To ensure that any other potential areas for savings could be identified and included in the public engagement; and to update the delivery and savings information as proposals were progressed.*

117. Annual Report 2024

The Committee received the draft Annual Report 2024 for recommending to the Annual Meeting of the Full Council for adoption (item 8 on the agenda).

RESOLVED

1. that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2024 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2024, attached as Appendix 1, be received and adopted.

Reasons for Decision

1. *To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.*
2. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

118. 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 9 on the agenda).

RESOLVED that progress on the delivery of proposals for improvements to the connections between walking and cycling routes, as shown on the programme enclosed with the agenda, be received and noted.

Reason for Decision

The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.

119. Improvements to Impey Close Play Area and Open Space

The Committee finalised proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and approved the procurement process (item 10 on the agenda).

RESOLVED

1. that the amended *Timescales*, set out in the relevant section of the report, be approved;
2. that the *Update* on the Impey Close playground tender document be noted;
3. that the *Update* on the civil engineering plans for the footpaths, as shown at appendix 1, be approved;
4. that the tender document for the proposed work to the footpaths, as shown at appendix 2, be approved; and
5. that delegated authority be given to the Chief Executive & Town Clerk to approve minor and technical amendments, where necessary, to the plans (appendix 1) and tender documentation (appendix 2), and to determine timescales and deadlines for the tender process.

Reasons for Decision

1. *To confirm milestones for the delivery of the project.*
2. *To note that appropriate contractors had been approached to provide plans and quotations for the improvement to the playground at Impey Close*
3. *To ensure that any proposed works to the footpath would be suitably undertaken to prevent any issues with flooding in other areas.*
4. *To invite suitably qualified contractors to submit tenders for the refurbishment work to the footpaths.*
5. *To ensure that minor and technical changes could be made if necessary, and to set timescales and deadlines to progress the project.*

120. Mossdale Meadows Flood Alleviation and Drainage Improvements

The Committee considered the tender process, timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements at Mossdale Meadows (item 11 on the agenda).

RESOLVED

1. that plans for the Culvert Bridge, Car Park and Lubbesthorpe Bridle path as shown as appendices 1 - 5, be approved;

2. that draft Tender document as shown at appendix 6 be approved;
3. that the updated draft timeline for the required work, as shown in the relevant section of the report, be approved; and
4. that delegated authority be given to the Chief Executive & Town Clerk to finalise the tender documentation, including minor and technical amendments to the documentation and drawings, determine timescales and invite tenders.

Reasons for Decisions

1. *To implement construction work to reduce the level of flooding issues on Mossdale Meadows to protect the brook, banks and surrounding land.*
2. *To provide a plan of works to be carried out and target dates to work towards.*
3. *To comply with financial regulations and relevant procurement legislation.*
4. *To enable minor modifications to be made if necessary and to provide flexibility.*

121. Employment Contract Updates

The Committee considered updating the Terms and Conditions of employment, to ensure they would be up to date and complied with all recent legal developments; and to consider, following consultation, amending the monthly pay date (item 12 on the agenda).

RESOLVED

1. that the proposed amendments to the Council's Model Employment Contract, to include Holiday Pay Option 1, as highlighted in yellow at Appendix 1, be approved;
2. that delegated authority be given to the Chief Executive & Town Clerk to propose consequential changes to the Working Time Policy & Procedure and Leave Entitlement Policy & Procedure, if necessary, and consult with staff prior to submission to the next meeting of Policy & Resources Committee (proposed for 13th June 2024);
3. that the monthly pay date be amended from September 2024 to "paid on 28th of the month or last working day prior; except in December, paid on 24th or last working day prior"; and
4. that delegated authority be given to the Chief Executive & Town Clerk to include the pay day information (approved in 3 above) in the Model Employment Contract, to notify staff and to make arrangements to implement 1 and 2 above.

Reasons for Decision

1. *To update staff terms and conditions to comply with all recent legal developments. The Council currently made holiday payments as detailed in option 1, which was both accepted by staff and simple to administer.*
2. *To enable the recently adopted Working Time Policy & Procedure and Leave Entitlement Policy & Procedure to be reviewed to ensure that the*

- provisions would be aligned to those in the Model Employment Contract.*
3. *To ease cash flow pressures in April and September each financial year, particularly in April 2025.*
 4. *To provide sufficient notice, update employment contracts, and to undertake the necessary administrative arrangements to implement the decisions.*

122. Sports Pitch Allocations 2024-2025

The Committee received applications for sports pitches for 2024/2025 season and determined their allocation (item 13 on the agenda).

RESOLVED

1. that the football pitch application requests received, as set out at Appendix 1, for the 2024/2025 season be approved and allocated as submitted;
2. that delegated authority be given to the Chief Executive & Town Clerk to:
 - a) reach an agreement between the football clubs (ref 15 and 17) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitch at Mossdale Meadows 2024/2025 season being able to share the pitches and/or be flexible with the day and times;
 - b) reach an agreement between the football clubs (ref 14 and 16) which submitted pitch application requests for the Sunday 2.00pm slot on the senior pitch at Mossdale Meadows 2024/2025 season being able to share the pitches and/or be flexible with the day and times;in the absence of such agreement, the allocations be determined at the next meeting of Policy & Resources Committee; and
3. that football pitches allocated matches in excess of the approved capacity (Junior Pitches at Mossdale Meadows) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Chief Executive & Town Clerk deem that each individual pitch quality was suitable.

Reasons for Decision

1. *To enable the clubs to have security of a home ground for the season.*
2. *To enable the clubs, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
3. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*

123. Draft Schedule of Meetings

The Committee received a draft schedule of meetings for 2024/2025 for recommendation to Annual Council for adoption (item 14 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the proposed schedule of Council and Committee Meetings for 2024/2025 be approved.

Reason for Decision

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

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

The Committee reviewed the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct, in order to recommend adoption at the Annual Council Meeting (item 15 on the agenda).

RESOLVED

1. that the proposed Standing Order 4.12, County and District Council Reports (Appendix 1), include a 30 minute time limit for consideration of the item;

THAT IT BE RECOMMENDED TO ANNUAL COUNCIL

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

Reasons for Decision

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

125. Disciplinary Policy & Procedure

The Committee considered, following consultation, a revised and updated Disciplinary Policy & Procedure for adoption (item 16 on the agenda).

RESOLVED that the proposed Disciplinary Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 29th April 2024.

Reason for Decision

To ensure that issues relating to an employee's attendance, behaviour, conduct and performance were raised and dealt with promptly and that meetings, decisions and confirmation of those decisions were undertaken in a timely manner..

126. Review of Grievance Policy & Procedure

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

RESOLVED

1. that the Grievance 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 *Review of Grievance Policy & Procedure* section of the report; and
2. that the post-consultation version of the Grievance Policy & Procedure be presented to the next meeting of Policy & Resources Committee, proposed for 13th June 2024 for consideration and approval.

Reasons for Decision

1. *To ensure that staff, Councillors and the Council's HR Advisor could make comments or suggested amendments to the Grievance Policy & Procedure to ensure that it would be practical and fit for purpose.*
2. *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.*

127. Electric Vehicle Charging Points – Pre-authorisation Fee

The Committee considered increasing the pre-authorisation fee for card payments (item 18 on the agenda).

RESOLVED that the pre-authorisation charge for pay and charge card payments be increased (from £25) to £50.

Reason for Decision

To strike a balance between flexibility of pay and charge and ensuring the Council could collect the payment.

128. Outside Bodies Report

The Committee received reports from members of Outside Bodies:

a) Leicestershire & Rutland Association of Local Councils

No Report.

b) Shakespeare Park Sports Pavilion Management Association

Councillor Maxwell reported on the recent meeting of the Committee of the Shakespeare Park Management Association, held on 8th April 2024, as follows:

- a) pursuing charitable status was delayed while Councillor Uddin recovered from his recent surgery;
- b) the Committee had discussed the number of bookings and the need to try and increase these, there was interest from two hirers in regular bookings;
- c) the decision to ban bouncy castles had been reviewed since most children's parties included these; it was agreed to allow bouncy castles but with a height restriction, due to the low hanging lights;
- d) there was a request for an advertising banner to notify passers-by and users of the park that the Clubroom was available for hire;
- e) the Management Association and the Clubs were considering grant schemes available to them; and
- f) a tennis coach had expressed an interest in giving coaching sessions on the tennis courts during the summer.

Committee members agreed it was important to raise the profile of the Clubroom and ensure that advertising on social media was regularly repeated.

RESOLVED that the Outside Bodies report be received and noted.

Reason for Decision

To keep up to date with the discussions and work of both Leicestershire & Rutland Association of Local Councils and Shakespeare Park Sports Pavilion Managements Association.

129. Approval of Accounts

The Committee considered payments from 28th February until 31st March 2024; and from 1st April until 16th April 2024 (item 20 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 28th February until 31st March 2024; and from 1st April until 16th April 2024 be approved.

Reason for Decision

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

130. Replacement of Braunstone Civic Centre foyer skylight

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.*

The Committee considered the options for repair/replacement of the glass skylight roof in the foyer of Braunstone Civic Centre (item 21 on the agenda).

RESOLVED

1. that the quotation from Company A, detailed at Appendix 2, be accepted; and
2. that the quotation from Company B, detailed at Appendix 2, be accepted as the reserve contractor if the preferred contractor was not able to undertake the contract or the Council, for some reason, decided not to proceed with the preferred contractor.

Reasons for Decision

1. *Company A provided a detailed quote for replacing skylights, fixing them, and removing debris that was within the budget without having to source external funding.*
2. *Company B provided a detailed quote for supplying and installing a polycarbonate glazing system, fittings, and removal of old debris; however, the quote was considerably higher, and external funding would need to be sourced.*

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 13th June 2024.

DRAFT

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
1. P&R - Corporate Management					
Income					
101	Precept	£981,884.00	£0.00	£490,942.00	-£490,942.00
106	Revenue Grants				
106/1	Staff Training	£0.00	£0.00	£0.00	£0.00
106/2	Other	£0.00	£0.00	£0.00	£0.00
106	Total	£0.00	£0.00	£0.00	£0.00
107	Projects	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£30.90	-£119.10
181	Interest on No 1 Account	£400.00	£0.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£0.00	-£1,000.00
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£983,444.00	£0.00	£490,972.90	-£492,471.10
Expenditure					
1010	Staff Salaries	£507,069.00	£0.00	£84,075.81	£422,993.19
1015	Staff Expenses	£300.00	£0.00	£40.95	£259.05
1020	Pensions	£126,767.00	£0.00	£19,662.35	£107,104.65

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
1030	Councillors Allowances	£6,000.00	£0.00	£0.00	£6,000.00
1035	Councillors Expenses	£300.00	£0.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£525.00	£0.00	£0.00	£525.00
1070/2	Cycle to Work Scheme	£0.00	£0.00	£0.00	£0.00
1070	Total	£525.00	£0.00	£0.00	£525.00
1150	Insurance	£17,000.00	£0.00	£0.00	£17,000.00
1160	Audit	£2,700.00	£0.00	£500.85	£2,199.15
1170	Legal & HR Fees				
1170/1	Legal Fees	£250.00	£0.00	£0.00	£250.00
1170/2	HR Fees	£1,000.00	£0.00	£100.00	£900.00
1170	Total	£1,250.00	£0.00	£100.00	£1,150.00
1180	Elections	£1,000.00	£0.00	£0.00	£1,000.00
1210	Staff Training	£2,500.00	£0.00	£0.00	£2,500.00
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,500.00	£0.00	£664.31	£1,835.69
1350	Town Council Subscriptions	£6,000.00	£0.00	£2,587.81	£3,412.19
1360	Advertisements	£8,000.00	£0.00	£3,009.60	£4,990.40
1400	Telephones	£2,530.00	£0.00	£453.56	£2,076.44
1410	Photocopier	£2,200.00	£0.00	£209.95	£1,990.05

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
1420	Computer Supplies, Training, Service Contract				
1420/1	Computer Supplies	£2,000.00	£0.00	£690.00	£1,310.00
1420/2	Computer Service Contract	£3,000.00	£0.00	£702.50	£2,297.50
1420/3	Computer Training	£1,000.00	£0.00	£0.00	£1,000.00
1420/4	Website Development	£2,000.00	£0.00	£0.00	£2,000.00
1420/5	Website Service Contract	£3,000.00	£0.00	£498.00	£2,502.00
1420/6	Website Training	£1,000.00	£0.00	£0.00	£1,000.00
1420	Total	£12,000.00	£0.00	£1,890.50	£10,109.50
1800	Interest on Short-term Borrowing	£0.00	£0.00	£146.99	-£146.99
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£279.45	£420.55
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£700,341.00	£0.00	£113,622.13	£586,718.87

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
2. P&R - Civic Centre					
Income					
207	Projects	£0.00	£0.00	£0.00	£0.00
225	Service Charges	£0.00	£0.00	£21.71	£21.71
226	Service Level Agreements				
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£1,924.34	£1,924.34
226	Total	£0.00	£0.00	£1,924.34	£1,924.34
243	Utilities (Solar Export)	£587.00	£0.00	£100.00	-£487.00
250	Room Hire	£75,500.00	£0.00	£14,649.95	-£60,850.05
251	Catering for Hirers (VAT)	£100.00	£0.00	£0.00	-£100.00
256	Electric Vehicle Chargers	£6,360.00	£0.00	£1,149.05	-£5,210.95
257	Licensed Bar	£17,000.00	£0.00	£1,416.67	-£15,583.33
299	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£99,547.00	£0.00	£19,261.72	-£80,285.28
Expenditure					
2070	Projects				
2070/1	Climate Change	£671.00	£0.00	£0.00	£671.00
2070/2	General	£0.00	£0.00	£0.00	£0.00
2070	Total	£671.00	£0.00	£0.00	£671.00
2080	Loan Interest & Repayments				
2080/2	PWLB 480508	£0.00	£0.00	£0.00	£0.00
2080/3	PWLB 482623	£9,648.00	£0.00	£0.00	£9,648.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
2080/4	PWLB 485557	£5,784.00	£0.00	£0.00	£5,784.00
2080/5	600557 Civic Centre Improvements	£10,511.00	£0.00	£0.00	£10,511.00
2080/6	Part 650982 & 678879 Climate Initiatives	£9,402.00	£0.00	£0.00	£9,402.00
2080	Total	£35,345.00	£0.00	£0.00	£35,345.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£0.00	£500.00
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£2,000.00	£0.00	£317.25	£1,682.75
2400	Telephones	£1,000.00	£0.00	£517.54	£482.46
2430	Utility Bills				
2430/1	Electricity	£15,798.00	£0.00	£7,141.70	£8,656.30
2430/2	Gas	£8,000.00	£0.00	£921.60	£7,078.40
2430/3	Water	£3,000.00	£0.00	£787.16	£2,212.84
2430	Total	£26,798.00	£0.00	£8,850.46	£17,947.54
2440	Waste Services	£10,000.00	£0.00	£834.93	£9,165.07
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£20,584.00	£0.00	£4,119.75	£16,464.25
2490	Seasonal Decorations	£0.00	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
2560	Electric Vehicle Chargers	£1,693.00	£0.00	£0.00	£1,693.00
2570	Licences	£1,300.00	£0.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£2,000.00	£0.00	£287.54	£1,712.46
2600	Building Repairs & Maintenance	£15,000.00	£0.00	£335.99	£14,664.01
2610	Equipment Repairs & Maintenance				
2610/1	General	£6,080.00	£0.00	£1,293.30	£4,786.70
2610/2	Fire Extinguisher Service	£560.00	£0.00	£0.00	£560.00
2610/3	Alarm Maintenance	£1,360.00	£0.00	£0.00	£1,360.00
2610	Total	<u>£8,000.00</u>	<u>£0.00</u>	<u>£1,293.30</u>	<u>£6,706.70</u>
2990	Miscellaneous	£150.00	£0.00	£0.00	£150.00
Total Expenditure		<u>£126,141.00</u>	<u>£0.00</u>	<u>£16,556.76</u>	<u>£109,584.24</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre					
Income					
307	Projects	£0.00	£0.00	£0.00	£0.00
325	Service Charges	£5,908.00	£0.00	£0.00	-£5,908.00
343	Utilities (Solar Export)	£3,749.00	£0.00	£0.00	-£3,749.00
350	Room Hire				
350/1	Room Hires	£11,423.33	£0.00	£3,078.93	-£8,344.40
350/2	Pre-School Contract	£22,846.67	£0.00	£4,023.48	-£18,823.19
350/3	NHS Facility	£0.00	£0.00	£0.00	£0.00
350	Total	£34,270.00	£0.00	£7,102.41	-£27,167.59
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
356	Electric Vehicle Chargers	£2,608.00	£0.00	£223.95	-£2,384.05
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£46,575.00	£0.00	£7,326.36	-£39,248.64
Expenditure					
3070	Projects				
3070/1	Climate Change	£467.00	£0.00	£0.00	£467.00
3070/2	General	£0.00	£0.00	£0.00	£0.00
3070	Total	£467.00	£0.00	£0.00	£467.00
3080	Loan Interest & Repayments: PWL Part 650982 & 678879 Climate Initiatives	£5,453.00	£0.00	£0.00	£5,453.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00
3330	Cleaning Materials	£1,000.00	£0.00	£156.10	£843.90
3400	Telephones	£1,000.00	£0.00	£214.10	£785.90
3430	Utility Bills				
3430/1	Electricity	£10,200.00	£0.00	£2,267.06	£7,932.94
3430/2	Gas	£4,000.00	£0.00	£1,194.22	£2,805.78
3430/3	Water	£3,000.00	£0.00	£555.35	£2,444.65
3430	Total	£17,200.00	£0.00	£4,016.63	£13,183.37
3440	Waste Services	£2,500.00	£0.00	£561.34	£1,938.66
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£11,477.00	£0.00	£2,045.70	£9,431.30
3490	Seasonal Decorations	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3560	Electric Vehicle Chargers	£1,693.00	£0.00	£0.00	£1,693.00
3570	Licences	£400.00	£0.00	£169.50	£230.50
3580	Credit Card and Transit Fees	£1,000.00	£0.00	£25.39	£974.61
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£896.00	£2,104.00
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£0.00	£870.30	£279.70
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance
3610/3 Alarm Maintenance	£3,000.00	£0.00	£675.63	£2,324.37
3610 Total	£4,500.00	£0.00	£1,545.93	£2,954.07
3990 Miscellaneous	£150.00	£0.00	£0.00	£150.00
Total Expenditure	£50,390.00	£0.00	£9,630.69	£40,759.31

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
4. P&R - Capital Projects					
Income					
425	Capital Grants - Civic Centre Improvements	£18,000.00	£0.00	£0.00	-£18,000.00
441	Loans - Climate Initiatives	£0.00	£0.00	£0.00	£0.00
450	Capital Grants	£0.00	£0.00	£0.00	£0.00
455	Capital Grants - Impey Close Play Area & Open Space	£50,000.00	£0.00	£0.00	-£50,000.00
Total Income		£68,000.00	£0.00	£0.00	-£68,000.00
Expenditure					
4070	Projects	£435.00	£0.00	£0.00	£435.00
4200	Civic Centre - General	£0.00	£0.00	£0.00	£0.00
4201	Civic Centre Building Improvements	£25,000.00	£0.00	£0.00	£25,000.00
4202	Civic Centre Toilets/Kitchens	£0.00	£0.00	£0.00	£0.00
4300	Thorpe Astley Centre - General	£0.00	£0.00	£0.00	£0.00
4401	Climate Initiatives	£1,500.00	£0.00	£0.00	£1,500.00
4500	Parks & Open Spaces - General	£0.00	£0.00	£0.00	£0.00
4501	Mossdale Flood Alleviation Scheme	£3,000.00	£0.00	£0.00	£3,000.00
4502	Impey Close Play Area and Open Space	£55,000.00	£0.00	£0.00	£55,000.00
4503	Mossdale Pavilion and Changing Rooms	£1,000.00	£0.00	£0.00	£1,000.00
4504	Shakespeare Park Playground	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance
Total Expenditure	<u>£85,935.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£85,935.00</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
5. P&R - Parks & Open Spaces					
Income					
507	Projects	£0.00	£0.00	£0.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£0.00	£0.00	£0.00	£0.00
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00
555	Sports Pitches & Facilities				
555/1	Pitch Season Fees	£3,000.00	£0.00	£0.00	-£3,000.00
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£0.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£148.23	£148.23
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£3,000.00	£0.00	£148.23	-£2,851.77
599	Miscellaneous	£100.00	£0.00	-£700.00	-£800.00
Total Income		£3,250.00	£0.00	-£551.77	-£3,801.77
Expenditure					
5070	Projects				
5070/1	Climate Change	£937.00	£0.00	£0.00	£937.00
5070/2	General	£0.00	£0.00	£0.00	£0.00
5070/3	Biodiversity	£5,300.00	£0.00	£0.00	£5,300.00
5070	Total	£6,237.00	£0.00	£0.00	£6,237.00
5080	Loan Interest & Repayments				
5080/1	PWLB 485188	£3,526.00	£0.00	£0.00	£3,526.00
5080/2	PWLB 487506	£6,033.00	£0.00	£0.00	£6,033.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£0.00	£17,724.00
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£0.00	£17,808.00
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£0.00	£0.00	£45,091.00
5170	Legal Fees	£1,000.00	£0.00	£0.00	£1,000.00
5290	Clothing	£500.00	£0.00	£0.00	£500.00
5330	Cleaning Materials	£1,000.00	£0.00	£100.70	£899.30
5400	Telephones	£410.00	£0.00	£0.00	£410.00
5430	Utility Bills				
5430/1	Electricity	£6,000.00	£0.00	£774.54	£5,225.46
5430/2	Gas	£0.00	£0.00	£0.00	£0.00
5430/3	Water	£1,000.00	£0.00	£47.36	£952.64
5430/4	Shakespeare Park Pavilion	£0.00	£0.00	£676.96	-£676.96
5430	Total	£7,000.00	£0.00	£1,498.86	£5,501.14
5440	Waste Services	£2,000.00	£0.00	£1.88	£1,998.12
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00
5460	Rates	£0.00	£0.00	£346.00	-£346.00
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£961.80	£2,038.20
5600	Building Repairs & Maintenance				
5600/1	Mossdale Meadows	£4,800.00	£0.00	£0.00	£4,800.00
5600/2	Shakespeare Park	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
5600	Total	£4,800.00	£0.00	£0.00	£4,800.00
5610	Equipment Repairs & Maintenance				
5610/1	General Maintenance	£4,000.00	£0.00	£865.25	£3,134.75
5610/2	Playgrounds	£6,000.00	£0.00	£1,809.14	£4,190.86
5610	Total	£10,000.00	£0.00	£2,674.39	£7,325.61
5620	Site Maintenance				
5620/1	General	£5,000.00	£0.00	£163.44	£4,836.56
5620/2	Trees	£5,000.00	£0.00	£800.00	£4,200.00
5620/3	Bowling Green	£0.00	£0.00	£0.00	£0.00
5620	Total	£10,000.00	£0.00	£963.44	£9,036.56
5630	Equipment Purchase	£2,000.00	£0.00	£87.38	£1,912.62
5650	Vehicle Costs	£17,585.00	£0.00	£3,333.51	£14,251.49
5660	Machinery Hire	£500.00	£0.00	£0.00	£500.00
5670	Petrol	£10,000.00	£0.00	£1,475.40	£8,524.60
5990	Miscellaneous	£100.00	£0.00	£85.00	£15.00
Total Expenditure		£121,723.00	£0.00	£11,528.36	£110,194.64

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
6. P&R - Library Services					
Income					
607	Projects	£0.00	£0.00	£0.00	£0.00
625	Service Charges	£1,052.00	£0.00	£0.00	-£1,052.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,648.00	£0.00	£2,123.25	-£6,524.75
626	Total	£8,648.00	£0.00	£2,123.25	-£6,524.75
643	Utilities (Solar Export)	£1,069.00	£0.00	£0.00	-£1,069.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£25.87	-£1,474.13
699	Miscellaneous	£50.00	£0.00	£103.50	£53.50
Total Income		£12,319.00	£0.00	£2,252.62	-£10,066.38
Expenditure					
6070	Projects				
6070/1	Climate Change	£495.00	£0.00	£0.00	£495.00
6070/2	General	£0.00	£0.00	£0.00	£0.00
6070	Total	£495.00	£0.00	£0.00	£495.00
6080	Loan Interest & Repayments: PWL Part 650982 & 678879 Climate Initiatives	£3,949.00	£0.00	£0.00	£3,949.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
6320	Printing & Copying	£150.00	£0.00	£0.00	£150.00
6330	Cleaning Materials	£200.00	£0.00	£0.00	£200.00
6360	Advertisements	£200.00	£0.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£0.00	£800.00
6430	Utility Bills				
6430/1	Electricity	£700.00	£0.00	£715.65	-£15.65
6430/2	Gas	£109.00	£0.00	£0.00	£109.00
6430/3	Water	£0.00	£0.00	£0.00	£0.00
6430	Total	£809.00	£0.00	£715.65	£93.35
6490	Seasonal Decorations	£0.00	£0.00	£0.00	£0.00
6610	Equipment Repairs & Maintenance	£0.00	£0.00	£850.00	-£850.00
6700	Programme of Events	£800.00	£0.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£0.00	£0.00
6900	Total	£0.00	£0.00	£0.00	£0.00
6990	Miscellaneous	£800.00	£0.00	£93.94	£706.06
Total Expenditure		£8,403.00	£0.00	£1,659.59	£6,743.41

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
7. Community Development					
Income					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£450.00	£0.00	£465.84	£15.84
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£214.60	£214.60
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£214.60	£214.60
775	Civic Functions	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£15.00	£15.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£30.27	£30.27
786	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£5.00	£0.00	£0.00	-£5.00
790/3	General	£10.00	£0.00	£0.00	-£10.00
790	Total	£15.00	£0.00	£0.00	-£15.00
794	Social Inclusion Initiatives				
794/1	General	£0.00	£0.00	£0.00	£0.00
794/2	Tennis Coaching	£0.00	£0.00	£0.00	£0.00
794	Total	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance
799	Miscellaneous	£0.00	£0.00	£0.00
Total Income	£465.00	£0.00	£725.71	£260.71
Expenditure				
7040	Town Mayor's Allowance			
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£375.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£346.52
7040	Total	£750.00	£0.00	£721.52
7070	Projects			
7070/1	Climate Change	£550.00	£0.00	£550.00
7070	Total	£550.00	£0.00	£550.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£4,430.00
7700	Programme of Events	£4,000.00	£0.00	£3,157.08
7710	Summer Fete			
7710/1	Current Year	£3,000.00	£0.00	£3,000.00
7710/2	Next Year	£300.00	£0.00	£200.00
7710	Total	£3,300.00	£0.00	£3,200.00
7715	Thorpe Astley Summer Event	£3,145.00	£0.00	£2,011.97
7720	General Events			
7720/1	General	£500.00	£0.00	£500.00
7720/2	Apple Day	£400.00	£0.00	£400.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance
7720/3	Open Days	£100.00	£0.00	£100.00
7720	Total	£1,000.00	£0.00	£1,000.00
7750	Civic Functions	£1,500.00	£0.00	£1,175.94
7760	Town Mayor's Charity - Pre May	£0.00	£0.00	£0.00
7770	Town Mayor's Charity - after May	£0.00	£0.00	£0.00
7850	Community Grants	£5,000.00	£0.00	£3,850.00
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00
7880	Grants for D-Day Commemorations (2024)	£1,000.00	£0.00	£400.00
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£0.00	£0.00	£0.00
7900	Total	£0.00	£0.00	£0.00
7940	Social Inclusion Initiatives			
7940/1	General	£800.00	£0.00	£800.00
7940/2	Tennis Coaching	£0.00	£0.00	£0.00
7940	Total	£800.00	£0.00	£800.00
7950	Community Safety	£300.00	£0.00	£300.00
7990	Miscellaneous	£100.00	£0.00	£100.00
Total Expenditure	£25,875.00	£0.00	£4,178.49	£21,696.51

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance
8. Planning & Environment					
Income					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,100.00	£0.00	£174.86	-£925.14
890	Total	£1,100.00	£0.00	£174.86	-£925.14
Total Income		£1,100.00	£0.00	£174.86	-£925.14
Expenditure					
8070	Projects				
8070/1	Climate Change	£165.00	£0.00	£0.00	£165.00
8070	Total	£165.00	£0.00	£0.00	£165.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£11,401.00	£0.00	£2,866.50	£8,534.50
8460	Furniture				
8460/1	Notice Boards	£2,000.00	£0.00	£0.00	£2,000.00
8460/2	Street Planters	£1,976.00	£0.00	£0.00	£1,976.00
8460/3	Other	£0.00	£0.00	£0.00	£0.00
8460	Total	£3,976.00	£0.00	£0.00	£3,976.00
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£206.58	£893.42

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance
8900 Total	£1,100.00	£0.00	£206.58	£893.42
Total Expenditure	£16,892.00	£0.00	£3,073.08	£13,818.92

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance
Total Income	£1,214,700.00	£0.00	£520,162.40	
Total Expenditure	£1,135,700.00	£0.00	£160,249.10	
Total Net Balance	<u>£79,000.00</u>		<u>£359,913.30</u>	

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 13th JUNE 2024 **POLICY & RESOURCES COMMITTEE – 13th JUNE 2024**

Item 6 – Managing Cash and Reserves

Purpose

To set out the context of the current cash flow position and the approved actions to ensure the Council has sufficient cash and reserves to function.

Background

Policy & Resources Committee on 11th January 2024 received a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1st April to 31st December 2023; and considered actions to ensure the Council had sufficient cash and reserves to function (minute 69).

Council on 25th January 2024 received a summary of the Council's Cash and Reserves for the period 1st April to 31st December 2023; noted actions taken by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council had sufficient cash and reserves to function; and resolved to seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for short-term borrowing of up to £50,000 for the purpose of meeting expenses at the end of the financial year (2023/2024) pending the receipt of revenues in the next financial year (2024/2025) (Council Minute 6187).

Cash Flow

Closing operating cash balances on 31st March stood at £22,325.99; made up of:

- Operating Account: £20,099.73;
- Payroll Account: £2,225.48;
- Instant Access Savings: £0.78.

In addition, the Council has Building Society Savings of £5,269.14 (a minimum of £5,000 is required to be held to maintain the account).

There was £302.50 held in cash office floats and petty cash.

Total Cash Balance on 31st March 2024 was £27,897.63.

Since the Council had access to £22,325.99 at the bank on 31st March, there was no need to borrow prior to the end of the financial year. The Council received approval to borrow from the Department of Levelling Up, Housing and Communities on 28th March.

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.

As set out in the report to Council on 21st March, 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 (Minute 91). 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 Blaby 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.

Implemented Measures

The following measures have been implemented to avoid future reoccurrences of cash at the bank becoming critically low:

1. Reserves Policy amended (March 2024) and Financial Regulations revised (May 2024) to set out that the Council will maintain a revenue reserve of at least one-quarter of net expenditure; where revenue reserves fall below this level proposals will be submitted to replenish them.
2. Separating capital and operational income and expenditure budgets.
3. Setting aside sufficient funds (into a savings account) to meet the payroll costs prior to receipt of the next tranche of the precept.
4. Public engagement concerning the financial position, proposals for one-off savings in 2024/2025 and ongoing savings.
5. 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.
6. Adjusted monthly 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.
7. Budget Comparisons Report to be the first substantive item on each Policy & Resources Committee agenda.

Overdraft Facility

In March 2024, when projecting cash flows forward, using the same income and expenditure predictions; a closing operating cash balance on 31st March 2025 of £28,529 was predicted (plus building society savings of £5,269.14 plus a small amount of interest). This resulted in an operating cash deficit on 25th April 2025 of -£40,953.

In order to prepare for and take action to avoid a cash deficit in April 2025, Policy & Resources Committee on 7th March approved arrangements for a 12 month overdraft facility to account for unforeseen circumstances during the coming financial year and this time next year. To ensure this is in place for April/May 2025; an application for a £10,000 overdraft facility was prepared and submitted at the beginning of May. The request took into account that the monthly pay date had been moved and therefore, the potential deficit would more likely be around £10,000. However, the Co-operative Bank declined the request due to the Council's Credit Score. No further information was given, other than the Council could request the information from the credit agency and if it felt it was incorrect, could correct it.

Given the record of the Council in curbing expenditure and maximising income over the first four months of 2024, the Cash Flow forecast has been revised and updated at Appendix 1. Taking into account the savings identified and maintaining income, a closing balance of £39,609 is predicted on 31st March 2025 and £20,937 on 24th April 2025 (the day prior to receipt of the 1st tranche of the 2025/2026 precept). This includes £63,269 held in the 90 day savings account.

The figures above do not take into account the potential for the salary settlement to be higher than the budgeted amount. Therefore, cash flow forecasts will need to be revisited once the pay award for 2024 has been approved by the National Joint Council.

Therefore, it is recommended that no further action is taken on requesting an overdraft facility and that projected cash flows are updated at the end of September and end of December 2024 and mitigating actions identified if necessary.

Recommendations

(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
4. that Policy & Resources Committee consider updated and revised Cash Flow forecasts following the end of the quarter period on 30th September and 31st December 2024.

Reasons

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.
4. To review the cash flow position to ensure that short and long term proposals would resolve the issue and avoid a repeat occurrence.

CASH FLOW 1st June 2024 to 31st May 2025

APPENDIX 1

	June 2024	July	August	September	October	November	December	January 2025	February	March	April	May
Brought forward bank balance	£328,033	£262,280	£192,090	£135,864	£558,387	£483,193	£309,633	£234,094	£163,119	£107,165	£39,609	£525,477
Receipts												
Council Tax Precept	£0	£0	£0	£490,942	£0	£0	£0	£0	£0	£0	£557,360	£0
Fees & Charges	£4,678	£6,840	£4,678	£4,678	£6,840	£5,806	£5,806	£7,968	£5,806	£5,806	£7,968	£5,806
Other Income	£3,603	£2,628	£12,963	£3,603	£1,983	£13,127	£823	£2,648	£13,369	£1,983	£1,983	£11,265
TOTAL INCOME	£8,281	£9,468	£17,641	£499,223	£8,823	£18,933	£6,629	£10,616	£19,175	£7,789	£567,311	£17,071
Expenditure												
Salaries	£39,593	£39,593	£39,593	£39,593	£39,593	£60,897	£42,256	£42,256	£42,256	£42,256	£42,256	£42,256
PAYE	£9,426	£9,426	£9,426	£9,426	£9,426	£18,530	£10,564	£10,546	£10,564	£10,564	£10,564	£10,564
Capital Schemes	£0	£0	£0	£0	£5,600	£18,500	£0	£0	£0	£0	£0	£0
Administration	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208
Loan or other debt repayments	£0	£0	£0	£0	£0	£47,134	£0	£0	£0	£0	£0	£47,134
Maintenance	£10,333	£10,999	£10,066	£10,999	£10,333	£10,999	£10,066	£10,999	£10,333	£10,999	£10,333	£10,999
Utilities	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317
Telephone & Internet	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000
Rates	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£0	£0	£3,206	£3,206
Waste Services	£1,208	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£4,058	£1,208
Promotions & Events	£275	£0	£375	£375	£375	£375	£375	£0	£375	£375	£0	£375
Governance (Insurance, Audit, Legal)	£120	£570	£120	£2,020	£120	£21,771	£120	£120	£120	£120	£120	£120
Vehicles	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298
Equipment	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800
Community Grants & Initiatives	£0	£1,300	£0	£0	£800	£0	£500	£0	£500	£0	£500	£0
Other Expenditure	£250	£250	£250	£250	£250	£250	£4,250	£150	£150	£200	£150	£250
TOTAL EXPENDITURE	£74,034	£79,658	£73,867	£76,700	£84,017	£192,493	£82,168	£81,591	£75,129	£75,345	£81,443	£125,735
Closing bank balance	£262,280	£192,090	£135,864	£558,387	£483,193	£309,633	£234,094	£163,119	£107,165	£39,609	£525,477	£416,813

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 13th JUNE 2024 **POLICY & RESOURCES COMMITTEE – 13th JUNE 2024**

Item 7 - 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.

Recommendations

(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 2024.

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	
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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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

CORPORATE GOVERNANCE SUB-COMMITTEE – 13th JUNE 2024 POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 8 – 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 2023 and to recommend to Council adoption of the Annual Governance Statement 2023/2024.

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.

Recommendation

(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

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>

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>

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>

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

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

CORPORATE GOVERNANCE SUB-COMMITTEE – 13th JUNE 2024 **POLICY & RESOURCES COMMITTEE – 13th JUNE 2024**

Item 9 – Accounting Statements 2023/2024

Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2024 and to recommend to Council adoption of the Accounting Statements 2023/2024.

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.

Recommendations

(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

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
<hr/> 214,440.22		<hr/> 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
<hr/> 214,440.22		<hr/> 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
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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
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£54,906.00	Current Reserves total including the General Fund
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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)	Mossdale Meadows		£0.00	£3,482.00	£3,482.00	£3,482.00	01/11/19	
11433	11433	Sadlemate (MM)	Mossdale Meadows		£0.00	£1,041.00	£1,041.00	£1,041.00	01/11/19	
11434	11434	Cradleseat Swing Set (MM)	Mossdale Meadows		£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	
11435	11435	2 Spinner Bowls (MM)	Mossdale Meadows	01/06/2005	£0.00	£1,428.00	£1,428.00	£1,428.00	01/11/19	
11436	11436	Climbing Frame (MM)	Mossdale Meadows	01/06/2005	£0.00	£8,703.00	£8,703.00	£8,703.00	01/11/19	
11437	11437	Supernova Roundabout (MM)	Mossdale 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)	Mossdale 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)	Mossdale 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)	Mossdale Meadows	01/06/2012	£0.00	£199.00	£199.00	£199.00	01/11/19	
11443	11443	1 x inclined square grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£189.00	£189.00	£189.00	01/11/19	
11444	11444	1 x grind box skate (MM2012)	Mossdale 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)	Mossdale 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)	Mossdale 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)	Mossdale 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)	Mossdale 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)	Mossdale 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	Mossdale Meadows		£0.00	£2,500.00	£2,500.00	£2,500.00 01/11/19	
15201	15201	Misc Hand Tools Garage	Mossdale 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	Mossdale Meadows		£0.00	£19,300.00	£19,300.00	£19,300.00 01/11/19	
15207	15207	Bateson Trailer	Mossdale Meadows	01/06/2002	£0.00	£2,500.00	£2,500.00	£2,500.00 01/11/19	
15208	15208	Airmaster Compressor	Mossdale Meadows	01/06/2007	£0.00	£255.00	£255.00	£255.00 01/11/19	
15209	15209	Petrol Generator	Mossdale Meadows	01/06/2008	£0.00	£710.00	£710.00	£710.00 01/11/19	
15210	15210	McConnel PA5155 Left Hand Cut Hedgecutter	Mossdale Meadows	01/06/2008	£0.00	£12,500.00	£12,500.00	£12,500.00 01/11/19	
15211	15211	Roller Garage	Mossdale Meadows	01/06/2008	£0.00	£1,400.00	£1,400.00	£1,400.00 01/11/19	
15212	15212	McCulloch Mac 838 Chainsaw	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00 01/11/19	
15213	15213	Rhyobe Hedgecutter	Mossdale 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 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
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)		

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

POLICY & RESOURCES COMMITTEE – 13th JUNE 2024

Item 10 – Revenue Savings Projects

Purpose

To consider public feedback on options for both one-off savings in 2024/2025 and ongoing savings, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties.

Background

Policy & Resources Committee on 25th April 2024 considered options for reducing expenditure in future years, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties. The Committee approved the proposals for consultation (Minute 116 2023/2024).

One-off Revenue Savings for 2024/2025

The following have been identified as one-off revenue savings for 2024/2025 and the associated budget has been vired to the Contingency fund. The funds exist in the budget base for delivery in 2025/2026, although there is a risk that costs will increase and therefore, additional funding may need to be found.

TABLE 1 - One-off Revenue Savings for 2024/2025		
Description of one-off saving	Details and Delivery	Saving
Salary Savings: fixed term reduction in contracted hours	Approved until March 2025. Permanent Contract: employee could return to establishment hours.	£16,500
Biodiversity Study and Management Plan	Strategy does not provide a timeline for delivery; therefore, Policy & Resources can postpone to 2025.	£5,200
Carbon Audit – First Review	Scheduled 2024. Strategy due to be reviewed June – September 2024. Merits in postponing to 2025 to provide full year data on solar panels and on battery storage due to be installed later this year.	£4,000
Vehicle Costs	Contract renewal and costs have risen. Delivery not until September 2024 but budgeted for whole financial year.	£3,290
Notice Board Renewal	Year 3 of a 5 year programme; either Capital Plan updated to add another year or remaining 3 year programme delivered over 2 years from 2025/26.	£2,000
TOTAL		£30,990

Ongoing Revenue Savings for Future Years

Some future and ongoing revenue savings are likely to have an initial cost. Given the current financial constraints, the savings generated will need to exceed any significant cost within the financial year.

The following ongoing savings have been identified:

TABLE 2 – Ongoing Annual Revenue Savings			
Description of one-off saving	Details and Delivery	Set up Cost	Annual Saving
Business Waste Collections	Previous contractor increased their price. Other contractors approached to quote. Quotes assessed to ensure the service was comparable. Cheapest comparable quote at £4,524 p.a. was accepted given it is within delegated spending amounts.	£0	£3,741
Sanitary Waste Collections	Alternative contractors approached and a cheaper contractor was found and accepted given it was within delegated spending amounts.	£0	£847
Car Park Lighting	Turning off half the car park lights at Shakespeare Park (Appendix 1) and Thorpe Astley Community Centre (Appendix 2). There would still be more lighting than at the Civic Centre Main Car Park. There are no plans to change footpath lighting at Franklin Park, Mossdale Meadows or Thorpe Astley Park.	£226	Approx. £800 to £1,000.
Installation of PIR sensors in corridors	Installation of PIR sensors in corridors at Braunstone Civic Centre. Initial cost; quotes being obtained.	£547	Approx. £450 to £600.
Splitting off Lighting Circuits	Splitting off lighting circuits in the Council's buildings, to enable lighting to be turned off in unused areas or for less lighting to be used where the circumstances allow. Initial cost; quotes being obtained.	£200	Approx. £200 to £250
TOTAL		£973	£6,038 to £6,438

Plans showing the car park lights proposed to remain on and those proposed to be turned off are attached at Appendix 1 for Shakespeare Park and at Appendix 2 for Thorpe Astley Community Centre.

Public Engagement

A consultation was held between Monday 13th May and 9am on Monday 3rd June 2024 inviting residents, stakeholders, and the Citizens' Advisory Panel to have their say on the proposals and to identify other areas for consideration.

Key stakeholders at Shakespeare Park and Thorpe Astley Community Centre were contacted to advise of the proposals, particularly in respect of the car park lighting, and inviting them to comment.

The one-off and ongoing annual revenue savings detailed in Tables 1 and 2 respectively were published on the Council's website with details of how residents and customers could make comments and/or further suggestions. A link to the information about the savings and the ability to comment will also be shared on the Council's social media.

Citizens' Advisory Panel on 23rd May 2024 received the proposals for comment and were invited to make any further suggestions for savings.

The Panel agreed:

1. with the one-off savings identified in Table 1 and that the projects identified will be postponed for one year; and
2. agreed with the ongoing revenue savings identified in Table 2, with the initial one-off cost and the savings identified being delivered annually.

The Panel did not have any other suggestions for either one-off or ongoing savings the Town Council could consider.

Three members of the public responded to the consultation in writing and a summary of the responses, along with commentary/advise on how to proceed, is set out in Table 3 below:

TABLE 3 – Consultation Responses		
Project	Consultation Response	Comment
Shakespeare Park Car Park Lights	Raised the lights as a concern when replying to the planning application.	Conclude that the respondent supports the proposals to turn off half the Shakespeare Car Park Lights.

TABLE 3 – Consultation Responses		
Project	Consultation Response	Comment
Shakespeare Park Car Park Lights and a New Suggestion	Lights on the Shakespeare Park Sports Pavilion should be considered for turning off altogether; due to the lights being bright and have encouraged youth onto the park later in the evening and the night leading to anti-social behaviour. <i>(Two responses)</i>	It could reasonably be concluded that the two respondents are happy with the proposals to turn off half the Shakespeare Car Park Lights. Some of the Lighting on the building provides light for the CCTV coverage. However, it may be the lights could be dimmed or directed. Equally there may be a potential to turn off some of these lights. Any decision will need to be made with the approval of the Shakespeare Park Sports Pavilion Management Association.
New Suggestion	No need to cut the entire field of grass on Shakespeare Park. Suggest just the football playing area, leaving some to become wild flower areas to encourage wildlife like bees.	Generally, when grass cutting is behind this results in complaints to Customer Services, Councillors and directly to Grounds Staff. The Council has a Biodiversity Strategy and consideration should be given to the principle. However, it will not save money but allow for staff resources to be deployed elsewhere.

Recommendations

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

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 focusses 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.

APPENDIX 1

Shakespeare Park

Car Park

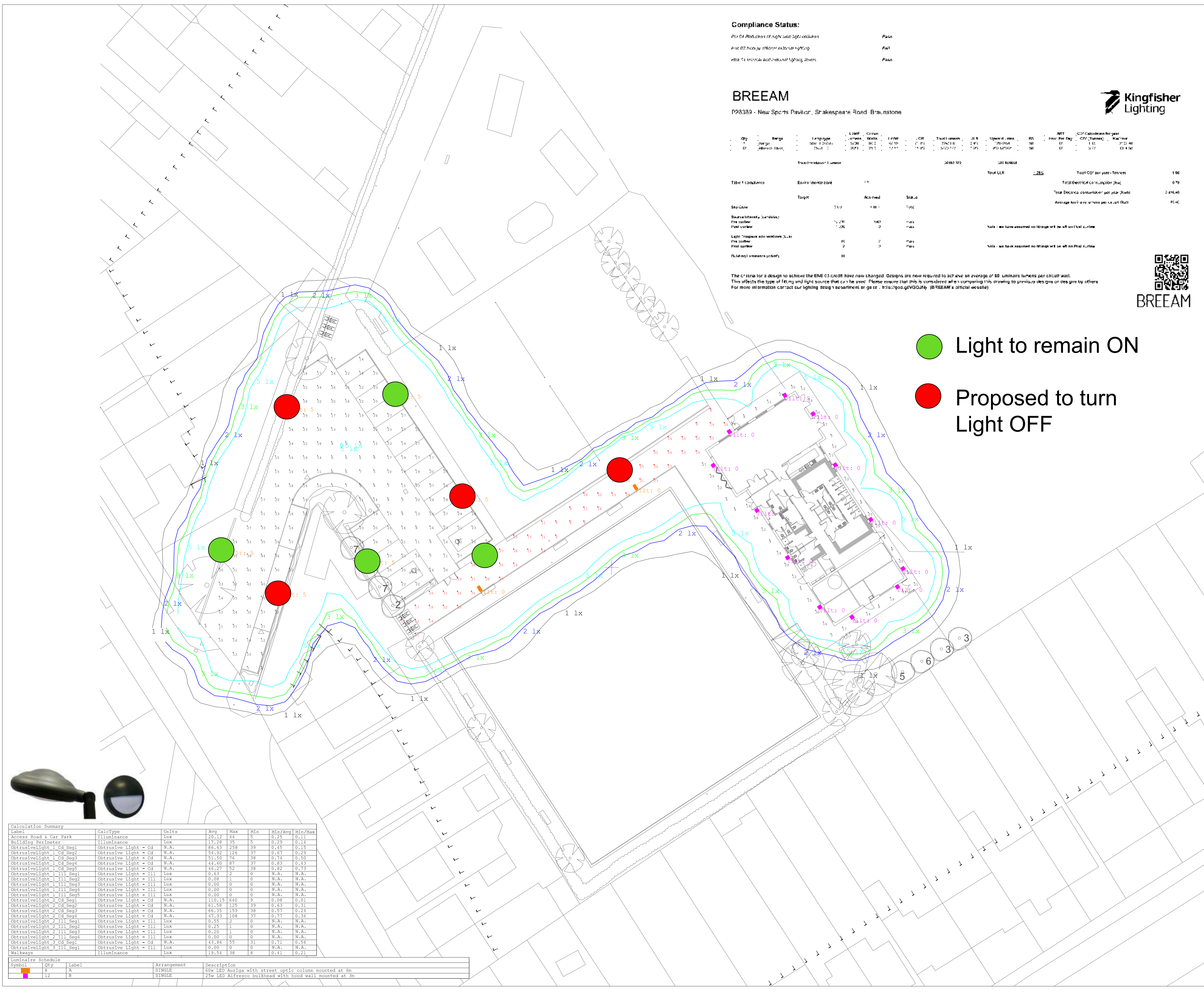
Compliance Status:
 Part D1 Reduction of night time light pollution: **Fail**
 Part D2 Reduce glare from external lighting: **Fail**
 Part D3 Control external lighting levels: **Pass**

BREEAM
 P28389 - New Sports Pavilion, Shakespeare Road, Braunstone



Qty	Watts	Lamp Type	LAMP - Current	Watts	LPW	CR	Total lumens	Uplight max	Uplight min	Uplight max	Uplight min	Uplight max	Uplight min	Uplight max	Uplight min	Uplight max	Uplight max	Uplight min	Uplight max
12	25	25W LED	0.45	25	55.5	0.71	1762.5	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05

The criteria for a design to achieve the BREEAM credit have now changed. Designs are now required to achieve an average of 80 luminaire lumens per circuit watt. This affects the type of fitting and light source that can be used. Please ensure that this is considered when comparing this drawing to previous designs or designs by others. For more information contact our lighting design team or go to <http://www.breeam.com> (BREEAM's official website)



Light to remain ON

Proposed to turn Light OFF



Label	CalcType	Units	Avg	Max	Min	Min/Avg	Min/Max
Access Road & Car Park	Illuminance	Lux	20.12	44	5	0.25	0.11
Building Perimeter	Illuminance	Lux	17.28	35	5	0.29	0.14
ObtrusiveLight_1_Cd_Seg1	Obtrusive Light - Cd	N.A.	86.63	258	39	0.45	0.15
ObtrusiveLight_1_Cd_Seg2	Obtrusive Light - Cd	N.A.	51.92	126	37	0.47	0.29
ObtrusiveLight_1_Cd_Seg3	Obtrusive Light - Cd	N.A.	51.50	76	38	0.74	0.50
ObtrusiveLight_1_Cd_Seg4	Obtrusive Light - Cd	N.A.	44.60	87	37	0.82	0.43
ObtrusiveLight_1_Cd_Seg5	Obtrusive Light - Cd	N.A.	46.27	52	38	0.82	0.73
ObtrusiveLight_1_Ill_Seg1	Obtrusive Light - Ill	Lux	0.63	2	0	N.A.	N.A.
ObtrusiveLight_1_Ill_Seg2	Obtrusive Light - Ill	Lux	0.08	1	0	N.A.	N.A.
ObtrusiveLight_1_Ill_Seg3	Obtrusive Light - Ill	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_1_Ill_Seg4	Obtrusive Light - Ill	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_1_Ill_Seg5	Obtrusive Light - Ill	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_2_Cd_Seg1	Obtrusive Light - Cd	N.A.	110.15	640	9	0.08	0.01
ObtrusiveLight_2_Cd_Seg2	Obtrusive Light - Cd	N.A.	61.58	125	39	0.63	0.31
ObtrusiveLight_2_Cd_Seg3	Obtrusive Light - Cd	N.A.	66.35	159	38	0.57	0.24
ObtrusiveLight_2_Cd_Seg4	Obtrusive Light - Cd	N.A.	47.93	108	37	0.73	0.34
ObtrusiveLight_2_Ill_Seg1	Obtrusive Light - Ill	Lux	0.55	2	0	N.A.	N.A.
ObtrusiveLight_2_Ill_Seg2	Obtrusive Light - Ill	Lux	0.25	1	0	N.A.	N.A.
ObtrusiveLight_2_Ill_Seg3	Obtrusive Light - Ill	Lux	0.20	1	0	N.A.	N.A.
ObtrusiveLight_2_Ill_Seg4	Obtrusive Light - Ill	Lux	0.00	0	0	N.A.	N.A.
ObtrusiveLight_3_Cd_Seg1	Obtrusive Light - Cd	N.A.	43.86	55	31	0.71	0.56
ObtrusiveLight_3_Ill_Seg1	Obtrusive Light - Ill	Lux	0.00	0	0	N.A.	N.A.
Walkways	Illuminance	Lux	19.54	38	8	0.41	0.21

A	For Planning Application	July 16	NR	CW
rev.	description	date	drawn	approved

Information approval tender contract construction

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 web: www.axisconsult.co.uk

Axis
 M&E Consulting Engineers

client
 HSSP ARCHITECTS

project
 NEW SPORTS PAVILION
 SHAKESPEARE ROAD
 BRAUNSTONE

drawing
 PROPOSED EXTERNAL LIGHTING

drawn	approved	date	scale
N.R.	C.W.	JULY '16	1:250 @ A1

drawing ref. AX1680-E-01 revision A

APPENDIX 2

Thorpe Astley Car Park



CP & A&D DRAWING 19/04/11
This plan is not for use without the written consent of the author.



 Light to remain ON

 Proposed to turn Light OFF

1	Issue and date	19/04/11
2	Issued by name and date of issue	19/04/11
3	Drawn by name and date	19/04/11
4	Checked by name and date	19/04/11
5	Approved by name and date	19/04/11
6	By name and date	19/04/11

Thorpe Astley Community Centre
 PICK LIVERARD
 19/04/11
 19/04/11

19/04/11	19/04/11
19/04/11	19/04/11
19/04/11	19/04/11
19/04/11	19/04/11

