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Chief Executive

Date: 18 May 2012



Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: Members of the Hinckley Area Committee

Mr JG Bannister (Chairman)
Mrs L Hodgkins (Vice-Chairman)
Mr DC Bill
Mr SL Bray
Mr DS Cope

Mr KWP Lynch
Mr MT Mullaney
Mr K Nichols
Miss DM Taylor
Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **HINCKLEY AREA COMMITTEE** in the Committee Room 2, Council Offices, Argents Mead on **MONDAY, 28 MAY 2012 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Denise Bonser'.

Denise Bonser
Democratic Services Officer

HINCKLEY AREA COMMITTEE - 28 MAY 2012

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)
To confirm the minutes of the meeting held on 30 January 2012 attached.
3. DECLARATIONS OF INTEREST
4. WEST HINCKLEY AREA NEIGHBOURHOOD WATCH SCHEME (Pages 3 - 6)
Report of Deputy Chief Executive (Corporate Direction) attached.
5. HINCKLEY (SPECIAL EXPENSES) AREA REVENUES AND CAPITAL OUTTURN 2011/12 (Pages 7 - 14)
Report of Deputy Chief Executive (Corporate Direction) attached.

Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

HINCKLEY AREA COMMITTEE

30 JANUARY 2012 AT 5.30 PM

PRESENT:

Mrs L Hodgkins (Vice-Chair, in the Chair), Mr DC Bill, Mr SL Bray, Mr MT Mullaney, Mr K Nichols, Miss DM Taylor and Ms BM Witherford

Members in attendance: Councillors

Officers in attendance: David Bunker and Caroline Roffey

350 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Mr J Bannister and Mr D Cope.

351 MINUTES OF PREVIOUS MEETING

It was moved by Mr Bray, seconded by Ms Witherford and

RESOLVED – the minutes of the meeting held on 24 January 2011 be confirmed and signed by the Chairman.

352 MATTERS ARISING FROM MINUTES

It was agreed that Members be supplied with the principles and objectives of the S106 Forum Group.

353 DECLARATIONS OF INTEREST

No interests were declared at this stage.

354 HINCKLEY (SPECIAL EXPENSES) AREA REVENUES BUDGET 2012/13

Members were presented with the revenue budgets and council tax for 2012/13 for the Special Expenses area of Hinckley.

Included in the capital programme drainage improvements to Richmond Park will be undertaken with part funding from the Football Association.

Ms Witherford suggested that the gates at the London Road entrance to Queens Park be renovated and include a plaque in recognition of the Queen's Jubilee. Members supported this and it was agreed that Ms Witherford and the Public Space Manager meet to move this forward.

RECOMMENDED

- (i) the revenue budgets for 2012/13 for the Special Expenses area of Hinckley be endorsed;
- (ii) there be a 1% reduction in the council tax precept;
- (iii) the renovation of Queens Park gates be looked into.

355 CAPITAL PROGRAMME 2011/12 TO 2014/15

Members considered the capital programme for the Hinckley Special Expenses area for the years 2011/12 to 2014/15 and it was

RECOMMENDED – the report be agreed and presented to Council.

It was agreed that a meeting of the Committee be arranged when the Public Space Manager has drafted the Green Space Delivery Plan which will include identifying improvements to Hinckley's green spaces .

(The Meeting closed at 6.10 pm)

CHAIRMAN

HINCKLEY AREA COMMITTEE – 28 MAY 2012

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION) RE: WEST HINCKLEY AREA NEIGHBOURHOOD WATCH SCHEME

1. PURPOSE OF REPORT

To provide the committee with an update on the Neighbourhood Watch scheme in the West Hinckley Area during 2011/12.

2. RECOMMENDATION

That the attached report by the Neighbourhood Watch Development Officer be noted.

3. BACKGROUND TO THE REPORT

3.1 The Neighbourhood Watch Development Officer Jackie Saunt has prepared a report (Appendix 1) for the committee to highlight the work that has been carried out by the Neighbourhood Watch scheme during the last financial year of 2011/12. This has been another successful year which has also been acknowledged externally with the West Hinckley Area winning the Best NHW Scheme in Leicestershire for the year.

3.2 In part this has been supported by £4,000 grant funding paid from the Special Expenses budget during 2011/12. To maintain this support it was agreed to continue the funding and in line with this £4,000 has again been included in the budget for 2012/13 which was approved by Council in February 2012.

4. FINANCIAL IMPLICATIONS [CB]

Continued support of the West Hinckley Area Neighbourhood Watch scheme can be met from existing budgets. Any desire to extend this arrangement to include other areas of Hinckley would require the committee to seek approval from Executive, or Council, in line with financial procedure rules.

5. LEGAL IMPLICATIONS [AB]

None

6. CORPORATE PLAN IMPLICATIONS

The support of a neighbourhood watch scheme supports the following aims of the Corporate Plan:

- Safer and healthier borough
- Strong and distinctive communities

7. **CONSULTATION**

None

8. **RISK IMPLICATIONS**

It is the Council’s policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer’s opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None	None	None

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

All expenditure relates to the urban area of Hinckley.

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning implications
- Voluntary Sector implications

Background papers: None

Contact Officer: Cadel Blunt, Group Accountant ext 5986.

West Hinckley Area Neighbourhood Watch



April 2012

During the last financial year, in the role of Neighbourhood Watch Development Officer for the West Hinckley Area, I have continued to produce a monthly Newsletter, which is currently distributed to 5700 households by 60 Co-ordinators. Circulation had increased to 5950, but unfortunately, due to ill health and personal circumstances a number of Co-ordinators have had to resign. I am however, confident that replacements will be enlisted in the near future.

National Grid has continued with their invaluable support by printing the NHW Newsletters. An excellent rapport has been built up with key individuals at National Grid and it is hoped that they will continue with this support for the foreseeable future.

Throughout the year I have attended Meetings with the following:-

- NHW Development Officers from Burbage, Earl Shilton, Barwell, Peckleton and Thornton.
- Leicester, Leicestershire and Rutland NHW
- Neighbourhood Action Team.
- Hinckley Community Forum
- Community Action, Hinckley & Bosworth AGM

Events attended:-

- Beat Surgeries.
- Leicestershire Neighbourhood Watch AGM at Police Headquarters – with the West Hinckley Area NHW awarded 1st prize for the “Best” NHW Scheme for the year
- National Grid Open Day
- “Policing the Future” Event at Police Headquarters
- Community Speed Watch Training
- Regularly attend the weekly Swan Group Coffee Morning at the Wykin Club
- Gwendoline Community House Open Day – which I assisted to organise and help out on the day
- Hinckley Neighbourhood Action Team
- Wykin Community Action “Planning for Real” Event which took place over 5 days
- St John’s Church Coffee Morning
- Trinity Vicarage Residents Association Meeting

I have recently completed training to be an Administrator on the Neighbourhood Alert System, for the West Hinckley Area. This is the new computer system that replaced VC Relay.

I also had the opportunity to visit a Resident, with one of the local Beat Officers, regarding diversity issues. I organised an event for the NHW Co-ordinators, which was held at the Gwendoline Community House to thank the Co-ordinators for their invaluable support to the NHW scheme. This event coincided with the Community House Christmas Event, with this being the ideal opportunity for the NHW Co-ordinators to not only visit the Community House but also see what activities they have taking place. This Event was paid for by myself. As I am classed as being self-employed I am able to claim this back, together with other costs incurred in connection with Neighbourhood Watch, through my Tax.

I have built up a fantastic rapport with many of the Co-ordinators and if they are ill or have a “special” birthday, then I arrange for a card to be sent, signed by myself and the Beat Team. I consider myself a very

caring and compassionate individual who is prepared to go the “extra mile” to make a difference. A couple of examples, when one of the Co-ordinators was diagnosed with inoperable Cancer I continued to pop in to visit her. When I heard she had been taken into Sunnyside Hospital, I visited her on a couple of occasions, together with PC Barry Miller. She was so pleased that we had gone to visit her, particularly as she had no family and only one very close friend. Sadly, she recently passed away. With her friend, who is disabled, having to deal with the funeral arrangements and also emptying the property, I have been in almost daily contact to give my support and help her through a very sad and difficult time. Another example, is concerning a couple who had problems with their neighbours for many years, with these neighbours being well known to both the Police and previous Housing Officer. Basically, this couple, who must be approximately 70-75, who I got to know through the local NHW Co-ordinator, had complained numerous times in the past but had lost all confidence in the Police and Council. They felt that their neighbours just got away with everything – playing loud music, disturbances and drug dealing and nothing was ever done. Whilst a “patch walk” has been carried out in the Area, none of the other Residents make any comment about the “problem family”, which I feel sure is because they are afraid of the repercussions. After visiting the couple at their house on a couple of occasions, I gained their trust and also that I wanted to help them I persuaded them to meet up with the new Housing Officer, Mel Hanson, which I also attended. Following the meeting, the couple could not thank me enough for not only listening to their problems but also believing them. Subsequently, a date has been arranged for PC Barry Miller, Mel Hanson and John Cornell to visit the “problem residents”.

A payment of £4000 was received from Hinckley & Bosworth Borough Council on the 24th May 2012. This funding has been used to pay me, in line with other Development Officers, at the rate of £7-50 per hour for 10 hours per week. Over the past year I have received £300 every 4 weeks, with the exception of September when I was on holiday, making a total of £3600. The Council funding has also been utilised to pay for the NHW Mobile Phone charges, which has cost £132-70 for the year. Whilst this leaves a balance of £267-30 remaining from the Council funding, I have been advised that I should have been paid for my Annual Leave.

No doubt you will have recently read in the Hinckley Times that Crime across the Borough has fallen by 9.6% leading to 554 fewer victims of crime for the year. Also that crime figures in Hinckley have dropped for the second year in a row. Inspector Ward thanking the local community for their ongoing support and stated that the information provided and the calls made really do make a huge difference and have lead to countless arrests. I strongly believe that having a NHW Scheme in the West Hinckley Area has had an invaluable contribution in these figures being achieved. The motto adopted by the West Hinckley NHW Scheme is, “Crime cannot flourish in a Community that Cares”. Due to the changes that are taking place within the Police Force, NHW is going to be a main asset for assisting the police in the future.

I trust the above report is sufficient information for the Council to agree to their continued financial support for the forthcoming year and grant funding of £4000. This figure being required to pay for my role, £3900 and to cover the cost of the NHW Mobile phone. Whilst Sanjiv Kohli will have on record the Bank details, for your information they are: HSBC Bank plc, sort code 40-24-19, West Hinckley Neighbourhood Watch, account number 01732331.

Should you require any further information, or still wish for me to give the Councillors a more in depth report, then please let me know so that a mutual appointment can be arranged.

Finally, I am conscious that we are already in the new financial year and I will shortly be putting together the May Newsletter, which if no further funding is granted will be the last one. Therefore, if this is the case then I would wish to advise the Co-ordinators and Residents of the situation.

I look forward to hearing from you.

Jackie Saunt

Neighbourhood Watch Development Officer, West Hinckley

HINCKLEY AREA COMMITTEE – 28 MAY 2012

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION) RE: HINCKLEY (SPECIAL EXPENSES) AREA REVENUE AND CAPITAL OUTTURN 2011/12

1. PURPOSE OF REPORT

To report on the revenue and capital outturn for the Hinckley (Special Expenses) area.

2. RECOMMENDATION

That the outturn for 2011/12 for the Hinckley (Special Expenses) Area accounts be noted.

3. BACKGROUND TO THE REPORT

3.1 Introduction

The actual revenue and capital expenditure and income figures for the Hinckley (Special Expenses) Area for 2011/12 have now been determined and are attached to this report as Appendices 1 and 2.

These figures will be included in the outturn reports which are presented to Council on 19 June 2012.

3.2 Revenue Outturn (Appendix 1).

The Special Expenses summary revenue account shows that there was a net underspend of £57,692 in 2011/12. The explanations for the major items of variance are listed below (reference numbers correspond to details in Appendix 1):

3.2.1 New Homes Bonus £22,613

Under the New Homes Bonus scheme it was agreed that a proportion of the receipt received by HBBC would be divided among the parish councils and the Special Expenses area. This has meant additional funding for the Hinckley Area Committee of £22,613 which will form part of the contribution to balances for the year.

3.2.2 Parks - Other Premises Related Expenditure £19,045

There was a variance of £17,751 for electricity costs against the budget for the year. This was made up of a £13,751 accrual entered in 2010/11 and reversed out in 2011/12, and a £4,000 underspend due to electricity costs being lower than anticipated. The accrual was in anticipation of an expected bill from E.on for unmetered electricity in the parks dating back to 2001, however, this allowance proved to be more prudent than required.

3.2.3 Cemeteries Burial Fees £6,596

This increase in income is due to higher than anticipated demand for the service.

3.3 Revenue Balances

When the Revised Budget was approved in February 2012 it was anticipated that £25,890 would be added to balances bringing them up to £165,848. With the underspend of £57,692, referenced to above, the transfer to balances has increased to £83,582 which means that the carried forward balance at 31 March 2012 is £223,540. The Council's policy that balances should be at least 10% of Net Budget Requirement would require minimum balances on the Special Expenses Account to be £54,950. Therefore it can be seen that the balance at 31 March exceeds this minimum requirement.

However, it should be noted that as part of the approved budget for 2012/13 it was agreed that a revenue contribution of £118,500 will be made to fund capital expenditure for works on parks in the area.

3.4 Capital Outturn (Appendix 2).

This appendix shows the expenditure in 2011/12 on the Capital Programme schemes that relate to the Special Expenses Area, together with an explanation of variances from the budget. Although the over and underspends shown relate to one year the projects extend over more than one year and the whole cost of the project is not shown.

The works associated with the underspends, and subsequent carry forwards, shown on the projects are due to take place in 2012/13. However, the overall costs of the projects are not affected and Council will be asked to adjust the Capital Programme for future years to take this into account.

4. **FINANCIAL IMPLICATIONS [CB]**

Considered in the body of the report

5. **LEGAL IMPLICATIONS [AB]**

None

6. **CORPORATE PLAN IMPLICATIONS**

Expenditure incurred to achieve an attractive 'green' borough that minimises its impact on the environment.

7. **CONSULTATION**

None

8. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None	None	None

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

All expenditure and income relates to the urban area of Hinckley.

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications

Background papers: Civica Authority Financials Reports

Contact Officer: Cadel Blunt, Group Accountant ext 5986.

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Special Expenses Revenue Outturn 2011/12

Appendix 1

	2011/12 ORIGINAL ESTIMATE £	2011/12 LATEST ESTIMATE £	2011/12 ACTUAL £	VARIANCE £	REF
SPECIAL EXPENSES (HINCKLEY) 2011/12					
Urban parks	363,310	362,010	338,816	23,194	
Cemeteries	161,770	162,960	151,076	11,884	
Hinckley Town Centre Christmas Lights	2,000	2,000	2,000	0	
Hinckley West Neighbourhood Watch	4,000	4,000	4,000	0	
New Homes Bonus	0	0	(22,613)	22,613	3.2.1
	<u>531,080</u>	<u>530,970</u>	<u>473,278</u>	<u>57,692</u>	
Revenue Contribution to Capital Expenditure in Urban Parks	0	25,170	25,170	0	
Contribution to reserves	30,000	30,000	30,000	0	
Contribution to/(from) balances	50,950	25,890	83,582	(57,692)	
Net Expenditure	<u>612,030</u>	<u>612,030</u>	<u>612,030</u>	<u>0</u>	
Tax Base (No. Band D Equivalent Properties)	10,335	10,335	10,335	0	
Band D Equivalent Council Tax	<u>£59.22</u>	<u>£59.22</u>	<u>£59.22</u>	<u>£0.00</u>	
SPECIAL EXPENSES RESERVES					
Contribution to Reserves	30,000	30,000	55,170		
Use of Reserves			(7,280)		
Balance c/fwd	<u>30,000</u>	<u>30,000</u>	<u>47,890</u>		
SPECIAL EXPENSES BALANCES					
Balance (Deficit) b/fwd	<u>89,200</u>	<u>139,958</u>	<u>139,958</u>		
Contribution to Balances	50,950	25,890	83,582		
Use of Balances	0	0	0		
	<u>50,950</u>	<u>25,890</u>	<u>83,582</u>		
Balance (Deficit) c/fwd	<u>140,150</u>	<u>165,848</u>	<u>223,540</u>		

Special Expenses Revenue Outturn 2011/12

Appendix 1

	2011/12 PUBLISHED ESTIMATE £	2011/12 LATEST ESTIMATE £	2011/12 ACTUAL £	VARIANCE £	REF
HINCKLEY PARKS					
Employee Costs	54,020	52,720	52,099	621	
Maintenance Contracts	211,400	211,400	207,065	4,335	
Landfill Effluent Treatment	10,000	10,000	8,374	1,626	
Other Premises Related Expenditure	41,330	41,330	22,285	19,045	3.2.2
Premises Related Expenditure	262,730	262,730	237,723	25,007	
Transport Related Expenditure	4,020	4,020	3,262	758	
Poop Scoop Schemes	7,350	7,350	10,897	(3,547)	
Other Supplies & Services	27,900	27,900	28,979	(1,079)	
Supplies & Services	35,250	35,250	39,876	(4,626)	
Central Administrative Expenses	23,090	23,090	19,644	3,446	
GROSS EXPENDITURE	379,110	377,810	352,604	25,206	
Fees & Charges	(15,800)	(15,800)	(13,788)	(2,012)	
TOTAL INCOME	(15,800)	(15,800)	(13,788)	(2,012)	
NET EXPENDITURE	363,310	362,010	338,816	23,194	

Special Expenses Revenue Outturn 2011/12

Appendix 1

	2011/12 ORIGINAL ESTIMATE £	2011/12 REVISED ESTIMATE £	2011/12 ACTUAL £	VARIANCE £	REF
CEMETERIES					
Employee Costs	38,200	36,550	38,015	(1,465)	
Maintenance Contracts	133,630	133,630	130,058	3,573	
Other Premises Related Expenditure	11,160	11,160	10,561	599	
Premises Related Expenditure	144,790	144,790	140,618	4,172	
Transport Related Expenditure	1,100	1,100	1,836	(736)	
Supplies & Services	15,720	18,560	17,082	1,478	
Central Administrative Expenses	21,570	21,570	17,840	3,730	
GROSS EXPENDITURE	221,380	222,570	215,391	7,179	
Burial Fees	(55,000)	(55,000)	(61,596)	6,596	3.2.3
Other Income	(4,610)	(4,610)	(2,719)	(1,891)	
TOTAL INCOME	(59,610)	(59,610)	(64,315)	4,705	
NET EXPENDITURE	161,770	162,960	151,076	11,884	

Special Expenses Capital Outturn 2011/12

Appendix 2

Description	Budget £	Actual £	Variance £	C/fwd	REF
Brodick Rd Woodland & Wildlife Area	20,000	12,981.13	7,019	7,019	1
Queens Park	6,610	7,279.37	(669)		
Richmond Park Play Area	18,560	0.00	18,560	18,560	2
Memorial Safety Programme	5,770	614.02	5,156	5,156	3
Cemeteries Booking System	0	1,044.00	(1,044)		4
	50,940	21,919	29,021	30,735	

1 Main works have been completed in 2011, further works still required to complete the project. Works to take place in summer/Autumn 2012.

2 Works have been postponed in order to submit application for funding from the F.A football foundation grant. Carry forward is needed to ensure the required budget is in place to carry out the works

3 Works have been identified in memorial safety inspections from 2010 – 2012, these are required to ensure memorials are safe in line with health and safety requirements

4 Further works and training were required on the final implementation of the Cemeteries Booking System