



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
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Executive Officer
Stephen Chown

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All Town Council Meetings are open to the Public and Press.

Dear Sandhurst Town Councillors,

Further to the elections of 7th May 2015.

You are hereby summoned to attend the **Annual Meeting of the Sandhurst Town Council** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 14 May 2015 at 7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Stephen Chown (Executive Officer)

Note: It is a legal requirement that the first order of business at the Annual Meeting be the election of the Chairman of Sandhurst Town Council (Mayor of Sandhurst). The first Town Council meeting following an election follows the set agenda prescribed by Standing Order 5 j. In accordance with tradition a page will be turned in the Book of Remembrance, prior to the start of the meeting.

1. Election of Mayor

The existing Mayor shall preside for the receipt of nominations and for the completion of a vote. (Decision item)

[The incoming Mayor shall take over the role of Chairman, on completion of the vote.]

2. Acceptance of Office by Mayor

Signing of Declaration of Acceptance of Office, the transfer of civic regalia and a welcome address by the incoming Mayor. (Procedural items)

3. Election of Deputy Mayor

To receive nominations for Deputy Mayor and the completion of a vote. (Decision item)

4. Acceptance of Office by Councillors

- a) If any Councillors have not delivered their acceptance of office forms prior to the meeting these will be received.
- b) If an extension of time is required for the receipt of Acceptance of Office forms, the council will resolve upon the new timeframe.

**5. Questions from Members of the Public
(Information item, to which a maximum of 15 minutes is allocated)**

An opportunity is provided for the people of Sandhurst to ask questions of, and make comments to, the Town Council.

To speak at the meeting please raise a hand when the Chairman asks 'Are there any questions from the public?'

Members of the Public will be invited to speak in turn by the Chairman and are requested to restrict their question or comment to three minutes.

Questions which are not answered at this meeting will be answered in writing to the person asking the question.

For the avoidance of doubt, whilst the meeting will occur in the presence of the public it is not a public meeting.

Public participation is not permitted on any agenda item outside of this initial opportunity to receive public questions / comments.

6. Apologies for absence

To receive and accept apologies for absence. (Procedural item)

7. Members' interests

To receive any declaration of interests from Members on the business to be transacted. (Procedural item)

8. Minutes of Town Council meeting

To receive and confirm the Minutes of the proceeding of the Town Council Meeting held on 5th March 2015, as a true and correct record (pages 0237-0239) (Decision item)

9. Strategy and Policy Committee Meeting

a) To receive and adopt the minutes of the Strategy and Policy Committee meeting held on 26th March 2015 (pages 0247-0250). (Decision items)

10. Leisure Committee Meeting

To receive and adopt the minutes of the Leisure Committee meeting held on 19th March 2015 (pages 0244-0246). (Decision item)

11. Environment Committee Meeting

To receive and adopt the minutes of the Environment Committee meeting held on 12th March 2015 (pages 0240-0241). (Decision item)

12. Planning Committee Meeting

To receive and adopt the minutes of the Planning Committee meetings held on 2nd March 2015 (pages 0231-0233), 16th March 2015 (pages 0242-0243), 30th March 2015 (pages 0251-0252) and 13th April 2015 (pages 0253-0254). (Decision item)

13. Recommendations

To receive the Strategy and Policy resolution 0487 recommending a revised schedule of planning meetings. (Decision item) (Annexe 1)

14. Terms of Reference

To receive and approve the structure of committees including delegation arrangements

15. Planning Committee membership

a) Appointment of members to the Planning Committee

b) Election of Planning Committee Chairman and Vice Chairman (Decision item)

16. Environment Committee membership

- a) Appointment of members to the Environment Committee
- b) Election of the Environment Committee Chairman and Vice Chairman
(Decision item)

17. Leisure Committee membership

- a) Appointment of members to the Leisure Committee
- b) Election of the Leisure Committee Chairman and Vice Chairman. (Decision item)

18. Strategy and Policy membership

- a) Appointment of members to the Strategy and Policy Committee
- b) Election of the Strategy and Policy Committee Chairman and Vice Chairman.
(Decision item)

19. New committees

To appoint new committees if required. (Decision item)

20. Standing Orders and Financial Regulations

To review and adopt existing Standing Orders and Financial Regulations. (Decision item)

21. Partnership arrangements

To review the legal arrangements in force and ongoing, noting the financial partnership contributions these arrangements entail. (Decision item) (Annexe 2)

22. Outside bodies

To appoint representatives and substitutes to outside bodies, or to delegate the task to the first meeting of the Environment Committee in accordance with established practice.
(Decision item) (Annexe 3)

23. General Power of Competence

To confirm the current status of the council with regard to the general power.
(Decision item) (Annexe 4)

24. Inventory

To review the inventory of land and assets. (Decision item) (Annexe 5)

25. Insurance

To review the insurance cover arrangements for the all risks policy and the staff accident / illness cover. (Decision item) (Annexe 6)

26. Subscriptions

To review the Council and Staff subscriptions and membership of other bodies.
(Decision item) (Annexe 7)

27. Complaints procedure

To review the complaints procedure. (Decision item)

28. Freedom of Information Act

To review council procedures for handling requests under the Freedom of Information Act 2000 and to comply with Data Protection Act 1998. (Decision item)

29. Press and Media Policy

To review council procedure for dealing with the press and media. (Decision item)

30. Schedule of Meetings

To fix the dates and times of the ordinary meetings of the Town Council and the four principal committees for the ensuing year. (Decision item)

31. Councillors' Reports

To receive any reports from members serving on the Borough Council or members who represent the Town Council on Outside Bodies. (Information item)

32. Executive Officer Report

To receive a report regarding the ongoing works and actions as required.
(Information item) (Annexe 8)

33. Balance at Bank

To receive the balances at the bank as at 31st March, 2015. (Information item)

Current account	£2,666
Business reserve	£224,780
Capital reserve	£373,584
Mayors Charity	£2,397

34. Accounts

To receive and authorise the schedule of payments and receipts.
(Decision item) (Annexe 9)

35. Date of next meeting (Procedural item)

The next meeting of the Town Council will be 25th June 2015. (Procedural item)