

Sandhurst Town Council



Annual Report



April 2017



Sandhurst Town Council Annual Report 2016/2017

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Welcome

This annual report covers the period May 2016 – April 2017 (financial year ending 31st March 2017).

We hope you find the report both helpful and informative.

About Sandhurst Town Council

The Council has encapsulated its overall objectives in its Mission Statement as follows:

"Working within its legal and financial limitations, Sandhurst Town Council will endeavor to constantly improve the quality of life and community safety of all residents, either directly, or by working with others."

The parish of Sandhurst was created in 1894. The Parish Council became a Town Council in 1974. Today there are approximately 22,000 inhabitants within the four wards of Little Sandhurst, Central Sandhurst, Owlsmoor and College Town.

The Council consists of 24 Members. The work of Councillors not only involves attending Council and Committee meetings but also dealing with residents' concerns and representing the Council to other organisations. Within the Sandhurst Town Council all Councillors carry out their duties on an unpaid basis.

Meetings of the Council and its Committees are open to the public and notification of the main meetings is given on notice boards and on the Town Council website.

Full Council Meetings are chaired by the Mayor, and business detail is delegated to four main Committees (Planning, Environment, Leisure and Strategy & Policy Committee). The responsibilities of each Committee are detailed in this document. The Council and its Committees meet bi-monthly and a schedule of the proposed meeting dates for 2017/2018 Council year is attached in appendix C.

Important note: The schedule of meetings is subject to change in May 2017 when the next Full Council meeting will take place. It is not anticipated to change but the website www.sandhurst.gov.uk should be checked at the end of May to confirm the valid meeting schedule for 2017/18.

All of the Council's services are administered from the Council Offices on the Sandhurst Memorial Park, which are open Monday to Friday from 9.00 am - 5.00 pm.

Contacting the Council

Sandhurst Town Council
Council Offices
Sandhurst Memorial Park
Yorktown Road
Sandhurst
Berkshire
GU47 9BJ

Telephone 01252 879060 (24hr answer phone)
Fax 01252 860070
Email stc@sandhurst.gov.uk
Website www.sandhurst.gov.uk
www.sandhurstpride.co.uk

MAYOR'S REPORT 2016/17

I have thoroughly enjoyed and been privileged to represent Sandhurst Town as Mayor for the second year. The first year was a learning curve, but this year, I knew better what to expect and therefore I was more prepared for what each engagement would entail.

Since May 2016, I have attended over forty events of clubs and voluntary organisations as their guest. In addition I have chaired Town Council Meetings and attended as many of the Committee meetings as possible.

My charities for 2015/16 Reverse Rett and Sandhurst Day Centre each received £2,230 during the Mayoral year. My charity for 2016/17 is Limbcare and I expect to give them a cheque for over £3000 in the near future. In particular I organised a quiz and Barn Dance to raise funds, but I must also thank all the councillors who have helped at various events to raise funds for my charity.

As your Mayor, I would like to list some of the events I have particularly enjoyed:

- 1) Opening of the 50th Sandhurst Donkey Derby
- 2) Attending in August, Peter Pan in the grounds of South Hill Park.
- 3) At Christmas attending the pantomime Cinderella at South Hill Park theatre
- 4) Schools competition of Mock Trials at Reading Crown Court
- 5) Opening of the Crown Court for Berkshire at Reading Minster
- 6) Bracknell Borough Schools Christmas carol concert

Regrettably Sandhurst will not be having another Donkey Derby in the foreseeable future unless a new organiser can be found.

Through the Leisure committee with hard work from Councillor Mrs. Jean Bettison to obtain a charity grant, the Council now have a swing and roundabout in the play park for disabled children. I have witnessed so much hard work by the different committees to keep Sandhurst a good place to live.

This year the Civic Service was held at St. George's Church, Owlsmoor, followed by seven residents receiving awards in recognition for their contribution to the Town.

I do feel that my term of office during 2016/17 has been a wonderful experience, and I hope that I have put a little back into Sandhurst Town. Last, but by no means least, I would like to express my sincere thanks to the Town's Executive Officer Mrs. Angela Carey and her deputy Mr. Martin Lewis. Without their assistance, I would never have achieved or completed so much during my term as they guided me through administration of functions. My thanks goes to all councillors who have supported my two years as Mayor of Sandhurst Town

Councillor Philip Wallington

Committee Responsibilities

Planning Committee

To consider planning applications relating to Sandhurst and make recommendations to Bracknell Forest Borough Council planning department. Performance monitoring.

Environment Committee

To discuss and resolve action on all such areas of concern which affect the residents of Sandhurst not relating to the parks. Maintain and develop relationships between the Council and the wider community. Recommend spending plans in line with these responsibilities. Performance monitoring.

Leisure Committee

To discuss and resolve items concerning the management and development of the recreation ground facilities and the Community Hall complex, etc. so as to ensure maximum benefit to the residents of Sandhurst and to maximise revenue through appropriate commercial lettings. Recommend spending plans in line with these responsibilities. Performance monitoring.

Strategy & Policy Committee

To recommend to the Council a budget based upon proposals submitted by committees and to appraise the Council of its impact. To make Policy recommendations to the Council. To be responsible to the Council for all aspects of staff employment conditions. To review, manage and control capital projects authorised by the Council. To review and agree all contracts for services and supplies placed on behalf of the Council. Performance monitoring.

PLANNING COMMITTEE REPORT

The Sandhurst Town Council Planning Committee is the formally constituted consultative body that considers, and may comment on, planning applications submitted within the boundary of the town of Sandhurst, which comprises the wards of Owlsmoor, College Town, Central Sandhurst and Little Sandhurst and Wellington. It also has a consultative role on some applications for developments in adjacent parishes. This Consultative role includes considering applications for listed building consent.

Contrary to popular belief the STC Planning Committee has no powers to determine an application, but only to be consulted and comment. Planning applications are determined by Bracknell Forest Council.

Adverse comments by the committee are treated in the same way as any objections by any member of the public. Similarly, any positive comment in support will be observed in the same manner as one given by a neighbour. It should be noted that any comment is only a valid objection if it is for a proper planning reason. As such we are constrained by planning law.

The consideration encompasses whether there is any detriment to the amenity enjoyed by neighbours, whether the development is in keeping with its neighbouring properties and, whether any deviation from Local and National planning policies or Planning Policy Guidance would be detrimental in the locality, (specific consideration would be given to parking and public amenity, including footpaths, sight-lines and highway safety).

Members of the public are welcome to attend the monthly meetings to observe. However, the committee may suspend the Standing Orders to enable residents' views to be heard. It is appropriate for each person who may object, or support, to write to the BFC planning officer who is dealing with the application. In this way their comments will be given full consideration.

During the last year the committee has dealt with about 15 applications each and every month. These comprised small and large extensions, new homes and changes of use, not forgetting applications for advertising consent.

I would like to thank all the members of the Planning Committee and especially the deputy Executive Officer of Sandhurst Town Council for his administrative support, which has been unstinting through the year.

Cllr Andy Blatchford, Chairman

ENVIRONMENT COMMITTEE REPORT

The Environment Committee has a number of responsibilities, one being to ensure that the town is kept free of litter which we do in partnership with Bracknell Forest and our Clean Team. You may well have seen the trike passing through with bags of litter attached. If you are interested in sponsoring please get in touch with the office. From time to time we organise litter-pick events for specific areas that are brought to our attention. If you have an area of concern then please let the office know.

The most recent initiative was “Keep Sandhurst Tidy” which we held on 4 March. Volunteers from Sandhurst Town Council and residents, including about 40 from the Nepali community, took part. We focused on Marshall Road, Shepherds Meadow, Raeburn Way, Rosedene Lane and Laundry Lane. We collected 40 sacks of a variety of rubbish – including take-away food cartons, soft and alcoholic drink cans, bottles and a variety of paper and wrappers, all of which had been discarded despite the proximity of numerous waste bins. It is so disappointing that some individuals feel it is acceptable to throw their rubbish out of their car window whilst passing through our lovely town or drop it whilst out walking. I would like to thank those who gave up their time in an attempt to keep Sandhurst’s environment clean and tidy.

Last year we installed two new bus shelters near the junction of Crowthorne Road and Longdown Road and adjacent to the Village Inn Yorktown Road. It is sad to report that the shelter opposite the Village Inn has suffered from vandalism. We are in the process of assessing the work that needs to be done before we install a new shelter at this site. I hope the disruption will not inconvenience you too much.

We received a request for an additional bench and are awaiting permission to install the new one near the bus stop on Yorktown Road opposite Devon Close. Please do not hesitate to contact us about any environment matter we can do to make Sandhurst an even better place to live.

I am pleased to report that the Remembrance Day service was well attended this year. For the third year we organised a march along Yorktown Road on to the park. We have many wreath bearers and the young people of the town gave a number of readings which is always so touching. It is so encouraging to see the generations remembering those who gave their lives for our freedom. We raised £1812.67 for the Royal British Legion, a £165 increase on last year. Thank you so much for your generosity. Please come and join us this year and if you are a veteran why not join in the march and get in touch with the office where we will give you the details.

The turning-on of the Christmas lights in December is always an enjoyable event to get us into the festive spirit. We have pantomime characters who come to visit, we sing carols and the children get to see Father Christmas who hands out sweets. Also we serve mince pies, mulled wine and juice.

You are more than welcome to come along to our meetings held every two months and see the work we do. The dates of our meetings are in the back of this report.

Councillor Pauline McKenzie
Environment Committee Chairman

LEISURE COMMITTEE REPORT

I would like to start this report by saying that I am thoroughly enjoying my time as Chairman. The Committee has encouraged the main users of the Memorial Park to join us and help provide the facilities to make the park an even greater place. I also welcome the input from the Sandhurst Residents Association.

The leisure Committee has responsibility for the Memorial Park, from sporting activities to the many varied events that take place during the year.

The Donkey Derby took place during May 2016 and it proved to be yet another success. A big thank you to everyone who helped and supported the event. Last year the Donkey Derby celebrated its 50th anniversary, Sadly the committee have had to cancel this year's event and at present we are looking for a new group to take up the challenge.

The family fitness day proved to be very popular again. Thanks go to those who helped organise and also to those who supported the event.

The Memorial Park is extremely popular and attracts families from outside Sandhurst and this in turn provides the Council with a problem concerning parking. We have invested in trying to alleviate the pressures with additional parking in Pye's Acre and also in Brookside Meadow. The project at Pye's Acre finally past all tests and opened in June last year and is working well in providing the additional parking required.

The fireworks display proved to be as popular as ever and we again enjoyed a dry evening. We had a variety of food stalls, fairground rides, community stalls and a stage full of acts who give their time free for this great event. I would like to thank all the Councillors who helped steward the parking and also for assisting with the collection for the mayors charities. An even bigger thank you goes to the office staff, ground staff and caretakers for all their hard work throughout the day and evening in ensuring the Park was fit for the following day's activities. This year's event will be taking place on 28th October.

The summer of fun day proved a great success with the younger members of our community and thankfully we were blessed with a fine day. Last year we lost funding from Bracknell Forest Council but still managed to put on a fantastic variety of things for the young children of Sandhurst to enjoy.

Last year we were successful in obtaining a grant from Sita along with monies from Sandhurst Town Council to install various accessible play equipment including a roundabout, swing and sensory boards along with a new zip wire.

I would like to say a big thank you to the ground staff and caretakers who work with great passion in providing a Park that the residents can be extremely proud of and also the envy of many neighbouring towns. Additionally I would like to thank the

Executive Officer and office staff who help maintain the smooth running of the services we provide.

Finally I would like to thank my vice chairman Mrs Jean Bettison and the rest of the Leisure Committee for all their hard work in maintaining the Memorial Park for all the residents of Sandhurst to enjoy.

Councillor John Porter, Chairman Leisure Committee.

STRATEGY AND POLICY COMMITTEE REPORT

The purpose of the Strategy and Policy Committee is to ensure that the finances of the Council are managed in an efficient and effective manner. The committee consists of the Chairman and Vice-Chairman of the council, the chairman of each committee and to ensure that there is fair representation, a member from each of the four Sandhurst wards. Apart from the financial control, we also have the responsibility for all aspects of staffing, employment conditions and for setting the policies and procedures by which the Council operates.

As with the other committees of the Council, the Strategy & Policy Committee meet on a bi-monthly basis. However, there are other groups which also report into this committee.

- The Grants Panel is a working group which meets annually to recommend which local causes will benefit from our grants budget.
- The Personnel Sub-Committee which meets regularly throughout the year to look at all aspects of staffing.
- The Neighbourhood Action Group which meets quarterly with other public bodies including the Police
- The Neighbourhood Development Plan Working Group, which meets monthly to progress a NDP for Sandhurst

Details of the Town Council's accomplishments this year have been covered elsewhere in this report. All these projects have to be financed and much of the involvement of the Strategy and Policy committee happens very early on in the project cycle when the Council determine how they are to be funded.

One of the major tasks of the year for the Strategy & Policy committee is to determine the budgets for the following year so that the Precept can be recommended for approval by the Council. Each committee is asked to produce a budget for the next fiscal year and these are all pulled together to determine the likely level of expenditure.

The budget sets out the plan for spending in the year, which can be considered in two parts:

- A 'Revenue' element, which is the day to day expenditure of the services and facilities provided, balanced against the income of the Council.
- A 'Reserves' element, which is the maintenance of adequate financial resources to cover unforeseen circumstances such as equipment replacement and to plan ahead for big events, such as the Freedom March to spread the cost over several years.

Where reserves are set aside for a specific purpose they are classed as 'earmarked' reserves. The remaining money which is unclassified is a 'general' reserve.

Across both the Revenue budgets and the Reserves budgets the expenditure can be further classified as 'Core', 'Committed' or 'Subjective'.

A **Core** expenditure is a legal requirement or contractual commitment, such as staff salaries, electricity or buildings insurance cover.

A **Committed** expenditure relates to a project currently in progress such as providing grass sports pitches.

A **Subjective** expenditure is a 'nice to have' provision, which will relate to an expected and enjoyed service, but not a legal requirement or firm commitment and items such as a Christmas Carol Concert or a Dog Warden might come into this category.

The council derives its income from two sources. The majority comes from the Council Tax (90%) and the remainder from the hiring of its facilities.

In the 2017-2018 budget, the total income from the Council Tax is just under £566,000. For the services that the Town Council provides, each Band D household contributes £73.29 – that's just £1.41 a week. This represents a 0% increase in contributions over the previous year. We have managed to maintain a budget with no inflationary increase in six out of the last seven years despite our underlying costs increasing.

Our expected revenue expenditure for 2017-2018 is around £840,000, around 70% of which is "core" expenditure – the must haves. This includes the use of a significant amount of reserves to replace and enhance some of our existing facilities. The allocation of reserves is also part of financial planning and money is set aside for marking the Centenary of the First World War and for future Freedom of the Borough events, in addition to planning for equipment replacement and improvement works to the buildings.

Aside from the finances, the Strategy and Policy committee also has responsibility for:

- Legal compliance
- Member development and training
- Monitoring the Code of Conduct
- Keeping members up to date with changes in Government policy
- Communications and community engagement
- Vandalism, police liaison, campaigns

During the year we had a change of Executive Officer. Tom Darlington moved on to a new position and was replaced by Angela Carey, who had been our Deputy Executive Officer.

For more details on the work of Sandhurst Town Council check out our website at <http://www.sandhurst.gov.uk>. It has details of what the council does and who your local councillors are, the facilities on the Memorial Park and the other park areas in Sandhurst, contact details for all the local clubs, details of the events on the Memorial Park and, for the insomniacs, minutes for all the committee meetings from the beginning of 2013.

We also have a sister website which is specifically aimed at giving details of what's going on in the Sandhurst area. So if you are looking for something to do in the local area - check out www.sandhurstpride.co.uk.

Councillor Nick Allen (Chairman Strategy & Policy Committee)

NEIGHBOURHOOD ACTION GROUP

Since our submission last year, four meetings have taken place. The good news is that progress has been made with issues raised by our Sandhurst residents whilst others are Work In Progress.

The meeting dates were:

06 June 2016

28 September 2016

11 January 2017

05 April 2017

Our next meeting will be on Wednesday 28 June at Sandhurst Town Council

We are fortunate in having a breadth of experience based on the 'mix' of participants. Regular contributors are:

- Head teachers
- Police
- Police Point member
- Residents Association Chairmen
- Residents
- Bracknell Forest Council
- Councillors

Looking back through the minutes generated by our Executive Officer, Ang Carey, we can report that the following actions have been closed off:

1. Introduction of 20 m.p.h. limit on Longdown Lodge estate
2. Additional/ replacement bins in Sandhurst
3. Removal of advertising signs on resident walls
4. Removal of graffiti on mobile phone cabinets etc.
5. Deferred movement of Tesco Express cardboard stillage to front until day of collection
6. Refurbishment of Footpath 15 linking College road with Branksome Hill road
7. Revised road markings on Crowthorne road including earlier (by 190 metres) 30 m.p.h. signs to reduce level of speeding when approaching traffic lights southbound at Longdown road.
8. Engagement with Thames Valley Police and School following reports of anti – social behaviour at Owlsmoor Community Centre.

Outstanding:

1. Reinstatement of Rackstraw Farm sign at front of Beefeater restaurant/ Premier Inn hotel.
2. Additional cycle lanes including continuation of cycle lane from Broadmoor hospital roundabout on A3095.
3. Engagement with Thames Valley Police and landlords on serving Section 61 document where traveller incursions occur.
4. Speed measurement on Longdown Lodge roads and Oak Avenue Owlsmoor to assess compliance with 20 m.p.h/ 30 m.p.h. (respectively) limits.
5. Parking on grass verge on road adjacent to The Broadway
6. Report back to residents in May following resident survey by QA York (two years ago residents voted Sandhurst highly on many criteria)

Last but not least, we are always pleased to introduce new members who have a perspective on how we can build on the achievements to date. If you would like to join our quarterly Neighbourhood Action Group meetings, please let me know at the end of our council meeting or on

Michael.brossard@bracknell-forest.gov.uk

Councillor Michael Brossard

Neighbourhood Action Group Chairman

Consultation and Communication Strategies

The Sandhurst Town Council recognises the value of formally consulting with local residents and has demonstrated this recently by:

- Residents Association and Town Council Quarterly Meetings
- Sandhurst Town Council communicates with residents via a regular newsletter, its websites www.sandhurst.gov.uk and www.sandhurstpride.co.uk, notice boards, press releases, and roadshows.
- Respect, Responsibility, Rights (RRR) Evaluation
- Neighbourhood Plan - area designation consultation 2015
- Collaboration with Bracknell Forest Council on the inclusion of questions related to the Town Council operation, in the Residents Survey.

Partnership Strategies

The Town Council has a number of partnership arrangements. Notable partnerships in the period have been:-

Bracknell Forest Council	- Green Flag Award
Bracknell Forest Council	- Green Bag Recycling Scheme
Bracknell Forest Council	- Small electrical re-cycling initiative
Thames Valley Police	- CCTV
Thames Valley Police	- Police Point
Thames Valley Police	- Neighbourhood Action Groups
Blackwater Valley Countryside Partnership	- Valley Maintenance
Bracknell Forest Council	- CHARTER
RMAS	- Sandhurst Memorial Service
RMAS	- Sandhurst Freedom March
RMAS, Bracknell Forest Council	- Armed Forces Community Covenant
Beesley Wigs Ltd	- Sponsorship Clean Team
UStore	- Sponsorship Clean Team
Thames Water Authority	- Balancing Pond
iESE	- Respect, Responsibility and Rights
PriDE	- School Sponsor
Hampshire Association of Local Councils	- Development partner
Local Government Association	- Associate Member
Romans Estate Agents	- Fireworks Display Sponsorship
Sainsburys (Watchmoor Park)	- Christmas Lights Sponsorship
Tesco (The Meadows)	- Christmas Lights Sponsorship
Waitrose	- Christmas Lights Sponsorship

Audit and Sandhurst Town Council Finances

As explained elsewhere in the report, the annual expenditure on the Council's services is funded mainly by a precept within the council tax bill sent to every household in Sandhurst, plus charges paid by those using the Council's facilities such as sport pitches and the Community Hall complex. Like other local Councils, the Council does not receive any grants from Central Government towards the cost of its services, although it has a proven track record in successfully obtaining external funding for its capital projects.

Financial Reports

UNAUDITED SUMMARY OF ACCOUNTS for year ending 31st March 2017

General balance 31/3/2016		£ 321,476
Year to 31 st March 2017		
Income		£ 721,480
Expenditure & Appropriations		
Actual per accounts		£(575,500)
Appropriations	To reserves	£(59,634)
	from reserves	£ 32,030
		<u>£(603,104)</u>
General balance 31/3/2017		<u>£ 439,852</u>

SUMMARY OF PREVIOUS YEARS

	<u>2014/2015</u>	<u>2015/2016</u>
Income	£675,757	£645,798
Expenditure	£724,238	£598,860

In accordance with the requirements of the Accounts and Audit Regulations the Town Council employs the services of an independent Internal Auditor.

External auditors have been appointed as Mazars LLP. In relation to audit full details of electors' rights are published on the notice boards, including details of access for electors to the documentation, which this year commences from 1st July 2017 for a period of thirty days. Information is also displayed on the website in accordance with the statutory requirements and schedules of payments and receipts are published via the agenda and minutes of Town Council meetings.

Sandhurst Town Council as a Service Provider

There are a number of 'Interested Parties' that use the grounds and facilities provided and managed by the Town Council. The Town Council seeks to provide equal opportunities to access the facilities for all potential hirers, while providing a measure of consistency that supports a stable range of local community clubs, groups and organisations.

Full details of hiring charges are available from the Council offices.

The following is an indicative list of just some of the many groups have an interest in the Memorial Park and its facilities: -

- Bracknell Forest Council
- Thames Water Plc
- Blackwater Valley Countryside Partnership
- Network Rail
- Environment Agency
- Forestry Commission
- English Nature
- Sandhurst Sports Club
- Sandhurst Sports Football Club
- Sandhurst Town Boys and Girls Football Club
- Sandhurst Town Football Club
- Sandhurst Cricket Club
- Sandhurst Tennis Club
- Sandhurst Tug of War Club
- Sandhurst Joggers
- National Blood Service
- Sandhurst Short Mat Bowling Club
- Sandhurst Guide Association
- 3rd Sandhurst Scouts
- The Gardening Club of Sandhurst & District
- Sandhurst & District Allotment Assoc.
- Sandhurst Women's Institute
- Sandhurst Day Centre
- Bracknell Forest Council Youth & Community Service
- Nursery Groups
- Sandhurst Museum Trust
- Sandhurst Historical Society
- Walking for Health Walkers
- Sandhurst Residents Association
- College Meadows Residents Assoc.
- Snaprails Residents Association
- Longdown Lodge Residents Association
- Thames Valley Police
- Citizens Advice Bureau
- U3A

2016/2017 Annual Civic Awards



The Mayor of Sandhurst, Councillor Philip Wallington is pictured at the Annual Civic Service, where this year's Community Awards were presented.

Brenda Davies

Brenda has been nominated for this award for her contributions to both St Georges Church and 3rd Sandhurst Scouts which have been in excess of 25 years.

Brenda has masterminded the arrangements for the Christmas Fayre and Summer Fete at the church as well as supporting behind the scenes.

In her role as Group Scout Leader she inspires and encourages the younger generation by providing direction and support.

Brian Francis

Brian has been Church Warden at St Georges for 7 years, where he has overseen the maintenance of the church, been active on the safeguarding team and supported the church during its year without a vicar .Brian is also a Governor at Owlsmoor Primary School, where he heads up the building committee and helps to appoint new staff.

Brian's commitment to building links between the school and the church, along with his dedication to both organisations make him worthy of recognition.

Pat Rae

Pat has been Church Warden at St Georges for 8 years

Pat shows 100% dedication to this role and gives her time generously. She has supported many members of the community in difficult times and has helped to guide the church in the year between vicars. Pat also assists with the monthly Songs of Praise held at the Day Centre. This is a voluntary role which Pat has embraced with great commitment.

Sue O'Sullivan

Sue has been nominated for her sterling work with the residents of Longdown Lodge Estate.

She has given her time generously and has been indefatigable in protecting the character of the estate.

Sue is also a duty officer for Sandhurst Voluntary Care and a board member at Health Watch Bracknell Forest. Sues commitment makes her a very worthy recipient of a Community Award.

Andy Pevy

Andy is praised by his peers for the level of support he provides to the Scouting movement.

Andy is the District Commissioner and has worked tirelessly to maintain a Scout presence in Little Sandhurst.

He has given over 25 years of service and has received a top award of silver wolf from the Scout Association. Andy's dedication to the well- being of the youth of Sandhurst by providing the continuity of various groups makes him a worthy recipient of this award.

Sylvia Trevis

Sylvia has been nominated for her commitment as a tireless volunteer in the local community for many years. Her involvement in volunteering spans 40 years across many varied activities. More recently Sylvia has chaired the Sandhurst and Owlsmoor Patient Focus Group which acts as a conduit between the GP surgeries and the community. She has thrown herself energetically into this role.

Throughout her volunteering Sylvia has worked hard to represent the interests of diverse sections of the community. Her enthusiasm and commitment to helping make the community stronger is to be commended.

Volunteers of the Sandhurst Day Centre

The volunteers have been nominated for the work that they do in supporting the running of the Day Centre. This includes serving tea and lunches and baking cakes for fundraising. They have devoted years of their time in making members feel happy and secure by engaging them in conversation and helping to make their visit an enjoyable experience.

The volunteers have made a huge contribution to creating a lovely place for the elderly of Sandhurst to spend their time.

Volunteers of the Sandhurst Day Centre Shop

The volunteers have been nominated for the work that they do in supporting the running of the Day Centre Shop. They dedicate their own time in collecting and displaying articles in the shop. The income generated from the shop helps with the running costs of the Day centre.

The contribution and dedication of the volunteers has helped to make the shop more successful over recent months. This in turn helps to provide support to the older people in the community.

Tony Dean

Tony has been a member of Sandhurst Voluntary Care since 1994. He has been a very active committee member for many years and was also a driving team leader.

He continues to represent SVC at many external meetings with similar groups and has shown great dedication to the organisation. His continued contribution to the community is worthy of recognition.

Appendix A

SANDHURST TOWN COUNCIL - GRANT CONTRIBUTIONS		
FINANCIAL YEAR 2017/2018		
ORGANISATION	PURPOSE REQUIRED	AMOUNT
Berkshire MS Therapy Centre	Towards the cost of therapy and treatments	£400
Bracknell & District Parkinson's Branch	Subsidised hydrotherapy and physiotherapy	£200
Homestart BF	Training and supervision of a Sandhurst volunteer	£250
Sandhurst Counselling Service	Support for service running costs	£500
Tug of War	Towards costs of world championships	£1,800
Youthline Limited	Provision of counselling service for young people	£1,500
Citizens Advice Bureau	Contribution to availability of advice service in Sandhurst	£2,705
Youth Worker contribution (BFC)	Contribution to youth worker provision	£4,000
Sandhurst Day Centre	Contribution of day centre services	£17,313
Sandhurst Museum Trust	Support with presentation and archiving materials	£100
Footpath Ranger (Bracknell Forest Council)	Contribution to Rights of Way Ranger post	£2,050
Ambarrow Court (BFC)	Support for woodland management	£515
Blackwater Valley	Support for Blackwater Valley management	£5,160
Sandhurst Churchyard (PCC St Michaels)	Support for Churchyard	£3,500
		£39,993

Grants to Voluntary and Other Organisations

Each year the Council makes grants and partnership contributions to local organisations providing services within the community. Making grants is a way of recognising the valuable contribution made by other organisations and contributing towards community life in Sandhurst.

A list of grants for the year 2017/2018 is shown as Annexe A.

Cheques are presented at the Annual Town Meeting, where the organisation has been able to provide a representative.

Future applications for grants are welcomed and the deadline for applications is the 31st December each year, for grants that will be awarded in the following financial year. (The financial year end for the Town Council is 31st March in each year.)

To illustrate: as the next deadline for applications is 31st December 2017 the Town Council will consider at this time all applications for Grants to be paid within 2018/19 financial year, i.e. cheques will be presented in April 2018.

Full details of how to apply are in the Grant Form and Guidance notes of Annexe B.



Sandhurst Town Council

APPLICATION FORM FOR ANNUAL GRANTS TO VOLUNTARY ORGANISATIONS
Please complete the application form fully and return to Sandhurst Town Council by **31st December 2017** to be included in our selection process for 2017/2018.

Organisation Name:

Contact Person: **Position:**

Address for Correspondence:

Postcode:

E-mail Address:

Daytime Phone Number:

Please describe the objectives of the Organisation as contained in the Constitution:

Geographical Area Covered:

It is the intention of Sandhurst Town Council to record your group's name, address, postcode, telephone and e-mail address on our computer system. This data will be protected in accordance with the Data Protection Act.

Please describe the purpose for which you seek a grant:

--

Amount Requested:

£

How many people benefited from your service in 2016/2017?

Adults	Young People 16 and under
--------	------------------------------

What percentage of these are within Sandhurst Town Council's area?

Adults	Young People 16 and under
--------	------------------------------

How will this grant support your service? Please be clear about whether you are seeking REVENUE funding i.e. assistance with on-going running costs and/or CAPITAL funding i.e. to purchase specific items.

REVENUE FUNDING YES / NO

CAPITAL FUNDING YES / NO

If CAPITAL FUNDING what are you purchasing:

--

Total cost of Capital purchase:

£

Total funds raised to date:

£

How do you intend to raise the remainder of the capital funding required?

--

BUDGET

Please submit a copy of your detailed budget for 2016/2017 indicating projected income and expenditure on all major items (e.g. staffing, rent, office costs, telephone, equipment, publicity etc.)

ITEM	AMOUNT

IF YOU HANE RECEIVED A GRANT FROM SANDHURST TOWN COUNCIL PREVIOUSLY PLEASE DETAIL WHEN AND WHAT THE MONEY WAS USED FOR

--

Name of Applicant:

--

Position :

--

Signature of Applicant

	DATE
--	------

If Grant is successful, in what name would you like the cheque made payable?	
--	--

NB You may include any other information relevant to your application which may assist the Council to determine your application.

Please return this completed application form together with your latest accounts, budget and supporting information to:

Martin Lewis, Deputy Executive Officer, Sandhurst Town Council, Memorial Park, Yorktown Road, Sandhurst, Berkshire, GU47 9BJ or via e-mail to stc@sandhurst.gov.uk by 31st December 2017.



GENERAL TERMS AND CONDITIONS OF GRANT APPROVAL

1. The project proceeds in accordance with the details submitted in your application.
2. The Sandhurst Town Council Grants Working Party is informed immediately of any significant changes to the project.
3. Grant aid is offered for a specific financial year (1st April - 31st March) and, therefore the project must be completed and grant claimed prior to 10th March of the year to which the grant applies
4. The applicant must acknowledge the support of Sandhurst Town Council in any publicity received prior to and after the start of the project (i.e. media, parish magazine).

The Sandhurst Town Council "Sandhurst Pride" logo must be used for any publicity.

It is available electronically from Sandhurst Town Council on stc@sandhurst.gov.uk or 01252-879060.

5. All statutory and other legal approvals required for the project must be obtained prior to the start of the project.
6. The project must at all times conform to the relevant statutory obligations. In particular, all steps should be taken to ensure the health, safety and welfare of all persons involved in the project. The project must not unlawfully discriminate against any person on the grounds of sex, race, age, disability or religion.
7. Applicants must submit an end of grant monitoring report to ensure the terms and conditions of the offer are being met in a form approved by the Council. The Council reserves the right to inspect any works completed to ensure that projects have been completed in accordance with the original application.
8. The project sponsor will be responsible for establishing the VAT position in respect of project payments. Any monies paid by the Council are deemed to include VAT where it is deemed due.
9. The grant shall be repaid in the following circumstances:
 - a) The funding from other sources identified in the grant application is not realised
 - b) Any other condition is breached or not complied with.
10. The amount of grant to be repaid is as follows:
 - a) In respect of Conditions 9a or 9b the full amount of the grant.
11. All applicants and all members of an applicant Club/Association/Group are jointly and severally liable for repayment of the grant.
12. Membership of the applicant Club/Association/Group shall continue to be open to all members of the community.

13. The applicant Club/Association/Group must continue to be a voluntary non-profit making organisation in the district of Sandhurst with a formal operating committee.
14. The Council reserves the right to withdraw grant aid at any time but this will not be exercised without good reason.

SANDHURST TOWN COUNCIL

APPENDIX D

Updated List of Members – as at 31st March 2017

College Town Ward

Nick Allen	C	330 Yorktown Road, College Town, GU47 0PZ	01276 33601
Mrs Hazel Hill	C	4 Faversham Road, Sandhurst, GU47 0YP	01344 775395
Mrs Pauline McKenzie	C	Celtic House, 15 Hogarth Close, College Town, GU47 0FG	01344 600723
Roy McKenzie	C	Celtic House, 15 Hogarth Close, College Town, GU47 0FG	01276 600723
Gavin Oberholzer	C	14 Branksome Hill Road, College Town, GU47 0QE	07814 733997
Parm Panesar	C	143 Yorktown Road, Sandhurst, GU47 9BN	07802 898160

Little Sandhurst Ward

Mrs Jean Bettison	C	Longdown House, Mickle Hill, Sandhurst, GU47 8QL	01344 778949
Paul Bettison	C	Longdown House, Mickle Hill, Sandhurst, GU47 8QL	01344 778949
Dale Birch	C	8 Dale Gardens, Scotland Hill, Sandhurst, GU47 8LA	01344 778140
Mrs Emily Birch	C	The Oaks, Sunray Estate, Sandhurst, GU47 8EQ	07500 949267
Koush Miah	C	32 Wimbledon Road, Camberley, GU15 4AY	07909 985709
Dillon Perera	C	8 Scotland Hill, Sandhurst, GU47 8JR	07881 442970

Central Sandhurst Ward

Dean Armstrong	C	Merrilees, High Street, Little Sandhurst, GU47 8LJ	01252 871485
Andy Blatchford	C	233 Yorktown Road, College Town, GU47 0RT	01252 873826
Michael Brossard	C	6 Ackrells Mead, Little Sandhurst, GU47 8JJ	01344 779233
Mrs Sheila Davenport	C	10 Nightingale Gardens, Sandhurst, GU47 9DQ	01252 874361
Ms Gaby Kennedy	C	29 Raeburn Way, Sandhurst, GU47 0FH	01344 762138
Andrew Shellhorn	C	1 Addiscombe Road, Crowthorne, RG45 7JY	01344 774909

Owlsmoor Ward

Peter Hodge	C	Conifer Cottage, 33 Owlsmoor Road, Sandhurst, GU47 0SD	07881 442970
Jason Pope	C	5 Cotswold Road, Sandhurst, GU47 8NA	01344 773036
John Porter	C	6 Kilmuir Close, College Town, GU47 0XQ	07984 132034
Mike Sanderson	C	30 Southwell Park Road, Camberley,	01344 777642
Philip Wallington	C	19 Acacia Avenue, Owlsmoor, GU47 0RU	01344 775349
Mrs Sue Warren	C	36 Church Road, Sandhurst, GU47 0TP	01344 778824

C = Conservative:

Executive Officer

Mrs Angela Carey	Council Offices - Memorial Park, Yorktown Road Sandhurst GU47 9BJ (Office hours 0900 - 1700)	01252 879060
	Fax No:	01252 860070
	email Address	stc@sandhurst.gov.uk
	Website:	www.sandhurst.gov.uk www.sandhurstpride.co.uk

Deputy Executive Officer

Martin Lewis

Unitary Councillors

College Town Ward	N M Allen (see above)	
	Mrs P A McKenzie (see above)	
Little Sandhurst Ward	D P Birch (see above)	
	P D Bettison (see above)	
Central Sandhurst Ward	M R Brossard (see above)	
	Mrs G Kennedy (see above)	
Owlsmoor Ward	J Porter (see above)	
	D Worrall 'Repeto', 17 Owlsmoor Road, Owlsmoor, Sandhurst GU47 0SD	01344 775595