

3rd May 2018

Minutes of the proceedings of the **Sandhurst Town Council** held this day in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst** commencing at **7.30pm** and finishing at **8.23pm**.

PRESENT

Chairman (Outgoing): Cllr Mrs H Hill
Chairman (Incoming): Cllr A Blatchford
Councillors: N. Allen, Mrs J. Bettison, M. Brossard, P. Hodge, Ms G. Kennedy, Mrs P McKenzie, R. McKenzie, K Miah (arrived at 7.35pm agenda item 3), G. Oberholzer, P. Panesar, J. Porter, M. Sanderson (arrived at 7.35pm agenda item 3), A. Shellhorn, P Wallington, Mrs S Warren.

IN ATTENDANCE

Executive Officer (Angela Carey)

The Council stood in silence as the Mayor turned a page in the Book of Remembrance.

ELECTION OF MAYOR (Agenda item 1)

The Mayor opened the item by announcing that nominations would be accepted for the new Chairman of Sandhurst Town Council. It was proposed by Cllr Mrs H Hill and seconded by Cllr Ms G Kennedy that Cllr A Blatchford be nominated. There being no other nominations the following was

RESOLVED

that Councillor A Blatchford be duly elected as Chairman of Sandhurst Town Council, to serve as Mayor of Sandhurst.
(Unanimous)

ACCEPTANCE OF OFFICE BY MAYOR (Agenda item 2)

In the presence of the elected members of Sandhurst Town Council and the Executive Officer as Proper Officer of the Council, Cllr A Blatchford received the civic regalia of Mayor and read and signed the declaration of acceptance of office. The declaration was counter signed by the Proper Officer.

ELECTION OF DEPUTY MAYOR (Agenda item 3)

The incoming Mayor took the role of Chairman and it was announced that nominations would be accepted for the Vice-Chairman of Sandhurst Town Council. It was proposed by Cllr A Blatchford and seconded by Cllr Mrs P McKenzie that Cllr Ms G Kennedy be nominated. There being no other nominations the following was

RESOLVED 1495

that Councillor Ms G Kennedy be duly elected as Vice-Chairman of Sandhurst Town Council, to serve as Deputy Mayor of Sandhurst.
(Unanimous)



QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

APOLOGIES FOR ABSENCE (Agenda item 5)

Apologies for absence were received and accepted from, Councillors: P. Bettison (Business), D. Birch (Business), Mrs E Birch (Business), Mrs S Davenport (Vacation).

MEMBERS' INTERESTS (Agenda item 6)

There were no declarations of interest on the business to be transacted. Members were reminded to declare an interest at any point in the meeting, should the need arise.

MINUTES OF THE TOWN COUNCIL (Agenda item 7)

It was proposed by Cllr A Blatchford and seconded by Cllr Mrs H Hill and the following was

**RESOLVED
1496**

that the Minutes of the Town Council meeting held on 1st March 2018 (pages 0700-0702) be received as a true and correct record, and that they be confirmed and signed by the Chairman. (Unanimous)

MINUTES OF THE STRATEGY & POLICY COMMITTEE (Agenda Item 8)

It was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
1497**

that the Minutes of the Strategy & Policy Committee meeting held on 22nd March 2018 (pages 0714-0717) be received. (Unanimous)

MINUTES OF THE LEISURE COMMITTEE (Agenda Item 9)

It was proposed by Cllr Mrs J Bettison and seconded by Cllr R McKenzie and the following was

**RESOLVED
1498**

that the Minutes of the Leisure Committee meeting held on 15th March 2018 (pages 0709-0713) be received. (Unanimous)

MINUTES OF THE ENVIRONMENT COMMITTEE (Agenda Item 10)

It was proposed by Cllr Mrs P McKenzie and seconded by Cllr N Allen and the following was

**RESOLVED
1499**

that the Minutes of the Environment Committee meeting held on 8th March 2018 (pages 0703-0706) be received. (Unanimous)

MINUTES OF THE PLANNING COMMITTEE (Agenda Item 11)

It was proposed by Cllr G Oberholzer and seconded by Cllr A Blatchford and the following was

**RESOLVED
1500**

that the Minutes of the Planning Committee meetings held on 26th February 2018 (pages 0697-0699), and 26th March 2017 (pages 0718-0721) be received. (Unanimous)



GURKHA WELFARE TRUST (Agenda item 12)

A presentation was received from Gary Ghale of the Ghurkha Welfare Trust. The trust has been chosen by the Mayor of Sandhurst Cllr A Blatchford as his charity for 2018/19. The trust provide financial, medical and development aid for Ghurkha veterans and their communities.

TERMS OF REFERENCE (Agenda item 13)

The Terms of Reference were received. It was proposed by Cllr A Blatchford and seconded by Cllr N Allen, and the following was

**RESOLVED
1501**

that the Terms of Reference be amended to show that the Planning Committee hold 12 meetings annually following the amendment they are then approved. (Unanimous)

**PLANNING COMMITTEE MEMBERSHIP AND CHAIRMAN
(Agenda item 14)**

The establishment of Planning Committee was completed in accordance with standing orders and terms of reference, comprising the Mayor, Deputy Mayor and pre-determined representatives of each Ward, targeting two Councillor representatives' per Ward, with optional substitute members. It was proposed by Cllr A Blatchford and seconded by Cllr P Hodge and the following was

**RESOLVED
1502**

that Councillors:
D Armstrong, A Blatchford, Mrs S Davenport, G Oberholzer, P Panesar, D Perera, P Hodge, and Ms G Kennedy be members of the Planning Committee with nominated substitutes of Councillors:
Mrs J Bettison, D Birch, Mrs H Hill and M Sanderson.
(Unanimous)

The Mayor announced that nominations would be accepted for the Chairman of Planning Committee. It was proposed by Cllr A Blatchford and seconded by Cllr P Panesar that Cllr G Oberholzer be nominated. There being no other nominations the following was

**RESOLVED
1503**

that Councillor G Oberholzer be duly elected as Chairman of the Planning Committee. (Unanimous)

Cllr G Oberholzer announced that nominations would be accepted for the Vice-Chairman of the Planning Committee. It was proposed by Cllr G Oberholzer and seconded by Cllr Mrs H Hill that Cllr D Perera be nominated. There being no other nominations the following was

**RESOLVED
1504**

that Councillor D Perera be duly elected as Vice-Chairman of the Planning Committee. (Unanimous)

**ENVIRONMENT COMMITTEE MEMBERSHIP AND CHAIRMAN
(Agenda item 15)**

The Councillors prepared to serve the Environment Committee were read and confirmed their intention to the council by standing. It was proposed by Cllr A Blatchford and seconded by Cllr Mrs J Bettison and the following was



**RESOLVED
1505**

that Councillors:
N Allen, Mrs J Bettison, A Blatchford, M Brossard, Mrs S Davenport,
Mrs H Hill, P Hodge, Ms G Kennedy, Mrs P McKenzie, A Shellhorn,
P Wallington and Mrs S Warren be members of the Environment
Committee. (Unanimous)

The Mayor announced that nominations would be accepted for the
Chairman of the Environment Committee. It was proposed by
Cllr Mrs P McKenzie and seconded by Cllr Mrs J Bettison that Cllr Ms G
Kennedy be nominated. There being no other nominations the following was

**RESOLVED
1506**

that Councillor Ms G Kennedy be duly elected as Chairman of
Environment Committee. (Unanimous)

Cllr Ms G Kennedy announced that nominations would be accepted for the
Vice-Chairman of the Environment Committee. It was proposed by
Cllr Ms G Kennedy and seconded by Cllr M Brossard that
Cllr Mrs S Davenport be nominated. There being no other nominations the
following was

**RESOLVED
1507**

that Councillor Mrs S Davenport be duly elected as Vice-Chairman of
Environment Committee. (Unanimous)

**LEISURE COMMITTEE MEMBERSHIP AND CHAIRMAN
(Agenda item 16)**

The Councillors prepared to serve on the Leisure Committee were read, and
confirmed their intention to the council by standing. It was proposed by
Cllr A Blatchford and seconded by Cllr Mrs J Bettison, and the following was

**RESOLVED
1508**

that Councillors:
Mrs J Bettison, P Bettison, D Birch, Mrs E Birch, A Blatchford,
Mrs S Davenport, Ms G Kennedy, R McKenzie, K Miah, G Oberholzer,
P Panesar, J Pope, J Porter and M Sanderson be members of the
Leisure Committee. (Unanimous)

The Mayor announced that nominations would be accepted for the
Chairman of Leisure Committee. It was proposed by Cllr M Sanderson and
seconded by Cllr K Miah that Cllr J Porter be nominated. There being no
other nominations the following was

**RESOLVED
1509**

that Councillor J Porter be duly elected as Chairman of the Leisure
Committee. (Unanimous)

Cllr J Porter announced that nominations would be accepted for the Vice-
Chairman of the Leisure Committee. It was proposed by Cllr J Porter and
seconded by Cllr G Oberholzer that Cllr Mrs J Bettison be nominated. There
being no other nominations the following was



**RESOLVED
1510**

that Councillor Mrs J Bettison be duly elected as Vice-Chairman of Leisure Committee. (Unanimous)

**STRATEGY AND POLICY COMMITTEE MEMBERSHIP AND CHAIRMAN
(Agenda item 17)**

The establishment of Strategy and Policy Committee was completed in accordance with standing orders and the terms of reference, comprising: Mayor, Deputy Mayor, the Chairmen of the committees of Planning, Environment and Leisure, and a pre-determined representative of each Ward. It was proposed by Cllr A Blatchford and seconded by Cllr N Allen and the following was

**RESOLVED
1511**

that Councillors:
N Allen, Mrs J Bettison, A Blatchford, Mrs S Davenport, Mrs H Hill, P Hodge, Ms G Kennedy, G Oberholzer, J Porter and D Perera be members of Strategy and Policy Committee. (Unanimous)

A question was raised by Cllr N Allen that this committee was not made up according to the Terms of Reference. College Town had 3 representatives which meant that one councillor would need to step down. Further to discussion Cllr Mrs H Hill stepped down from the Strategy and Policy Committee.

The Mayor announced that nominations would be accepted for the Chairman of the Strategy and Policy Committee. It was proposed by Cllr A Blatchford and seconded by Cllr J Porter that Cllr N Allen be nominated. There being no other nominations the following was

**RESOLVED
1512**

that Councillor N Allen be duly elected as Chairman of the Strategy and Policy Committee. (Unanimous)

Cllr N Allen announced that nominations would be accepted for the Vice-Chairman of the Strategy and Policy Committee. It was proposed by Cllr N Allen and seconded by Cllr P Hodge that Cllr Mrs J Bettison be nominated. There being no other nominations the following was

**RESOLVED
1513**

that Councillor Mrs J Bettison be duly elected as Vice-Chairman of Strategy and Policy Committee.

NEW COMMITTEES (Agenda item 18)

The opportunity within Standing Orders to appoint new committees was noted but was not required.

STANDING ORDERS (Agenda item 19)

The requirement at the Annual Meeting to review and adopt appropriate Standing Orders for the forthcoming year was noted. Further to discussion it was proposed by Cllr A Blatchford and seconded by Cllr N Allen, and the following was



**RESOLVED
1514**

that due to the recommended changes to Standing Orders they are referred to the Strategy and Policy Committee for review before adopting. (Unanimous)

FINANCIAL REGULATIONS (Agenda item 20)

The requirement at the Annual Meeting to review and adopt appropriate Financial Regulations for the forthcoming year was noted. Further to discussion it was proposed by Cllr A Blatchford and seconded by Cllr N Allen and the following was

**RESOLVED
1515**

that the Financial Regulations be adopted. (Unanimous)

SUBSCRIPTIONS (Agenda item 21)

The current memberships and affiliations were received. It was proposed by Cllr A Blatchford and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
1516**

that the membership and affiliation schedule be noted. (Unanimous)

**REPRESENTATIVES AND SUBSTITUTES TO OUTSIDE BODIES
(Agenda item 22)**

It was announced that the work of assigning representatives to outside bodies has traditionally been completed by the Environment Committee in the May meeting. It was proposed by Cllr A Blatchford and seconded by Cllr Mrs P McKenzie and the following was

**RESOLVED
1517**

that the appointment of representatives to outside bodies be delegated to the next meeting of the Environment Committee. (Unanimous)

INVENTORY (Agenda item 23)

The requirement for a review of land and assets including buildings and equipment at the Annual Meeting was noted. It was proposed by Cllr A Blatchford and seconded by Cllr N Allen and the following was

**RESOLVED
1518**

that the current list of land and assets be formally noted. (Unanimous)

INSURANCE (Agenda item 24)

The insurance cover arrangements currently in force were received and reviewed. It was proposed by Cllr A Blatchford and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
1519**

that the existing policy arrangements be formally noted. (Unanimous)

COMPLAINTS PROCEDURE (Agenda item 25)

The current complaints procedure was received and reviewed. It was proposed by Cllr A Blatchford and seconded by Cllr Ms G Kennedy and the following was

**RESOLVED
1520**

that the complaints procedure be adopted with the last reviewed date to be updated to 03 May 2018. (Unanimous)



PRESS AND MEDIA ARRANGEMENTS (Agenda item 26)

The current procedure for dealing with the Press and Media was received and discussed. It was proposed by Cllr A Blatchford and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
1521**

that the Press and Media procedures be adopted. (Unanimous)

SCHEDULE OF MEETINGS (Agenda item 27)

The draft schedule of meetings for the 2018/19 municipal year were considered. It was proposed by Cllr A Blatchford and seconded by Cllr M Brossard, and the following was

**RESOLVED
1522**

that the schedule of dates of the ordinary meetings of the Town Council and Standing Committees be accepted for the following year.
(Unanimous)

GENERAL DATA PROTECTION REGULATION (Agenda item 28)

The committee were advised of the new General Data Protection Regulation which will take effect on 25th May 2018. The key areas were highlighted and the roles of Data Protection Officer and Data Controller were discussed. An amendment has been made to the bill that recommends that local authorities are exempt from needing a DPO, the bill has not yet been passed through Parliament. A recommendation was received from the Strategy and Policy Committee to adopt the new notices and policies relating to GDPR. Further to discussion it was proposed by Cllr N Allen and the following was

**RESOLVED
1523**

that the GDPR notices and policies are adopted.

COUNCILLORS ALLOWANCE (Agenda item 29)

The ability for STC to set its Councillors an allowance was reviewed by the Strategy and Policy Committee. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
1524**

that the Strategy & Policy Committee's recommendation that a continued allowance of zero for all Councillors be approved for one year and that a press release communicating this information is given to the LGA.

ACTION: EO

COUNCILLORS REPORTS (Agenda item 30)

Cllr Mrs H Hill reported that she had attended the Pride of Bracknell Awards Ceremony and was pleased that Sandhurst were represented by St Michaels School, Sandhurst School and Sandhurst and District Corps of Drums all performing at the event. Cllr Mrs H Hill thanked Councillors that supported her charity fundraising events for Sandhurst Counselling Service.

Cllr Mrs P McKenzie reported that there are flyers available for the Chelsea Fringe event which includes eleven events in Sandhurst.

Cllr J Porter showed the Council the gift that has been chosen to be presented to the RMA on the occasion of the Sandhurst Freedom March 2018.



EXECUTIVE OFFICER'S REPORT (Agenda item 31)

The Executive Officer's report was received for information. Thanks were given to Paul Waterfield and the Grounds Team for their work at Owlsmoor Park.

BALANCE AT BANK (Agenda item 32)

The balances of the Council bank accounts as at 31st March 2018 were as follows:

Current Account	£ 4,377
Business Reserve	£534,995
Capital Reserve	£374,597
Mayors Charity	£ 9,467

ACCOUNTS (Agenda item 33)

It was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
1525**

that the payments within the period 01/02/2018 to 31/03/2018 and receipts for February and March 2018 be received.

DATE OF NEXT MEETING (Procedural item)

The date of next meeting was confirmed as 28 June 2018.

**SIGNED AND DATED BY
MAYOR**

