



# SANDHURST TOWN COUNCIL

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

Dear Councillors A. Blatchford (Mayor), N. Allen, D. Armstrong, Mrs J. Bettison, P. Bettison, D. Birch, Mrs E. Birch, M. Brossard, Mrs S Davenport, Mrs H Hill, P. Hodge, Ms G. Kennedy (Deputy Mayor), Mrs P. McKenzie, R. McKenzie, K. Miah, G. Oberholzer, P. Panesar, J. Pope, J. Porter, D. Perera, M. Sanderson, A. Shellhorn, P. Wallington, Mrs S. Warren

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 6<sup>th</sup> September 2018 at 7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Deputy Executive Officer)

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## 1. Book of Remembrance

To stand in silence for the turning of a page in the Book of Remembrance.

## 2. 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.*

## 3. Apologies for absence

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

## 4. Members' interests

To receive any declaration of interests from Members on the business to be transacted.

**5. Minutes of Town Council meeting**

To receive and confirm the Minutes of the proceeding of the Town Council Meeting held on 28th June 2018, as a true and correct record (pages 0760-0764)

**6. Mayor's Report**

To receive any communications or announcements from the Mayor and the list of engagements attended since the last Council meeting (Annexe 1).

**7. Strategy and Policy Committee Meeting**

To receive and adopt the minutes and any recommendations of the Strategy and Policy Committee meeting held on 26th July 2018 (pages 0776-0778).

**8. Leisure Committee Meeting**

To receive and adopt the minutes and any recommendations of the Leisure Committee meeting held on 19th July 2018 (pages 0771-0775).

**9. Environment Committee Meeting**

To receive and adopt the minutes and any recommendations of the Environment Committee meeting held on 12th July 2018 (pages 0768-0770).

**10. Planning Committee Meeting**

To receive and adopt the minutes and any recommendations of the Planning Committee meetings held on: 25th June 2018 (pages 0757-0759) and 30<sup>th</sup> July 2018 (pages 0779-0784).

**11. Councillors' Reports**

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

**12. Information and Data Protection Policy**

To receive and adopt the amended policy following the decision by Parliament to remove the mandatory role of Data Protection Officer for Parish & Town Councils (Annexe 2).  
(Decision item)

**13. Infrastructure Schemes**

To receive and confirm suggestions from the Planning Committee following a request that has been received from BFC for STC to provide an infrastructure scheme to be included in the next version of the Local Plan and to potentially include in future 106 agreements (Annexe 3). (Decision item)

**14. Executive Officer Report**

To receive the report. (Annexe 4) (Information item)

**15. Balance at Bank**

To receive the balances at the bank as at 31 July 2018.

Current account	£2,775
Business reserve	£571, 678
Capital reserve	£374,660
Mayors Charity	£822

(Information item)

**16. Accounts**

To receive and authorise the schedule of payments and receipts for June and July 2018 (Annexe 5). (Decision item)

**17. Date of next meeting (Procedural item)**

To confirm the date of the next meeting as 01 November 2018.

(Procedural item)

**18. Exclusion of Press and Public**

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for a discussion of confidential business relating to the procurement of commercial services.

(Decision item)

**19. Insurance provision**

To receive the **recommendation** from the Strategy and Policy Committee relating to the Town Councils insurance policies (Confidential Annexe 6). (Decision item)

**ANNEXE 1 (For information only)**

Report: Mayoral Engagements to 31 August 2018	
Meeting: Town Council	Date: 6 September 2018
Agenda item: 6	Author: Cllr A Blatchford

<b>MAYORS OFFICIAL ENGAGEMENTS – 1st July 2018 to 31<sup>st</sup> August 2019</b>		
Date	Engagements	Notes
2nd July 2018	Wokingham Bracknell & District MenCap AGM & 20th Anniversary Party, Wokingham Hilton	
9th July 2018	Home-Start Bracknell AGM & 25th Anniversary, Open Learning Centre, Bracknell	Deputy Mayor attended
9th August 2018	Sandhurst Summer of Fun, Memorial Park	
10th August 2018	Sovereigns Parade, RMAS	



## ANNEXE 2

### Sandhurst Town Council

## Information & Data Protection Policy

### Introduction

In order to conduct its business, services and duties, Sandhurst Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Sandhurst Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

### Protecting Confidential or Sensitive Information

Sandhurst Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.



## ANNEXE 2

The General Data Protection Regulation (GDPR) which becomes law on 25<sup>th</sup> May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

### **The policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **Data Protection Terminology**

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of Sandhurst Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.



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**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Sandhurst Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.



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Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

### **Who is responsible for protecting a person's personal data?**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Executive Officer.

- Email: [eo@sandhurst.gov.uk](mailto:eo@sandhurst.gov.uk)
- Phone: 01252 879060
- Correspondence: Executive Officer, Council Offices, Memorial Park, Yorktown Road, Sandhurst, Berks, GU47 9BJ

### **Diversity Monitoring**

Sandhurst Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.



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### **Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Sandhurst Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

### **The Councils Right to Process Information**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)  
Processing is with consent of the data subject, or  
Processing is necessary for compliance with a legal obligation.  
Processing is necessary for the legitimate interests of the Council.

### **Information Security**

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Executive Officer.

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Executive Officer.

**Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Executive Officer.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Executive Officer.



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The Town Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Executive Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings



## ANNEXE 2

normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

**Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Sandhurst Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets



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- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: Sandhurst Town Council – TBC

ANNEXE 3: Infrastructure Scheme	
Meeting: Town Council	Date: 6 <sup>th</sup> September 2018
Agenda item: 13	Author: Angela Carey

### **1. Purpose of report**

To apprise councillors of the recent request from BFC for STC to provide a town infrastructure scheme to be included in the next version of the Local Plan.

### **2. Background**

The request has been made so that schemes may potentially be included within future section 106 legal agreements across the borough.

The planning committee have considered the request and the enclosed spreadsheet has been provided.

### **3. Recommendation**

To review the spreadsheet and to discuss any additions needed before it is submitted to BFC.

Project	Site	Delivery Organisation	Ward	Estimated Cost
			Parish/Town	
<b>Sandhurst Town Council S106 Infrastructure Projects</b>				
<b>Transport Infrastructure</b>				
Local Road Network				
Improved access for emergency vehicles to public locations		BFC		
			Sandhurst Town Council	
Development should adhere to the principles set out in Policy LP45 of the Local Plan		BFC		
			Sandhurst Town Council	
Footpaths & Cycleways				
Improvements to footpaths and cycleways, taking into consideration an aging population, accessibility requirements and abilities.	Throughout the town and links to local network	BFC		
			Sandhurst Town Council	
Public Transport				
Investment in new bus shelters and services including installation of electronic timetable (next bus) signage at bus stops		BFC/STC		
			Sandhurst Town Council	
Parking				
Creation of residential layby parking at various locations.	College Road & Branksome Hill Road	BFC	College Town	
			Sandhurst Town Council	
Parking at Sandhurst Station and creation of a drop off point	High Street, Sandhurst	BFC	Little Sandhurst	
			Sandhurst Town Council	
Investment in improved town centre parking provision		BFC	Central Sandhurst	
			Sandhurst Town Council	
<b>Waste Management</b>				
Waste & Recycling				
Buried/vertical waste recycling management system	Pyes Acre Car Park, Sandhurst	BFC	Central Sandhurst	
			Sandhurst Town Council	
<b>Community Infrastructure</b>				
Community facilities				
Protect, enhance and invest in existing assets		BFC/STC		
			Sandhurst Town Council	
<b>Environmental enhancements</b>				
Public Art				
Roundabout art installation(s)	Various locations	BFC/STC	Central Sandhurst	
			Sandhurst Town Council	
<b>Other</b>				

ANNEXE 4: Executive Officer's Report	
Meeting: Town Council	Date: 6 September 2018
Agenda item: 14	Author: Angela Carey

### **1. Purpose of report**

To appraise the Sandhurst Town Council of any important operational matters in the period July 2018 to August 2018 and to update with regard to work ongoing from previous decisions of the Town Council.

### **2. Recruitment**

Martin Lewis has now left STC (today was his last day). The recent recruitment campaign for a Deputy Executive Officer did not provide any successful candidates. The position will be advertised again in mid-September. The part time caretaker role is currently being advertised.

### **3. Bench**

The bench made out of recycled coffee pods which was donated by Nescafe has been installed opposite Gower Park on the piece of land near the bus stop.

### **4. Transfer of Sites from BFC to STC**

STC have been notified by BFC that the proposed sites for transfer will be offered on a leaseholder basis only. Resolution 1263 (Leisure Committee Meeting 20/7/17) provided a recommendation to the Strategy & Policy committee that the sites are only accepted on a freehold basis and resolution 1272 (Strategy & Policy Committee Meeting 27/7/17) was the recommendation was received and agreement to this condition was unanimous. Following the confirmation from BFC about the status of the transfer the item was reviewed again by the Strategy & Policy Committee on 26/7/18 and it was resolved (1597) that STC would not accept the site transfers on a leaseholder agreement.

PAYMENTS - JUNE 2018			
Date Paid	Payee Name	Cheque Ref	Amount Paid
06/06/2018	Seldram Supplies (formerly A1)	014025	£174.61
06/06/2018	Atlas Adventure Ltd	014026	£523.00
06/06/2018	Trade UK	014027	£274.81
06/06/2018	B&B Taxis	014028	£210.00
06/06/2018	Came & Company	014029	£326.14
06/06/2018	Country Care (Southern) Ltd	014030	£1,536.00
06/06/2018	FPLUK Freight Products Ltd	014031	£199.10
06/06/2018	Guardwell Securities	014032	£203.84
06/06/2018	Hudson's Choice	014033	£100.00
06/06/2018	KQ Touring Productions Ltd	014034	£2,670.00
06/06/2018	Longacres Nursery	014035	£131.00
06/06/2018	Orriss Bookbinders	014036	£59.00
06/06/2018	Perfect Fit Technologies Ltd	014037	£352.32
06/06/2018	Supply 2 Location Ltd	014038	£492.00
06/06/2018	Spy Alarms Ltd	014039	£108.00
06/06/2018	Weed Management	014040	£810.00
06/06/2018	SCS Automation UK Ltd	014041	£3,076.80
06/06/2018	Thrower Signs	014042	£110.40
06/06/2018	True Sound Hire Ltd	014043	£10,741.80
06/06/2018	Uniting Creative Arts	014044	£450.00
06/06/2018	Shopfitting Warehouse	014045	£43.80
06/06/2018	A Singh	014046	£200.00
06/06/2018	A Hull	014047	£200.00
06/06/2018	A Ford	014048	£0.00
06/06/2018	M Spence	014049	£92.00
07/06/2018	Rice Associates Ltd	014050	£512.40
07/06/2018	Interserve FS (UK) Ltd	014051	£169.52
07/06/2018	King & Sons (Sandhurst) Ltd	014052	£117.35
07/06/2018	Recognition Express	014053	£30.00
11/06/2018	Yateley & Crowthorne Big Band Society	014054	£200.00
13/06/2018	KQ Touring Productions Ltd	014055	£60.00
14/06/2018	Ascot Locks Ltd	014056	£40.50
14/06/2018	Seldram Supplies (formerly A1)	014057	£92.53
14/06/2018	Bracknell Forest Council	014058	£1,000.00
14/06/2018	Trade UK	014059	£80.77
14/06/2018	Veolia Environmental Services	014060	£668.62
14/06/2018	C Connell	014061	£425.25
14/06/2018	Full- Circle Leisure Ltd	014062	£306.00
14/06/2018	Four Candles	014063	£25.20
14/06/2018	Food For Thought	014064	£736.00
14/06/2018	Guardwell Securities	014065	£79.20
14/06/2018	H M Supplies	014066	£158.00
14/06/2018	Longacres Nursery	014067	£121.89
14/06/2018	Lightatouch Internal Audit Service	014068	£125.00
14/06/2018	Bracknell Printroom Group	014069	£96.00
14/06/2018	Uniting Creative Arts	014070	£0.00
18/06/2018	M Andrew	014071	£550.00
19/06/2018	Berkshire Pension Fund	014072	£1,044.45
19/06/2018	Folly Hill Veterans FC	014073	£200.00
19/06/2018	M Sunwar	014074	£91.80
20/06/2018	J Russell (Creber)	014075	£200.00
20/06/2018	NHS East Berkshire CCG	014076	£200.00
27/06/2018	Seldram Supplies (formerly A1)	014077	£65.00
27/06/2018	Trade UK	014078	£50.72
27/06/2018	Castle Water Ltd	014079	£177.19
27/06/2018	ECL Plastics Ltd	014080	£54.00
27/06/2018	Guardwell Securities	014081	£17.94
27/06/2018	IBS Office Solutions Ltd	014082	£598.42
27/06/2018	Local Government Association	014083	£1,200.00
27/06/2018	Bracknell Printroom Group	014084	£986.00
27/06/2018	Quality Stationers & Printers	014085	£20.76
27/06/2018	Rigby Taylor Ltd	014086	£288.00
27/06/2018	Star Fireworks Ltd	014087	£3,000.00
27/06/2018	Weed Management	014088	£420.00
27/06/2018	Screwfix Direct Ltd	014089	£473.94
27/06/2018	Exhibition Traffic Management	014090	£4,056.00
29/06/2018	Custom Stamps Online	014091	£7.50
29/06/2018	Guardwell Securities	014092	£116.86
29/06/2018	F Koher	014093	£43.20
29/06/2018	J Osborne	014094	£200.00
06/06/2018	British Gas	DD	£164.40
06/06/2018	British Gas	DD	£505.21
06/06/2018	British Gas	DD	£94.02
06/06/2018	British Gas	DD	£47.29
06/06/2018	Mainstream Digital Ltd	DD	£290.37
06/06/2018	Right Fuel Ltd	DD	£103.88
06/06/2018	Vodafone Ltd	DD	£39.84
06/06/2018	Bracknell Forest Council	DD	£743.10
07/06/2018	NatWest Autopay	DD	£7.77
07/06/2018	Right Fuel Ltd	DD	£1.22
07/06/2018	Thamesway Ltd	DD	£216.00
11/06/2018	B&CE Holdings	DD	£366.17
14/06/2018	South East Water Ltd	DD	£50.90
20/06/2018	June Wages	DD	£12,999.55
21/06/2018	HMRC	DD	£4,826.78
27/06/2018	South East Water Ltd	DD	£589.32
29/06/2018	NatWest	DD	£66.82
	<b>Total</b>		<b>£63,303.27</b>

**PAYMENTS - JULY 2018**

Date Paid	Payee Name	Cheque Ref	Amount Paid
05/07/2018	Seldram Supplies (formerly A1)	014096	£195.38
05/07/2018	Trade UK	014097	£88.00
05/07/2018	Full - Circle Leisure Ltd	014098	£3,522.53
05/07/2018	Guardwell Securities	014099	£11.34
05/07/2018	Hampshire Association of Local Councils	014100	£108.00
05/07/2018	KT Textiles	014101	£325.92
05/07/2018	Live Trakway	014102	£1,189.20
05/07/2018	Perfect Fit Technologies Ltd	014103	£352.32
05/07/2018	Sound and Lighting Hire	014104	£1,116.00
05/07/2018	Spy Alarms Ltd	014105	£690.00
05/07/2018	Screwfix Direct Ltd	014106	£22.99
05/07/2018	ST Photos Ltd	014107	£323.40
05/07/2018	Tango Security Ltd	014108	£3,072.60
05/07/2018	Team Extreme	014109	£1,980.00
05/07/2018	Lister Wilder Ltd	014110	£844.32
06/07/2018	DD Hire Services Ltd	014111	£78.60
06/07/2018	King & Sons (Sandhurst) Ltd	014112	£177.09
06/07/2018	R Collard Ltd	014113	£444.00
09/07/2018	Veolia Environmental Services	014114	£537.05
09/07/2018	Four Candles	014115	£25.20
09/07/2018	Team Extreme	014116	£660.00
11/07/2018	M Rai	014117	£200.00
11/07/2018	Indian Community Assoc Bracknell	014118	£200.00
12/07/2018	Chubb Fire & Security Ltd	014119	£48.00
12/07/2018	Cathedral Leasing Ltd	014120	£355.68
12/07/2018	Hampshire County Council	014121	£31.56
12/07/2018	Keep Britain Tidy	014122	£34.80
12/07/2018	Rigby Taylor Ltd	014123	£1,027.80
12/07/2018	Lister Wilder Ltd	014124	£131.47
12/07/2018	Bracknell Forest Council	014125	£70.00
13/07/2018	Baker Steel Trading Ltd	014126	£1,116.60
19/07/2018	Seldram Supplies (formerly A1)	014127	£235.03
19/07/2018	Beaumont Forest Products Ltd	014128	£77.40
19/07/2018	Guardwell Securities	014129	£134.46
19/07/2018	Rice Associates Ltd	014130	£36.00
19/07/2018	Rigby Taylor Ltd	014131	£233.90
19/07/2018	Berkshire Pension Fund	014132	£1,124.22
19/07/2018	Local Government Association	014133	£1,200.00
25/07/2018	The Tamarind Tree	014134	£417.50
25/07/2018	C T Bell	014135	£284.99
25/07/2018	Spaldings (UK) Ltd	014136	£164.46
26/07/2018	True Sound Hire Ltd	014137	£1,161.90
27/07/2018	Coffin Mew LLP	014138	£780.00
30/07/2018	Abracadabra Leaflet Distribution	014139	£1,116.65
31/07/2018	BS Netball (replaces A Ford)	014140	£200.00
31/07/2018	Beaumont Forest Products Ltd	014141	£8.71
31/07/2018	C Connell	014142	£166.25
31/07/2018	Lister Wilder Ltd	014143	£411.73
09/07/2018	Cancelled Cheque	013999X	£660.00
05/07/2018	British Gas	DD	£75.44

05/07/2018	British Gas	DD	£342.50
05/07/2018	British Gas	DD	£73.21
05/07/2018	British Gas	DD	£17.97
05/07/2018	Vodafone Ltd	DD	£39.84
06/07/2018	Bracknell Forest Council	DD	£743.10
09/07/2018	Mainstream Digital Ltd	DD	£117.12
12/07/2018	NatWest Autopay	DD	£12.80
13/07/2018	B&CE Holdings	DD	£370.55
20/07/2018	July Wages	DD	£23,854.51
23/07/2018	Thamesway Ltd	DD	£216.00
24/07/2018	Right Fuel Ltd	DD	£1.22
24/07/2018	HMRC	DD	£4,846.86
31/07/2018	South East Water	DD	£119.01
31/07/2018	Vodafone Ltd	DD	£39.84
31/07/2018	NatWest	DD	£99.34
<b>Total Payments</b>			<b>£58,362.36</b>

<b>RECEIPTS JUNE 2018</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
04/06/2018	Sandhurst Town B&G Football Club	£1,160.00
05/06/2018	Suzanne Pinkney	£216.00
05/06/2018	A Whiddett	£40.00
06/06/2018	Slimming World	£399.00
07/06/2018	Suzanne Pinkney	£72.00
07/06/2018	NHS East Berkshire	£200.00
08/06/2018	Weight Watchers	£300.00
08/06/2018	Town & Country	£200.00
08/06/2018	M Timms	£72.00
08/06/2018	Cluttons LLP	£875.00
08/06/2018	S Creber	£21.00
08/06/2018	Yateley & Crowthorne Big Band Society	£63.00
08/06/2018	Pilates	£108.00
08/06/2018	Short Mat Bowls	£288.00
08/06/2018	B Budhathoki	£132.80
08/06/2018	L Clarke Zumba	£180.00
08/06/2018	J Noyce	£1,780.00
08/06/2018	Brown Garden Waste Sacks	£100.00
08/06/2018	Brown Garden Waste Sacks	£120.00
12/06/2018	R Bradshaw Levy	£16.50
13/06/2018	ABC Tennis	£12.00
13/06/2018	Sandhurst Cricket Club	£420.00
15/06/2018	Busy Lizzy	£200.00
15/06/2018	NHS East Berkshire	£120.00
18/06/2018	Blackwater Nepalese Society	£208.80
19/06/2018	Yateley & District U3A	£72.00
21/06/2018	Sandhurst Crafters	£20.00
22/06/2018	A Loudon	£40.00
22/06/2018	Blackwater Nepalese Society	£200.00
22/06/2018	Sandhurst WI	£50.00
22/06/2018	Sandhurst Historical Society	£45.00
22/06/2018	Brown Garden Waste Sacks	£80.00
22/06/2018	Brown Garden Waste Sacks	£80.00
22/06/2018	Brown Garden Waste Sacks	£100.00
22/06/2018	Tennis Income	£80.00
22/06/2018	S Curtis - Summer of Fun	£200.00
22/06/2018	S Curtis - Fireworks	£400.00
22/06/2018	J Osborne	£270.00
25/06/2018	A Shallom	£72.00
25/06/2018	Indian Community Association Bracknell	£84.00
25/06/2018	Sandhurst Tennis Club	£54.00
25/06/2018	Little Socs	£96.00
25/06/2018	Mums & Monsters	£120.00
25/06/2018	Pilates	£180.00
25/06/2018	Sandhurst & District Gardening Club	£306.00
25/06/2018	Short Mat Bowls	£256.00
25/06/2018	Sandhurst Camera Club	£159.00
25/06/2018	J Noyce	£500.00
26/06/2018	M Rai	£64.80
26/06/2018	Sandhurst Cricket Club	£95.00
26/06/2018	Brown Garden Waste Sacks	£120.00
26/06/2018	S Creber	£200.00
28/06/2018	Weight Watchers	£240.00
28/06/2018	Tony Fresko	£294.00
<b>Total</b>		<b>£11,781.90</b>

<b>RECEIPTS JULY 2018</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
02/07/2018	L Clarke Zumba	£108.00
02/07/2018	B Budhathoki	£151.20
02/07/2018	B Budhathoki	£72.00
02/07/2018	B Budhathoki	£86.40
02/07/2018	Brown Garden Waste Sacks	£60.00
02/07/2018	Sandhurst B&G Football Club	£67.20
03/07/2018	P Reichberger	£36.00
03/07/2018	ABC Tennis	£35.00
04/07/2018	S Pinkney	£144.00
05/07/2018	Pistachios in the Park	£1,250.01
06/07/2018	Slimming World	£319.20
10/07/2018	Tug of War	£410.00
10/07/2018	Duck Food Income	£80.00
10/07/2018	C Sampson	£154.00
10/07/2018	British Associaion German Shepherd Dogs	£55.00
10/07/2018	S Curtis	£50.00
10/07/2018	Brown Garden Waste Sacks	£80.00
10/07/2018	Tennis Income	£60.00
13/07/2018	S Shafi	£36.00
13/07/2018	South East Water	£149.05
13/07/2018	South East Water	£26.85
16/07/2018	R Bradshaw Levy	£42.00
16/07/2018	R Bradshaw Levy	£63.00
16/07/2018	Yateley & District U3A	£72.00
16/07/2018	S Hossain	£84.00
17/07/2018	Ustore Sandhurst Ltd	£250.00
17/07/2018	LittleSocs	£96.00
18/07/2018	A Prince	£250.00
18/07/2018	B Rai	£201.60
18/07/2018	HMRC VAT Repay	£19,702.43
19/07/2018	M Cox	£54.00
19/07/2018	Sandhurst Tennis Club	£54.00
20/07/2018	D Limbu APUK	£280.00
20/07/2018	Sandhurst WI	£50.00
20/07/2018	N Gurung	£198.00
20/07/2018	Historical Society	£45.00
20/07/2018	N Gurung	£100.00
20/07/2018	O Pun	£60.00
20/07/2018	Brown Garden Waste Sacks	£90.00
20/07/2018	Brown Garden Waste Sacks	£100.00
20/07/2018	Tennis Income	£90.00
23/07/2018	P Reichberger	£200.00
23/07/2018	Sandhurst Cricket Club	£201.00
23/07/2018	Bracknell Forest Council	£28.39
25/07/2018	S Pinkney	£144.00
26/07/2018	Busy Lizzy	£144.00
27/07/2018	Weight Watchers	£240.00
30/07/2018	Slimming World	£99.75
30/07/2018	Slimming World	£319.20
31/07/2018	Sandhurst & District Allotment Association	£250.00
31/07/2018	Short Mat Bowls	£312.00
31/07/2018	Sandhurst & District Gardening Club	£63.00
31/07/2018	G & F Sweets	£150.00
31/07/2018	Sandhurst Sports Saturday Football Club	£60.00
31/07/2018	Brown Garden Waste Sacks	£70.00
<b>Total</b>		<b>£27,593.28</b>