

# Sandhurst Town Council



## Annual Report



**April 2018**



## **Sandhurst Town Council Annual Report 2017/2018**

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## **Welcome**

This annual report covers the period May 2017 – April 2018 (financial year ending 31<sup>st</sup> March 2018).

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 2018/2019 Council year is attached in appendix C.

Important note: The schedule of meetings is subject to change in May 2018 when the next Full Council meeting will take place. It is not anticipated to change but the website [www.sandhurst.gov.uk](http://www.sandhurst.gov.uk) should be checked at the end of May to confirm the valid meeting schedule for 2018/19.

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***

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Council Offices  
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Berkshire  
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Website [www.sandhurst.gov.uk](http://www.sandhurst.gov.uk)  
[www.sandhurstpride.co.uk](http://www.sandhurstpride.co.uk)

## MAYOR'S REPORT 2017/18

Since becoming Mayor last year I have attended over sixty engagements visiting various organisations and groups both in Sandhurst and Bracknell, and further afield across Berkshire.

Many of these were AGMs of organisations who work hard to provide a service to their members and the local community. I was invited as their guest enabling an insight into their work, understanding the service they provide, often on a voluntary basis. These would typically include the Scouts, Homestart, Berkshire Vision, Mencap, Keep Mobile, Involve and Bracknell Faith & Believe Forum.

I was asked to give a farewell presentation to Helen Snow, who provided many years of service at the library, transforming it in to the hub it is today with a wide range of activities.

I have also attended Owlsmoor School firework display and presented prizes at the Summer and Autumn Gardening shows, along with many other clubs and organisations in Sandhurst.

During my year I have had the opportunity of meeting the High Sheriff on several occasions as well as invitations to the Royal Military Academy which we as Sandhurst Town Council have strong links with.

Heritage Day was busy with three engagements including attending Crown Courts in Reading, Sandhurst Historical Society and my own fundraising event in the evening. I recently attended "Mock Trials" at Reading Crown Court and was very pleased with the performance of Sandhurst school who came third. I would like to extend my thanks to them when they provided the entertainment for my charity dinner at Easthampstead. Their performance was outstanding.

My most notable event of the year is the honour of laying the first wreath at the Remembrance Service, a bitter cold day, but well attended with the support of the RMA. The event has grown and grown over the years and now provides a fitting tribute to those who gave so much to us. It is encouraging to see so many local groups who are represented on this occasion to lay their wreaths, both old and young alike recognising the importance of the day.

I would like to thank those who help make this event the occasion it is, allowing our residents to pay their respects.

During my year of office I will have raised over £7,000 for my chosen charity, Sandhurst Counselling Service who help support those in need suffering problems such as mental health and bereavement. I would like to thank my fellow councillors, friends, residents and businesses who have given generously to a wide range of events which have been organised or by giving donations.

My term of office began last May when I took over to chair the Town Council meetings as well as attending Planning, Environment, Leisure, Strategy and Policy meetings over the year. This enables me an understanding of issues

and awareness of work we are undertaking and events planned for the future. I should like to take this opportunity of thanking the chairs for their contributions and dedicated work to these committees.

This year's Civic Service, was held at St Michael's Church, another very proud moment. I presented awards to local residents in recognition of their contributions over many years of service in supporting residents in Sandhurst. I was proud to honour those who give their time to help those in giving their time, so others could benefit.

I have thoroughly enjoyed my role as Mayor, both having the opportunity of meeting many residents and organisation who help so much to make Sandhurst the place it is today.

Councillor Hazel Hill

## **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 between 12 & 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. Another special thanks to Cllr Andy Blatchford who has stood in as Chair when the Chair and/or Vice Chair have been called away on business.

In addition this year has seen a requirement for the council to comment on the Draft Bracknell Forest Local Plan and I would like to thank the various councillors who gave of their evenings to make this happen. Another special thanks to Cllr Dale Birch, whose experience, preparation and input to this process was invaluable.

Cllr Gavin Oberholzer, 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 tricycle passing through with bags of litter. We are always looking for sponsors so if you are interested 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 us know.

This is a photograph of the community coming together on 4 March 2017 to keep Sandhurst free of litter. We hold this event every year about this time so come and join us.



Litter is the plague of our environment and no matter what we do or how many bins we put out certain individuals ignore the common sense approach to either take their litter home or deposit it in a bin. They just drop it or throw it out of their window whilst passing in their car. I am sad to report that a few of the dog owners in our community seem to think that it is acceptable to leave their dog poo bags on the ground or hung in trees and shrubs for someone else to come along and pick it up. Please take it home! We are also being targeted with graffiti around the town and as fast as we clean it off then it is back on. If you know who is doing this please contact us.

We installed a bench near the balancing pond, planted bulbs on the green outside the back gate of the Royal Military Academy on Yorktown Road and further down Yorktown Road opposite Devon Close and outside the Owlsmoor Centre on Yeovil Road.

We replaced another bus shelter on Yorktown Road opposite the Village Inn public house and replaced our Christmas lights on the Council office building. The turning on of the Christmas lights and carol service went well. Residents singing carols and the appearance of Father Christmas delighted the children. We served mulled wine, juice and mince pies.

The Remembrance Service was well attended despite the bitter cold wind. About three thousand people gathered to remember those who gave their lives for our freedom and we prayed for the safety of those serving in our Armed Forces today and our hope for World Peace. There were fifty two wreath bearers from our community this year. We raised £1685.31 for the Royal British Legion Poppy Appeal. The 2018 Remembrance Service will celebrate the centenary of the end of the First World War so please join us.

As part of Bracknell Fringe week commencing 19<sup>th</sup> May to 27<sup>th</sup> May, we are putting on a number of events so check out the council website, the Royal Horticultural Society Chelsea Fringe website and the Sandhurst Pride newsletter for details, locations and timings.

I would like to take this opportunity to thank Angela Carey our Executive Officer and all her team for their support throughout this year.

Cllr. Pauline McKenzie

Chair of Environment

## 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 Summer of Fun event was a very wet and damp occasion. However, those that did turn up still had great fun. Let us hope that year`s event on 9<sup>th</sup> August is bathed in sunshine.

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 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 27<sup>th</sup> October.

We have invested monies in the Memorial Park to improve the facilities available and to make the visit an even more enjoyable one. On that note hopefully everyone would have seen the new multi-purpose court and also the resurfaced tennis courts that now provide excellent surfaces for our residents to enjoy.

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

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 2018-2019 budget, the total income from the Council Tax is just over £575,000. 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 seven out of the last eight years despite our underlying costs increasing.

Our expected revenue expenditure for 2018-2019 is around £750,000, 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

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 2015.

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](http://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:

05 April 2017

28 June 2017

27 September 2017

10 January 2018

Our next meeting will be on Wednesday 11 April 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. Additional/ replacement bins in Sandhurst
2. Removal of advertising signs on resident walls
3. Removal of graffiti on mobile phone cabinets etc.
4. 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.
5. Macadam resurfacing of access road to rear car park of Tesco Express following intervention of Dave Lewis CEO of Tesco plc.
6. Installation of illuminated RACKSTRAW FARM sign at crossroads following pressure applied on Whitbread and their advertising agent Vado.
7. Speed measurement on Crowthorne road and Wokingham road in conjunction with Thames Valley Police.
8. Installation of 5 additional parking places by 44 Yorktown road

Outstanding:

1. Additional cycle lanes including continuation of cycle lane from Broadmoor hospital roundabout on A3095.
2. Engagement with Thames Valley Police and landlords on serving Section 61 document where traveller incursions occur.
3. Parking on grass verge on road adjacent to The Broadway
4. Inconsiderate parking at road junctions obstructing sight lines
5. Double yellow lines on York Way adjacent to Uplands Primary school entrance
6. Gravel migration onto roads when front gardens adapted for vehicle parking
7. Speed measurement on Yorktown road close to RMA
8. Installation of 5 additional parking spaces adjacent to 44 Yorktown road

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](mailto:Michael.brossard@bracknell-forest.gov.uk)

Councillor Michael Brossard

Neighbourhood Action Group Chairman

## 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 31<sup>st</sup> March 2018

General balance 31/3/2017	£ 439,852
Year to 31 <sup>st</sup> March 2018	
Income	£754,272
Expenditure & Appropriations	
Actual per accounts	£(649,943)
Appropriations	£(20,613)
To reserves	<u>£(670,556)</u>
General balance 31/3/2018	<u>£523,568</u>

#### **SUMMARY OF PREVIOUS YEARS**

	<u>2015/2016</u>	<u>2016/2017</u>
Income	£645,798	£721,480
Expenditure	£598,860	£575,500

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

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External auditors have been appointed as PKF Littlejohn 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 9th July 2018 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.

## 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](http://www.sandhurst.gov.uk) and [www.sandhurstpride.co.uk](http://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
Town & Country	- 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
Tesco (The Meadows)	- Christmas Lights Sponsorship
Waitrose	- Christmas Lights Sponsorship
The Co-operative (Sandhurst)	- Christmas Lights Sponsorship

## 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
- 3<sup>rd</sup> 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

## 2018/2019 Annual Civic Awards



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

### **Linda & David Hewlett**

Linda and David have been nominated for this award for their contribution to the local youth group held in St Georges Church. They have built up great relationships with the young people and provide a fun and safe place to be on a Friday evening.

In addition to this Linda and David also run the Sunday school in the church and pastorally care for vulnerable people in the community. They deserve to be recognised for their voluntary services that help build the community.

### **Errol Hutchings**

Errol devotes a considerable amount of time to running the local cadets. He runs drill nights and gives up many weekends and annual leave to run camps.

Errol has been volunteering in this way for 30 years and is the link between the RMA and many local events.

The benefits to the community and the youth in particular are immeasurable and Errol is well deserving of an award.

### **Ray Edwards**

Ray is the founder of Limbcare, a charity which supports people who have lost limbs. Ray works tirelessly raising money and providing support to others.

Ray is an inspirational speaker and raises funds by public speaking about his life as a quad amputee.

Ray has been awarded the Queens Award for voluntary services as well as receiving an MBE for his work with amputees.

He is an inspiration to all with his attitude to life which is to be commended.

### **Colleen Pidgeon**

Colleen was one of the people who started Sandhurst Health Walking in February 2014. She is the main coordinator of a team of volunteers who lead walks every weekday.

She has given her time generously and continues to lead walks as well as organising training sessions.

Sandhurst Health Walks provide an opportunity for people in the community to participate no matter what their ability and helps with wellbeing by providing a social interaction for all.

Colleen's commitment makes her a very worthy recipient of a Community Award.

### **Aron Clarke**

Aron has been nominated for an award for the time and effort that he has given to create a French conversation club.

This has brought together a diverse group of local residents who have formed a warm and supportive group where lasting friendships have been made.

In the words of a group member "Aron has made Saturday mornings special". Aron's commitment to the group makes him a worthy recipient of this award.

### **Lydia Stonestreet**

Lydia is Brown Owl of 1<sup>st</sup> Owlsmoor Brownies and has been running the pack for over 20 years.

Her involvement has enabled girls to experience a wide range of activities. Lydia has arranged numerous pack holidays, outings and fund raising events. The Brownies are encouraged to participate in local events and attend church parades. Lydia clearly loves her involvement with the Brownies and is deserving of this award.

## **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 2018/2019 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 31<sup>st</sup> December each year, for grants that will be awarded in the following financial year. (The financial year end for the Town Council is 31<sup>st</sup> March in each year.)

To illustrate: as the next deadline for applications is 31<sup>st</sup> December 2018 the Town Council will consider at this time all applications for Grants to be paid within 2019/20 financial year, i.e. cheques will be presented in April 2019.

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

**APPENDIX A**

<b>SANDHURST TOWN COUNCIL - GRANT CONTRIBUTIONS</b>		
<b>FINANCIAL YEAR 2018/2019</b>		
<b>ORGANISATION</b>	<b>PURPOSE REQUIRED</b>	<b>AMOUNT</b>
Bracknell & District Parkinson's Branch	Subsidised hydrotherapy and physiotherapy	£200
Homestart BF	Training and supervision of a Sandhurst volunteer	£300
Keep Mobile	Increase transport provision for day excursions	£500
Nepalese Strongest Voices	Transport to Jealotts Hill Community Landshare	£500
Youthline Limited	Provision of counselling service for young people	£1,500
Citizens Advice Bureau	Contribution to availability of advice service in Sandhurst	£2,705
Sandhurst Day Centre	Contribution of day centre services	£17,486
Sandhurst Museum Trust	Support with presentation and archiving materials	£100
Footpath Ranger (Bracknell Forest Council)	Contribution to Rights of Way Ranger post	£2,145
Ambarrow Court (BFC)	Support for woodland management	£500
Blackwater Valley	Support for Blackwater Valley management	£5,200
Sandhurst Churchyard (PCC St Michaels)	Support for Churchyard	£3,500
		<b>£34,636</b>

Date Received
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## 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 2018** to be included in our selection process for 2019/2020.

<b>Organisation Name:</b>
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<b>Contact Person:</b>	<b>Position:</b>
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<b>Address for Correspondence:</b>
Postcode:

<b>E-mail Address:</b>
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<b>Daytime Phone Number:</b>
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**Please describe the objectives of the Organisation as contained in the Constitution:**

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**Geographical Area Covered:**

<i>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.</i>
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**Please describe the purpose for which you seek a grant:**

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Amount Requested:

£

How many people benefited from your service in 2017/2018?

Adults	Young People 16 and under
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What percentage of these are within Sandhurst Town Council's area?

Adults	Young People 16 and under
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**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:**

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**Total cost of Capital purchase:**

£

**Total funds raised to date:**

£

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

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**BUDGET**

Please submit a copy of your detailed budget for 2017/2018 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**

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Name of Applicant:

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Position :

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Signature of Applicant

	DATE
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If Grant is successful, in what name would you like the cheque made payable?	
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**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](mailto:stc@sandhurst.gov.uk) by 31<sup>st</sup> December 2018.



## 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 (1<sup>st</sup> April - 31<sup>st</sup> March) and, therefore the project must be completed and grant claimed prior to 10<sup>th</sup> 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](mailto: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 31<sup>st</sup> March 2018**

**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	07896 988354
Parm Panesar	C	143 Yorktown Road, Sandhurst, GU47 9BN	01252 875796

**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	07545 581738
Koush Miah	C	54 Peach Street, Wokingham, RG40 1XQ	07984 132034
Dillon Perera	C	8 Scotland Hill, Sandhurst, GU47 8JR	01252 878735

**Central Sandhurst Ward**

Dean Armstrong	C	Merrilees, High Street, Little Sandhurst, GU47 8LJ	01344 283100
Andy Blatchford	C	233 Yorktown Road, College Town, GU47 0RT	01344 777211
Michael Brossard	C	6 Ackrells Mead, Little Sandhurst, GU47 8JJ	01252 873826
Sheila Davenport	C	10 Nightingale Gardens, Sandhurst, GU47 9DQ	01252 874361
Ms Gaby Kennedy	C	29 Raeburn Way, Sandhurst, GU47 0FH	01276 33166
Andrew Shellhorn	C	1 Addiscombe Road, Crowthorne, RG45 7JY	07885 415843

**Owlsmoor Ward**

Peter Hodge	C	Conifer Cottage, 33 Owlsmoor Road, Sandhurst, GU47 0SD	01344 773036
Jason Pope	C	5 Cotswold Road, Sandhurst, GU47 8NA	07958 728004
John Porter	C	6 Kilmuir Close, College Town, GU47 0XQ	01344 777642
Mike Sanderson	C	30 Southwell Park Road, Camberley,	07881 442970
Philip Wallington	C	19 Acacia Avenue, Owlsmoor, GU47 0RU	01344 778824
Mrs Sue Warren	C	36 Church Road, Sandhurst, GU47 0TP	01344 773885

C = Conservative

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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