

Sandhurst Town Council Annual Report



April 2020



Sandhurst Town Council Annual Report 2019/2020

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Welcome

This annual report covers the period May 2019 – April 2020 (financial year ending 31st March 2020).

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 2020/2021 Council year is attached in appendix C.

Important note: The schedule of meetings is subject to change in May 2020 when the next Full Council meeting will take place. It is not anticipated to change but the website www.sandhurst.gov.uk should be checked at the end of May to confirm the valid meeting schedule for 2020/21.

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

Contacting the Council

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

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

MAYOR'S REPORT 2019/2020

As Mayor of Sandhurst I am privileged to be invited to many engagements and events, some of which leave you with a lasting impression. I had the opportunity to meet some amazing people who dedicate a lot of their time and effort to supporting charitable organisations and who do outstanding work with the sole aim of helping others in numerous ways.

From the very young to the elderly in the community, there is always a group or an organisation with their volunteer team of helpers that provide the required support. I have great admiration for these wonderful people.

Since becoming Mayor in May 2019, I have attended many engagements and visited many organisations in Sandhurst, Bracknell Forest Borough, Berkshire and Surrey. Many of these engagements were AGMs of organisations such as Scouts, Berkshire Vision, HomeStart, Keep Mobile, Involve amongst others, who work extremely hard to provide service to their members and the local community.

I also had the privilege of meeting the High Sheriff of the Royal County of Berkshire on several occasions and particularly enjoyed being invited to her annual reception. An equal privilege was to meet Her Majesty's Lord Lieutenant of the Royal County of Berkshire on more than one occasion. Most enjoyable was the Presentation of Awards Ceremony at Bradfield College. Medals and Certificates for Meritorious Service are awarded to recognise individuals who demonstrate the volunteer ethos and to build and nurture the enduring relationships that are so important to the County and local community. The Lord-Lieutenant's Certificates rank second to the Queen's Honours Lists. It was at this event when I had the pleasure of meeting James Sunderland for the first time. James was subsequently elected Member of Parliament in December representing Bracknell Constituency.

For me, one of the highlights of the year was the invitation to attend the Sovereign's Parade at the Royal Military Academy, when the cadets pass their training and become officers. However, the main event for me was Remembrance Day when I had the honour of laying the first wreath at the Sandhurst Memorial Monument to remember and honour those who sacrificed themselves to secure and protect our freedom. It was also very touching to see our young people taking part in the commemoration so that the memory can live on for generations to come.

In December I was invited to a children's Christmas party organised by Home Start. There were crafts activities, party games, dancing and of course the fun would not be complete without the appearance of Father Christmas. It was a pleasure to see the delight in the children's faces as they enjoyed all the activities. A morning well spent full of fun.

South Hill Park Arts Centre invited me to attend their 2019 Pantomime, 'Aladdin'. Not only was this a fun and most enjoyable event but the performance was outstanding.

Another Pantomime I attended was Snow White on Ice at the John Nike Centre. It was also a most enjoyable evening with an excellent performance by the young actors.

The Sandhurst Day Centre, who do an excellent job looking after the older residents, invited me to attend their Members' Christmas Lunch which was a success and enjoyed by all.

My Civic Service was another memorable engagement. It was celebrated at St George's Church, Owlsmoor with Reverend Catherine Vaughan conducting the service. The service had the theme of "compassion", which I chose for its correlation with my charity, Sandhurst Youth, and this year's Civic Awards recipients. Compassion is defined as; "*a strong feeling of sympathy and sadness for the suffering or misfortune of others combined with a wish to help them*" and the members of my charity, as well as those residents who were nominated to receive the Civic Awards, have shown these qualities in abundance. I was proud to honour this year's award winners whose contributions to the community go above and beyond expectations.

Finally, I would like to thank my partner who was very supportive, my Councillor Colleagues, the Council's Office Staff, Ground Staff and Caretakers for their support throughout the year and for making my term of office a most enjoyable one.

Cllr Gaby Kennedy

Mayor of Sandhurst

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 2020

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

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

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

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

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

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

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

Cllr Andy Blatchford, Chairman

ENVIRONMENT COMMITTEE REPORT 2020

The Environment Committee has several responsibilities, one of which being to ensure that the town is kept free of litter which we do in partnership with Bracknell Forest and our Clean Team. No doubt you have seen, at some point in time, the tricycle around town with bags of litter. We are always looking for sponsors for our Clean Team so if you are interested to become a sponsor, please get in touch with the Town Council's office. In addition we also organise litter pick events from time to time, for specific areas which are brought to our attention. If you have an area of concern, please let us know.

Litter is the nightmare of our environment and no matter what we do or how many bins we place around town, there are still certain individuals who ignore the common sense approach and just drop or throw litter out of their car windows as they pass by. I am also sad to say that we continue to have a problem with some dog owners not picking up their dog poo in the park and other areas around town. Some dog owners also think it is acceptable to leave dog poo bags on the ground or hung in shrubs expecting someone else to pick them up. Please, please take your bags home and be considerate to fellow residents.

We also continue to monitor our footpaths to ensure they are kept free from overgrowth of shrubs as well as free of litter.

During May we held some events in conjunction with the Chelsea Fringe Week. There was a poetry reading at the Library where some of the poems about Nature were written by pupils of Sandhurst School. Blackwater Valley Countryside Trust organised a walk in the Memorial Park to identify wild flowers and insects, which was a great success. The Nepalese Culture Show was also popular and some members of the Nepalese Community performed typical dances and martial arts manoeuvres. To bring the week to a close, the Baptist Church held a "Flower Festival" which was enjoyed by the residents who visited the show.

In early October, and to continue with our traditional bulb planting, the first batch of bulbs were planted in Yorktown Road on the grass verge near the entrance to the Royal Military Academy and the second batch were planted on the grass verge by the entrance to Raeburn Way. As usual our Ground Staff provided the muscle power by digging the holes.

The Remembrance Day was held at the Sandhurst Memorial on Sunday the 10th of November to remember and honour those who sacrificed themselves to secure and protect our freedom. It was very touching to see our young people taking part in the commemoration so that the memory can live on for generations to come.

We were very fortunate that the weather remained dry and sunny despite the heavy rain the previous days. Refreshments were provided in the Community Hall after the service and it was rewarding to see people engaging into conversation with each other.

Judging by the many comments made by those present, it was evident that this commemoration was a touching Remembrance Sunday.

The amount raised for the British Legion Poppy Appeal was £2,186.81. Thank you to those residents who contributed towards the appeal for their generosity.

The Christmas Lights switch on event was well attended and it is always a pleasure to see the delight on children's faces when Father Christmas comes out and distributes sweets to them. This year, in addition to questions and answers about the Nativity, there was a wooden donkey which turned out to be very popular amongst the children who took a ride on it. At the end of the service, warm mince pies, mulled wine or soft drinks were offered to all those attending.

Finally, I would like to take this opportunity to thank our Executive Officer, Angela Carey and her team, as well as the ground staff and caretakers who work tirelessly to ensure the facilities in Sandhurst are kept to a very high standard.

Cllr Gaby Kennedy

Chair of Environment

LEISURE COMMITTEE REPORT

The Leisure Committee has responsibility for the Memorial Park, from sporting activities to the many varied events that take place during the year. It is also responsible for Owlsmoor Park.

The Summer of Fun event was a very popular event as ever. This year we actually enjoyed some sunshine but the rain did arrive late on.

The fireworks display was again extremely well supported even though we did have some drizzle during the 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 the event will be taking place on 31st October.

We have invested monies in the Memorial Park to improve the facilities available and to make the visit for residents an even more enjoyable one. On that note hopefully everyone would have seen the new fencing around the play area and the enhancement of the ever popular skate park.

Last year we had the privilege to host the Armed Forces Flag Raising event on behalf of Bracknell Forest. This was an honour and our residents came out in force along with many school children to join the event.

In December the Park Run commenced in Sandhurst and has fantastic numbers attending and some great times recorded considering the wet conditions the runners are enduring at present.

The Sandhurst Silver Band provided entertainment on 3 Sundays during the summer and they are hoping to provide the same again this year. The performances are provided free of charge but donations are gratefully received.

On a sad note it is a great shame that some individuals believe it is ok to cause vandalism and anti social behaviour on the park. With this in mind we have enhanced and added additional CCTV on the Memorial Park. Sandhurst Town Council will prosecute those responsible. We ask our residents to report any acts of vandalism to the Office staff as we all wish to keep our Parks safe for all our residents to use.

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 and Owlsmoor 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 2020-2021 budget, the total income from the Council Tax is just under £593,000. 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 2% increase in contributions over the previous year. To put this into perspective, this is only the second time that we have increased the Council Tax levy in the last 10 years.

Our expected revenue expenditure for 2020-2021 is around £780,000, 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.

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:

10 April 2019
10 July 2019
09 October 2019
15 January 2020

Our next meeting will be on Wednesday 22 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
- 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 cycle lanes including continuation of cycle lane from Broadmoor hospital roundabout on A3095
2. Installation of traffic lights and pedestrian crossing on A3095 at Owlsmoor road junction
3. Purchase of speed measuring equipment to allow councillor engagement without the need for Thames Valley Police attendance (see below for update)

Outstanding:

1. Inconsiderate parking at road junctions obstructing sight lines (Yorktown road/ Albion road, Scotland Hill/ Templar Close etc.)
Obstructive parking on SILVA land at Goughs Meadow car park designated for residents parking only. See attached photograph.
2. Gravel migration onto roads where front gardens adapted for vehicle parking
3. Removal of bollards at Greenways to allow TVP access with patrol car
4. Anti-social behaviour where tape recording of shouting and swearing by resident passed to TVP for follow up action

5. Enhancement of Prince Drive play area involving engagement with Community Payback offenders
6. Operation of newly acquired Speedwatch equipment following training by TVP. Based on an article in the Sandhurst Residents Association magazine, 10 roads and streets have been identified by residents as needing our engagement.
7. Thefts from outside charity shops when closed. CCTV installed at Sandhurst Day Centre shop along with awareness signs.
8. Untaxed and/ or no MOT vehicles on Yorktown road identified by a resident. Registration numbers/ model/ colour passed to TVP for follow up action.

Other matters:

Our PCSO Gary Campion has been appointed Neighbourhood Supervisor.

Georgina Hall has joined the TVP Neighbourhood Team.

Finally, we are always pleased to introduce new members who have a perspective on how we can build on the achievements to date. If you would like to join our quarterly Neighbourhood Action Group meetings, please let me know at the end of our council meeting or on

michael.brossard@bracknell-forest.gov.uk

Councillor Michael Brossard

Neighbourhood Action Group Chairman

Audit and Sandhurst Town Council Finances

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

Financial Reports

UNAUDITED SUMMARY OF ACCOUNTS for year ending 31st March 2020

| | |
|-------------------------------------|-----------------|
| General balance 31/3/2019 | £390,535 |
| Year to 31 st March 2020 | |
| Income | £751,412 |
| Expenditure & Appropriations | |
| Actual per accounts | £(633,203) |
| Appropriations | |
| To reserves | £ (86,043) |
| From reserves | £ 54,299 |
| General balance 31/3/2020 | <u>£477,000</u> |

SUMMARY OF PREVIOUS YEARS

| | <u>2017/2018</u> | <u>2018/2019</u> |
|-------------|------------------|------------------|
| Income | £754,272 | £794,487 |
| Expenditure | £670,556 | £708,684 |

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

External auditors have been appointed as 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 2020 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.

NB. This date is subject to change in relation to the current government restrictions during the Covid-19 pandemic.

Consultation and Communication Strategies

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

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

Partnership Strategies

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

| | |
|---|--|
| Bracknell Forest Council | - Green Flag Award |
| Bracknell Forest Council | - Green Bag Recycling Scheme |
| Bracknell Forest Council | - Small electrical re-cycling initiative |
| Thames Valley Police | - CCTV |
| Thames Valley Police | - 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 |
| U-Store | - 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 |

Sandhurst Town Council as a Service Provider

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

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

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

- Bracknell Forest Council
- Thames Water Plc
- Blackwater Valley Countryside Partnership
- Network Rail
- Environment Agency
- Forestry Commission
- English Nature
- Sandhurst Sports Club
- Sandhurst Sports Football Club
- Sandhurst Town Boys and Girls Football Club
- Sandhurst Town Football Club
- Sandhurst Cricket Club
- Sandhurst Tennis Club
- Sandhurst Tug of War Club
- Sandhurst Joggers
- National Blood Service
- Sandhurst Short Mat Bowling Club
- Sandhurst Guide Association
- 3rd Sandhurst Scouts
- The Gardening Club of Sandhurst & District
- Sandhurst & District Allotment Association
- 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 Association
- Snaprails Residents Association
- Longdown Lodge Residents Association
- Thames Valley Police
- Citizens Advice Bureau
- U3A

Annual Civic Awards 2019/2020



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

Maisie Walker

Maisie has volunteered as a Young Leader at 3rd Sandhurst Scouts from the age of 14. Having volunteered as part of her Bronze Duke of Edinburgh Award Maisie completed the three months service she needed to qualify and continues to volunteer in the Scout Movement three years later.

She gives up her free time to coach and support the young people of Sandhurst aged between 8-10 on a regular basis. Maisie volunteers 2 hours per week and attends weekend activities such as camping and events.

Her enthusiasm and dedication to supporting the development of the younger generation is something Sandhurst can be proud of.

Om Thapa

Om spends a lot of his time and energy supporting the Nepalese Community especially the older generation who live in and around Sandhurst. He helps by translating for them at doctors and hospital appointments as well as assisting with bills and letters.

Om supports the Sandhurst Community clean up days and encourages members of the Nepalese Community to volunteer with him. He also volunteers with Sandhurst Baptist Church on their English for Speakers of Other Languages sessions.

Om has made a difference to many others lives and is a worthy recipient of a Community Award.

Naina Sunwar

Naina works alongside Om spending lots of his time supporting the Nepalese Community. He also helps by translating for them at doctors and hospital appointments as well as assisting with bills and letters.

Naina has helped at the Sandhurst Baptist Church with decorating and gardening and has also taken part in Litter Picks in the wider community.

Naina is a real asset to the community of Sandhurst.

Margaret Schapp

Margaret has been described as inspirational. Little Margaret as she is affectionately known is 104 years young and still sits on the floor with the toddlers and babies at their club in the Methodist Church where she volunteers.

Margaret paints beautiful cards and sells them. The proceeds are all donated to the Methodist Church. She recently raised £200 by selling her Christmas cards.

Margaret is an active member of the Historical Society and the WI. One of Margaret's nominators has said "The world is a better place knowing "Little Margaret" as she is a true inspiration to all people of what can be achieved."

Liz King

Liz has been nominated for this award for her commitment to her roles as Chairman of the Sandhurst Women's Institute for many years and Chairman of the Historical Society.

Liz supports events at Sandhurst Town Council by organising her helpers to serve refreshments. In particular for the Annual Remembrance Service where she is a friendly face for the Military Personnel and the local community.

Liz has given her time and energy supporting the residents of Sandhurst for many years. Her witty personality and ability to put others at ease and encourage them are great attributes and are to be commended, she is well deserving of this award.

Ann-Marie Kennedy

Ann-Marie has been instrumental in setting up a local Drugfam group to help support families of people with drug and alcohol addictions. She commits her time volunteering every Sunday and supporting local residents during a very difficult time in their lives.

Ann-Marie is also a PCSO for the Sandhurst and Crowthorne neighbourhood police, where she is a very dedicated and proactive member of the team. She has supported many local community events such as Fireworks and Summer of Fun and has an ability to converse with residents at all levels.

Ann-Marie deserves to be recognised for her passion for helping people and her consistent dedication to the local community.

Simon Pilkington

Simon observed that there was a lack of provision of transport for McKernan Court residents to enable them to go shopping. He took steps to offer that service himself.

For several years Simon has provided a voluntary friendly and personal service to help enhance the resident's lives by giving them the freedom and independence that would otherwise be restricted by their personal mobility or lack of public transport.

Simons contributions to the local community make him a worthy recipient 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 2020/2021 is shown as Annexe A.

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

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

To illustrate: as the next deadline for applications is 31st December 2020 the Town Council will consider at this time all applications for Grants to be paid within 2021/22 financial year, i.e. cheques will be presented in April 2021.

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

APPENDIX A

| SANDHURST TOWN COUNCIL - GRANT CONTRIBUTIONS | | |
|---|--|----------------|
| FINANCIAL YEAR 2020/2021 | | |
| ORGANISATION | PURPOSE REQUIRED | AMOUNT |
| 1st Owlsmoor Scout Group | Contribution towards investment of Tomahawk throwing equipment | £500 |
| Berkshire Multiple Sclerosis Therapy Centre | Towards the cost of therapy and treatments | £350 |
| Corps of Drums | Trip to Belgium - Ypres | £1,500 |
| Homestart BF | Training and supervision of a Sandhurst volunteer | £300 |
| Keep Mobile | Support transport provision for day excursions | £300 |
| Sandhurst Counselling Service | Support for service running costs | £500 |
| Sandhurst Silver Band | Contribution to costs for instruments, uniform & trip to Belgium | £1,000 |
| Youthline Limited | Provision of counselling service for young people | £1,500 |
| Ambarrow Court (BFC) | Support for woodland management | £500 |
| Blackwater Valley | Support for Blackwater Valley management | £5,200 |
| Citizens Advice Bureau | Contribution to availability of advice service in Sandhurst | £2,787 |
| Footpath Ranger (Bracknell Forest Council) | Contribution to Rights of Way Ranger post | £2,188 |
| Sandhurst Churchyard (PCC St Michaels) | Contribution to maintenance of Churchyard & Staff costs | £3,500 |
| Sandhurst Day Centre | Contribution to day centre services | £17,838 |
| Sandhurst Museum Trust | Support with presentation and archiving materials | £100 |
| | | |
| | Total of grant contributions | £38,063 |

APPENDIX B



Sandhurst Town Council

APPLICATION FORM FOR ANNUAL GRANTS TO VOLUNTARY ORGANISATIONS
Please complete the application form fully and return to Sandhurst Town Council by **31st December 2020** to be included in our selection process for 2021/2022.

Organisation Name:

| | |
|------------------------|------------------|
| Contact Person: | Position: |
|------------------------|------------------|

| |
|------------------------------------|
| Address for Correspondence: |
|------------------------------------|

| | |
|------------------------|------------------------------|
| Postcode: | |
| E-mail Address: | Daytime Phone Number: |

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

| |
|-----------------------------------|
| Geographical Area Covered: |
|-----------------------------------|

| |
|--|
| <p><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></p> |
|--|

Please describe the purpose for which you seek a grant:

| |
|--|
| |
|--|

Amount Requested:

| |
|---|
| £ |
|---|

How many people benefited from your service in 2019/2020?

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

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

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

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

REVENUE FUNDING YES / NO

CAPITAL FUNDING YES / NO

If CAPITAL FUNDING what are you purchasing:

| |
|--|
| |
|--|

Total cost of Capital purchase:

| |
|---|
| £ |
|---|

Total funds raised to date:

| |
|---|
| £ |
|---|

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

| |
|--|
| |
|--|

YOUR ORGANISATION

Is it: A registered Charity? Charity Number

Unregistered voluntary organisation

Other (please state)

Does it have:

A bank account Number of signatories required

Management committee Number on committee at 30th June 2020

A constitution/set of rules

ACCOUNTS

Please complete the following from your organisation's latest annual accounts for the year ending 2020/21 (a full copy of your accounts certified by the relevant person must be submitted).

Total Income

Total Expenditure

Surplus/deficit

Total Reserves and net Assets

(including sums in capital accounts, please indicate whether the reserves are designated or free)

BUDGET

Please submit a copy of your detailed budget for 2020/2021 indicating projected income and expenditure on all major items (e.g. staffing, rent, office costs, telephone, equipment, publicity etc.)

| ITEM | AMOUNT |
|------|--------|
| | |
| | |
| | |
| | |

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

| |
|--|
| |
|--|

Name of Applicant:

| |
|--|
| |
|--|

Position:

| |
|--|
| |
|--|

Signature of Applicant:

| |
|-------|
| DATE: |
|-------|

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

| |
|--|
| |
|--|

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

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

Angela Carey, Executive Officer, Sandhurst Town Council, Memorial Park, Yorktown Road, Sandhurst, Berkshire, GU47 9BJ or via e-mail to eo@sandhurst.gov.uk by 31st December 2020.



GENERAL TERMS AND CONDITIONS OF GRANT APPROVAL

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

The Sandhurst Town Council "Sandhurst Pride" logo must be used for any publicity. It is available electronically from Sandhurst Town Council on stc@sandhurst.gov.uk or 01252 879060.

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

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



APPENDIX C

SANDHURST TOWN COUNCIL APPROVED SCHEDULE OF PRINCIPAL MEETINGS

2020/2021

| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|---|---|---|----|---|---|---|---|----|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|----|---|--|--|--|--|--|
| May | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | TC* | BH | | | | | | E | | | | | | | L | | | | BH | P | | SP | | | | | | | | | | | | | | | |
| June | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | | | | | | | | | | | | | | | | TC | | | | P | | | | | | | | | | | | | | | | | |
| July | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | E | | | | | | | | L | | | | | | | SP | | | | P | | | | | | | | | | | | | | | | | |
| August | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | |
| Meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | P | | | | | | | | | | | BH | | | | | | |
| September | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| Meetings | | | | | | | | | | | TC | | | | | | | E | | | | | | | | L | | | | | | | | | | | | | | | | P | | | | | |
| October | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | P | | | | | | | | | | | | | | | | | |
| November | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | TC | | | | | | | E | | | | | | | L | | | | | | | | | | | | | | | | | P | | | | | |
| December | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | |
| Meetings | | | | | BH | | | | | | TC | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| February | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | |
| Meetings | | | | | | | | | | TC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | |
| Meetings | | | | | | | | | | TC | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | |
| Meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|----------|---|--------------|----|-------------|---|---------|---|-------------------|----|--------------|----|---------------------|----|
| Planning | P | Town Council | TC | Environment | E | Leisure | L | Strategy & Policy | SP | Bank Holiday | BH | Annual Town Meeting | AT |
|----------|---|--------------|----|-------------|---|---------|---|-------------------|----|--------------|----|---------------------|----|

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Community Hall

* Annual Town Council Meeting (May)

Venue: Council Offices
Sandhurst Memorial Park
Yorktown Road, Sandhurst

For more information contact: stc@sandhurst.gov.uk
01252 879060

All meetings open to the public and press

SANDHURST TOWN COUNCIL

APPENDIX D

Updated List of Members – as at 31st March 2020

College Town Ward

| | | | |
|----------------------|---|--|--------------|
| Nick Allen | C | 330 Yorktown Road, Sandhurst, GU47 0PZ | 01276 33601 |
| Bobs Brooks | C | 205 College Road, Sandhurst, GU47 0RG | 01276 500842 |
| Mrs Hazel Hill | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 01252 879060 |
| Mrs Pauline McKenzie | C | 15 Hogarth Close, College Town, GU47 0FG | 01276 600723 |
| Roy McKenzie | C | 15 Hogarth Close, College Town, GU47 0FG | 01276 600723 |
| Mrs Margret Mossom | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 01276 609510 |

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 |
| Dillon Perera | C | 8 Scotland Hill, Sandhurst, GU47 8JR | 01252 878735 |
| Steve Thomas | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 01252 879060 |
| Mark Vandersluis | L | 8 Lych Gate Close, Sandhurst, GU47 8JH | 07986 025520 |

Central Sandhurst Ward

| | | | |
|----------------------|---|--|--------------|
| Andy Blatchford | C | 233 Yorktown Road, College Town, GU47 0RT | 01344 777211 |
| Michael Brossard | C | 6 Ackrells Mead, Little Sandhurst, GU47 8JJ | 01252 873826 |
| Mrs Sheila Davenport | C | 10 Nightingale Gardens, Sandhurst, GU47 9DQ | 01252 874361 |
| Ms Gaby Kennedy | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 01276 33166 |
| Parm Panesar | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 07958 275725 |
| Mrs Nicola York | I | 153 Branksome Hill Road, Sandhurst GU47 0RT | 01252 879060 |

Owlsmoor Ward

| | | | |
|-------------------|---|--|--------------|
| Peter Hodge | C | Conifer Cottage, 33 Owlsmoor Road, Sandhurst, GU47 0SD | 01344 773036 |
| Ram Limbu | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 07877 717162 |
| Ray Mossom | C | 15 Burne-Jones Drive, Sandhurst, GU47 0FS | 01276 609510 |
| John Porter | C | 6 Kilmuir Close, College Town, GU47 0XQ | 01344 777642 |
| Mike Sanderson | C | The Manor, 30 Southwell Park Road, Camberley, GU15 3QQ | 07881 442970 |
| Philip Wallington | C | Council Offices, Yorktown Road, Sandhurst GU47 9BJ | 01344 778824 |

C = Conservative I = Independent L = Liberal Democrat

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

Mrs Jo Luckett

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) |
| | R Mossom (see above) |