

6th May 2021

Minutes of the proceedings of the **Sandhurst Town Council** held this day via zoom commencing at **7.30pm** and finishing at **8.28pm**.

PRESENT

Chairman: Cllr Mrs S Davenport

Councillors: N. Allen, Mrs J. Bettison, P. Bettison, D. Birch, A. Blatchford, B. Brooks, M. Brossard, Mrs H. Hill, Ms G. Kennedy, Mrs P. McKenzie, R. McKenzie, Mrs M. Mossom, R. Mossom, P. Panesar (joined the meeting at 7.42pm) J. Porter, M. Sanderson (Deputy Mayor), S. Thomas, M. Vandersluis, Mrs N. York.

IN ATTENDANCE

Executive Officer (Angela Carey)

Deputy Executive Officer (Jo Luckett)

ELECTION OF MAYOR (Agenda item 1)

The Mayor opened the item by announcing that nominations would be accepted for the Chairman of Sandhurst Town Council. It was proposed by Cllr Mrs P McKenzie and seconded by Cllr P Bettison that Cllr Mrs S Davenport be nominated. There being no other nominations the following was

**RESOLVED
2335**

that Councillor Mrs S Davenport be duly elected as Chairman of Sandhurst Town Council, to serve as Mayor of Sandhurst.
(Unanimous)

ACCEPTANCE OF OFFICE BY MAYOR (Agenda item 2)

In the presence of the elected members of Sandhurst Town Council and the Executive Officer as Proper Officer of the Council, Cllr Mrs S Davenport signed the declaration of acceptance of office.

ELECTION OF DEPUTY MAYOR (Agenda item 3)

The Mayor took the role of Chairman and it was announced that nominations would be accepted for the Vice-Chairman of Sandhurst Town Council. It was proposed by Cllr Mrs S Davenport and seconded by Cllr Mrs J Bettison that Cllr M Sanderson be nominated. There being no other nominations the following was

**RESOLVED
2336**

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

QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

APOLOGIES FOR ABSENCE (Agenda item 5)

Apologies for absence were received and accepted from,
Councillors: P Wallington



MEMBERS' INTERESTS (Agenda item 6)

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

MINUTES OF THE TOWN COUNCIL (Agenda item 7)

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

**RESOLVED
2337**

that the Minutes of the Town Council meeting held on 4th March 2021 (pages 1108-1111) be received as a true and correct record, and that they be confirmed and signed by the Chairman. (Unanimous)

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

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

**RESOLVED
2338**

that the Minutes of the Strategy & Policy Committee meeting held on 25th March 2021 (pages 1118-1120) be received. (Unanimous)

MINUTES OF THE LEISURE COMMITTEE (Agenda Item 9)

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

**RESOLVED
2339**

that the Minutes of the Leisure Committee meeting held on 23rd March 2021 (pages 1114-1117) be received. (Unanimous)

MINUTES OF THE ENVIRONMENT COMMITTEE (Agenda Item 10)

It was proposed by Cllr Ms G Kennedy and seconded by Cllr Mrs S Davenport and the following was

**RESOLVED
2340**

that the Minutes of the Environment Committee meeting held on 11th March 2021 (pages 1112-1113) be received. (Unanimous)

MINUTES OF THE PLANNING COMMITTEE (Agenda Item 11)

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

**RESOLVED
2341**

that the Minutes of the Planning Committee meetings held on 22nd February 2021 (pages 1105-1107), and 29th March 2021 (pages 1121-1124) be received. (Unanimous)

TERMS OF REFERENCE (Agenda item 12)

The Terms of Reference were received. It was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison, and the following was

**RESOLVED
2342**

that the Terms of Reference for the Strategy & Policy Committee be amended. Under the notes section it currently reads "Where a Ward is represented by one or more councillors, etc". This will be amended to



two councillors or more. Following that change the Terms of Reference are approved. (Unanimous)

**PLANNING COMMITTEE MEMBERSHIP AND CHAIRMAN
(Agenda item 13)**

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

**RESOLVED
2343**

that Councillors:

A Blatchford, B Brooks, Mrs S Davenport, Mrs H Hill, Mrs M Mossom, P Hodge, S Thomas and the successful candidate for Little Sandhurst following the election be members of the Planning Committee with nominated substitutes of Councillors:
Mrs J Bettison, P Panesar and P Wallington.
(Unanimous)

The Mayor announced that nominations would be accepted for the Chairman of Planning Committee. It was proposed by Cllr Mrs S Davenport and seconded by Cllr Mrs H Hill that Cllr A Blatchford be nominated. There being no other nominations the following was

**RESOLVED
2344**

that Councillor A Blatchford be duly elected as Chairman of the Planning Committee. (Unanimous)

Cllr Mrs S Davenport announced that nominations would be accepted for the Vice-Chairman of the Planning Committee. It was proposed by Cllr Mrs H Hill and seconded by Cllr A Blatchford that Cllr B Brooks be nominated. There being no other nominations the following was

**RESOLVED
2345**

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

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

The Councillors prepared to serve the Environment Committee were read and confirmed their intention to the council by standing. It was proposed by Cllr Mrs S Davenport and seconded by Cllr Ms G Kennedy and the following was

**RESOLVED
2346**

that Councillors:

N Allen, Mrs J Bettison, B Brooks, M Brossard, Mrs S Davenport, P Hodge, Ms G Kennedy, Mrs P McKenzie, Mrs M Mossom, R Mossom, P Panesar, S Thomas, M Sanderson, M Vandersluis, P Wallington and Mrs N York be members of the Environment Committee. (Unanimous)

The Mayor announced that nominations would be accepted for the Chairman of the Environment Committee. It was proposed by



Cllr Mrs P McKenzie and seconded by Cllr Mrs S Davenport that Cllr Ms G Kennedy be nominated. There being no other nominations the following was

**RESOLVED
2347**

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

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

**RESOLVED
2348**

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

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

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

**RESOLVED
2349**

that Councillors:
Mrs J Bettison, P Bettison, Mrs S Davenport, Ms G Kennedy, R Limbu, R McKenzie, Mrs M Mossom, R Mossom, P Panesar, J Porter M Sanderson and Mrs N York be members of the Leisure Committee. (Unanimous)

The Mayor announced that nominations would be accepted for the Chairman of Leisure Committee. It was proposed by Cllr Mrs J Bettison and seconded by Cllr R Mossom that Cllr J Porter be nominated. There being no other nominations the following was

**RESOLVED
2350**

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

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

**RESOLVED
2351**

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

**STRATEGY AND POLICY COMMITTEE MEMBERSHIP AND CHAIRMAN
(Agenda item 16)**

The establishment of Strategy and Policy Committee was completed in accordance with standing orders and the terms of reference, comprising: Mayor, Deputy Mayor, the Chairmen of the committees of Planning, Environment and Leisure, and a pre-determined representative of each



Ward. It was proposed by Cllr Mrs S Davenport and seconded by Cllr N Allen and the following was

**RESOLVED
2352**

that Councillors:

N Allen, Mrs J Bettison, D Birch, A Blatchford, Mrs S Davenport, Mrs H Hill, Ms G Kennedy, R Mossom, J Porter and M Sanderson be members of Strategy and Policy Committee. (Unanimous)

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

**RESOLVED
2353**

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

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

**RESOLVED
2354**

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

NEW COMMITTEES (Agenda item 17)

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

STANDING ORDERS AND FINANCIAL REGULATIONS (Agenda item 18)

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

**RESOLVED
2355**

that the following amendment is made to Standing Orders- Under section 10. Motions at a meeting that do not require written notice. Para a) add new item xviii to read:

to move an urgent item by reason of special circumstances, when the motion does not meet the seven clear days rule, which shall be given to the Executive Officer and the Chairman of the meeting either verbally or in writing by the mover of the urgent item and the Executive Officer and the Chairman are of the opinion that the item should be considered at the meeting as a matter of urgency.

Following the amendment the Standing Orders and Financial Regulations are adopted. (Unanimous)



SUBSCRIPTIONS (Agenda item 19)

The current memberships and affiliations were received. It was proposed by Cllr Mrs S Davenport and seconded by Cllr N Allen and the following was

**RESOLVED
2356**

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

REPRESENTATIVES AND SUBSTITUTES TO OUTSIDE BODIES (Agenda item 20)

It was announced that the work of assigning representatives to outside bodies has traditionally been completed by the Environment Committee in the next meeting. It was proposed by Cllr Mrs S Davenport and seconded by Cllr Mrs H Hill and the following was

**RESOLVED
2357**

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

INVENTORY (Agenda item 21)

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

**RESOLVED
2358**

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

INSURANCE (Agenda item 22)

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

**RESOLVED
2359**

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

COMPLAINTS PROCEDURE (Agenda item 23)

The current complaints procedure was received and reviewed. It was proposed by Cllr Mrs S Davenport and seconded by Cllr Mrs H Hill and the following was

**RESOLVED
2360**

that the complaints procedure be adopted. (Unanimous)

PRESS AND MEDIA ARRANGEMENTS (Agenda item 24)

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

**RESOLVED
2361**

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



SCHEDULE OF MEETINGS (Agenda item 25)

The schedule of meetings for the 2021/2022 municipal year were reviewed. It was proposed by Cllr Mrs S Davenport and seconded by Cllr N Allen, and the following was

**RESOLVED
2362**

that the schedule of dates of the ordinary meetings of the Town Council and Standing Committees be accepted for the following year. However, it has been noted that due to the pandemic and the expiry of the temporary legislation that allowed the Council to hold meetings virtually, all Committee meetings during May 2021 have been cancelled. (Unanimous)

COUNCILLORS ALLOWANCE (Agenda item 26)

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

**RESOLVED
2363**

that the Strategy & Policy Committee's recommendation that a continued allowance of zero for all Councillors be approved for one year.

COUNCILLORS REPORTS (Agenda item 27)

Cllr R Mossom reported that Owlsmoor Community Centre has reopened and that a Committee meeting will be held soon.

Cllr D Birch informed the Council that there has been progress with the Little Sandhurst Community Hall and that the legal transfer of the building to STC was now underway. The estimated completion of this is 6-8 weeks.

Cllr D Birch informed the Council that he would like to ask the delegated decisions committee to consider the suspension of the six-month attendance rule for Councillors for a period of 12 months due to the removal of virtual meetings and with the Councillors safety in mind.

Cllr Mrs P McKenzie informed the Council that the Day Centre are reopening on 17th May 2021. They are operating under the Public England and Government Guidelines.

DELEGATED DECISIONS DURING CORONAVIRUS PANDEMIC (Agenda item 28)

The report detailing the delegated decisions that have been made by the relevant parties during the Coronavirus Pandemic was received for information.

EXECUTIVE OFFICER'S REPORT (Agenda item 29)

The Executive Officer's report was received for information.

BALANCE AT BANK (Agenda item 30)

The balances of the Council bank accounts as at 31st March 2021 were as follows:

Current Account	£	2,000
Business Reserve	£	877,409
Capital Reserve	£	375,970
Mayors Charity	£	454

ACCOUNTS (Agenda item 31)



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

**RESOLVED
2364**

that the payments for February 2021 (32 payments totalling £28543.49) and March 2021 (49 payments totalling £60891.49) and receipts for February and March 2021 be received. (Unanimous)

DATE OF NEXT MEETING (Procedural item)

The date of next meeting was confirmed as 24 June 2021. This meeting will be held face to face, Government restrictions allowing.

**SIGNED AND DATED BY
MAYOR**

