



# SANDHURST TOWN COUNCIL

COUNCIL OFFICES  
SANDHURST MEMORIAL PARK  
YORKTOWN ROAD  
SANDHURST, BERKSHIRE  
GU47 9BJ

Tel: 01252 879060 (24hr answer phone)  
Fax: 01252 860070

Email: [stc@sandhurst.gov.uk](mailto:stc@sandhurst.gov.uk)

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

Dear Councillors Mrs S. Davenport (Mayor), N. Allen, Mrs J. Bettison, P. Bettison, D. Birch, A. Blatchford, B. Brooks, M. Brossard, Mrs H Hill, P. Hodge, Ms G. Kennedy, R. Limbu, Mrs P. McKenzie, R. McKenzie, Mrs M. Mossom, R Mossom, P. Panesar, J. Porter, M. Sanderson (Deputy Mayor), S. Thomas, M. Vandersluis, P. Wallington, P. Widdowson.

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held at the **Sandhurst Community Hall** on **Thursday 2nd September 2021** at **7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Executive Officer)

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### 1. Book of Remembrance

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

### 2. Questions from Members of the Public

**(Information item, to which a maximum of 15 minutes is allocated)**

*An opportunity is provided for the people of Sandhurst to ask questions of, and make comments to, the Town Council.*

*To speak at the meeting please raise a hand when the Chairman asks 'Are there any questions from the public?'*

*Members of the Public will be invited to speak in turn by the Chairman and are requested to restrict their question or comment to three minutes.*

*Questions which are not answered at this meeting will be answered in writing to the person asking the question.*

*For the avoidance of doubt, whilst the meeting will occur in the presence of the public it is not a public meeting.*

*Public participation is not permitted on any agenda item outside of this initial opportunity to receive public questions / comments.*

### 3. Apologies for absence

To receive and accept apologies for absence.

(Information item)

**4. Members' interests**

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

**5. Minutes of Town Council meeting**

To receive and confirm the Minutes of the proceeding of the Town Council Meeting held on 24th June 2021, as a true and correct record (pages 1138-1141)

**6. Mayor's Report**

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

**7. Strategy and Policy Committee Meeting**

To receive and adopt the minutes and any recommendations of the Strategy and Policy Committee meeting held on 22 July 2021 (pages 1142-1144).

**8. Planning Committee Meeting**

To receive and adopt the minutes and any recommendations of the Planning Committee meetings held on: 26 April 2021 (pages 1127-1129) and 26 July 2021 (pages 1145-1148).

**9. Councillors' Reports**

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

**10. Delegated Decisions during Coronavirus Pandemic**

To receive a list of the delegated decisions from 18<sup>th</sup> June 2021 to 11<sup>th</sup> August 2021 (Annexe 2). (Information item)

**11. Internal Audit**

To consider the recommendation from the Strategy & policy Committee for the continuation of the services of our existing internal auditor (Annexe 3). (Decision item)

**12. Training policy**

To review and adopt the Training Policy (Annexe 4). (Decision item)

**13. Thames Valley Police Knife crime and Cannabis use workshop**

To inform the Council of a workshop that TVP are organising (Annexe 5). (Information item)

**14. Local Council Award**

To confirm that

- a) Sandhurst Town Council recognises its duties in relation to bio-diversity and crime and disorder. (Decision item)
- b) All documentation and information for the award is in place as confirmed by the Strategy & Policy Committee. (Decision item)

**15. Executive Officer Report**

To receive the report. (Annexe 6) (Information item)

**16. Balance at Bank**

To receive the balances at the bank as at 31 July 2021.

Current account	£2,445
Business reserve	£1,032,422
Capital reserve	£375,983
Mayors Charity	£3

(Information item)

**17. Accounts**

To receive and authorise the schedule of payments and receipts for June 2021(41 payments totalling - £42,015.18) and July 2021 (50 payments totalling £36,216.48) (Annexe 7).  
(Decision item)

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

To confirm the date of the next meeting as 4 November 2021.  
(Procedural item)

**19. Exclusion of Press and Public**

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

**20. Insurance provision**

To receive and consider quotes relating to the insurance renewal. (Confidential Annexe 8)  
(Decision item)

**ANNEXE 1 (For information only)**

Report: Mayoral Engagements	
Meeting: Town Council	Date: 2 September 2021
Agenda item: 6	Author: Cllr Mrs Davenport

<b>MAYORS OFFICIAL ENGAGEMENTS – 3rd MAY 2021 to 31<sup>st</sup> August 2021</b>		
Date	Engagements	Notes
14 <sup>th</sup> July 2021	Youthline AGM	Virtual Event – Deputy Mayor attended
6 <sup>th</sup> August 2021	Sandhurst Summer of Fun	
15 <sup>th</sup> August	Official opening of Sandhurst Tennis Club new clubhouse	

## ANNEXE 2 (For information only)

Report: Delegated Decisions 18th June 2021- 11th August 2021	
Meeting: Town Council	Date: 2nd September 2021
Agenda item: 10	Author: Angela Carey

1. 18/6/21.  
HAGS have suggested that the beams are replaced on the new play equipment installed at Owlsmoor Park rather than the current solution of filler.  
Decision: Agreed– Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
2. 21/6/21.  
BFC have requested the use of the kitchen and toilets for the surge testing team.  
Decision: Agreed for a charge of £150 per week. - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
3. 8/7/21.  
Consider the surface for the parking area at Bottom Meadow and the path adjacent to the boundary of Bottom Meadow by the turnstile entrance.  
Decision: Parking Area – tarmac or stone finish, anything permeable. Footpath to be a natural finish like other paths in the park. Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
4. 8/7/21.  
Permission to allow the dog warden to spend time in the park talking to dog walkers.  
Decision: Agreed – Cllr Ms G Kennedy, Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
5. 8/7/21.  
Permission has been sought by the Sandhurst Brass Band to perform a bandathon on the park. They will be raising funds for various charities.  
Decision: Agreed subject to obtaining a charity licence - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
6. 20/7/21.  
Permission has been sought by Parm to use the Councils kitchen facility to prepare a lunch for an event.  
Decision: Agreed subject to a fee of £30 - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.
7. 20/7/21.  
Permission has been sought by Corps of Drums to hold a practise session in the park as their usual venue is not open until August.  
Decision: Agreed - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.

8. 5/8/21.

Permission has been sought by Sandhurst Boys and Girls Football Club to display boards advertising their sponsor on the perimeter of the park on the lead up to the tournament and then removed afterwards.

Decision: Declined - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.

9. 11/8/21.

Permission has been sought by TVP to hold a knife crime and cannabis use workshop in the Community building. They have asked STC to consider providing the building free of charge.

Decision: Agreed - Cllr N Allen, Cllr Mrs J Bettison, Cllr J Porter & A Carey.

ANNEXE: 3	
Meeting: Town Council	Date: 2 <sup>nd</sup> September 2021
Agenda item: 11	Author: Angela Carey

### 1. Purpose of report

To receive the recommendation from the Strategy & Policy Committee for the continuation of services from the current internal auditor.

### 2. Background

#### Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits or working remotely by arrangement.

Matters arising and recommendations will be discussed with the Executive Officer/Responsible Finance Officer and a written report will be issued each internal audit visit.

#### INTERNAL AUDIT FEE

£1695 per annum based on a minimum of two mid-year reviews and a year-end review.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

**3. Recommendation**

To consider the recommendation from the Strategy & Policy Committee.



## ANNEXE 4



### **SANDHURST TOWN COUNCIL - TRAINING POLICY**

#### **Commitment to Training**

Sandhurst Town Council recognises the value of learning and is committed to maintaining the highest standards. In order to achieve and sustain the high standard of performance expected of the Council, it will identify and budget for training as appropriate for its Executive Officer, staff and Councillors.

The Council believes that it is equally important to train the Executive Officer, staff and Councillors which enables the Council to carry out its functions in an appropriate, effective and professional manner. This allows the Council to provide a proper level of service to the residents of Sandhurst.

The Executive Officer, staff and Councillors will be entitled to:

- Equality of opportunity in all aspects of their development;
- An induction programme into their own roles as well as to the workings of Sandhurst Town Council;
- An understanding of the direction and objectives of the Council;
- An understanding of the contribution that is expected of them; and
- Training which will include conferences, courses, briefings and seminars.
- An appraisal which will provide a framework of support and development to ensure that they are able to carry out their duties in a way which will contribute to the Council's success and also give them opportunities for their own professional development.

#### **Identification of training needs**

Staff training will be identified through the use of the Council's annual appraisal system.

Training needs for staff will include:

- Clear and measurable objectives for their performance at work;
- An annual review of their performance, role and training needs;
- A personal development plan which addresses their development needs;
- A Chair/Chairman and Executive Officer committed to staff development;
- Paid release from work commitments to undertake training;
- Training and certification in accordance with all legal and statutory, including Health and Safety, and Environmental requirements according to their role.

Training needs for Councillors will include:

- New Councillors will be given a New Councillor Pack on joining the Council;
- New Councillors will be encouraged to undertake New Councillors Training provided by HALC;
- Specific training based on need and role will be reviewed annually;
- Should the Council as a whole need training to meet a specific need, the Executive Officer will source the appropriate provision;
- Non-attendance by Councillors at training sessions will be recharged to the individual unless there are extenuating circumstances.

## **ANNEXE 4**

Should new legislation or equipment be introduced during the year, appropriate training will be sought.

Any other needs will be addressed through consultation and ascertaining which courses would be appropriate for them to attend.

Training requirements will be assessed annually as part of the budget setting process and approved sums will be made available in each budgetary period to allow required training to take place.

**ADOPTED 27/9/18**

**REVIEW SEPTEMBER 2020**

ANNEXE 5: TVP Knife Crime and Cannabis Usage Workshop	
Meeting: Town Council	Date: 2nd September 2021
Agenda item: 13	Author: Angela Carey

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

To appraise the Sandhurst Town Council of the workshop that is being held by Thames Valley Police.

### **2. Background**

PCSO Marie Kennedy is organising a workshop for people aged 14 – 25. The workshop will focus on educating people about the dangers of knife crime and cannabis usage. There will be presentations and activities throughout the day and several local sports clubs are offering 12-week programmes in their clubs to support a change in lifestyle.

Dr Mark Prince OBE will be speaking at the workshop. He sadly lost his son to knife crime in 2006. Driven by the need to prevent knife crime, Mark founded the Kiyon Prince Foundation in 2007. He used his platform and experiences in sport to create positive change.

The workshops are available for both young people and their parents to attend.

The event will be held at the Sandhurst Community Hall Complex on 12<sup>th</sup> November 2021.

Publicity will be produced by TVP and will be circulated by various stakeholders to raise awareness of the workshop.

ANNEXE 6: Executive Officer's Report	
Meeting: Town Council	Date: 2nd September 2021
Agenda item: 15	Author: Angela Carey

**1. Purpose of report**

To appraise the Sandhurst Town Council of any important operational matters in the period July 2021 to August 2021 and to update regarding work ongoing from previous decisions of the Town Council.

2. The Summer of Fun Event was a huge success with large numbers of people attending. The decision to go ahead with the event even though all other parishes and town Councils in BFC chose not to was of great benefit to the community who were given the opportunity to enjoy this free event after the long period of restrictions and lockdowns.

3. Jo Luckett the Deputy Executive Officer has passed her Cilca (Clerks in Local Council Administration) qualification. Congratulations to her for this achievement.

4. Katie Daniells has now left STC. Interviews for an administrator are taking place this week.

5. You may already be aware of the restructure of the Neighbourhood Policing Team at Bracknell, but I just wanted to update you with the changes going forward. The teams have been re-structured. Sgt Oswald has moved to a new role within the department to work on long term problem solving across Bracknell and Wokingham. The PCSOs remain unchanged with Kayleigh Matthews and Marie Kennedy still working in the area, and they have been joined by a third PCSO George Bartlett. The new Sergeant will now be Marcus Burrows. PC Gary Campion will be working for the Policing Strategy Team and PC Georgia Hall has now transferred to Slough. The PCs in the Bracknell team will work as a task force and will attend where they are needed. There will not be designated PCs for each area.



**PAYMENTS - JUNE 2021**

<u>Date Paid</u>		<u>Cheque/Ref</u>	<u>Amount Paid</u>
28/06/2021	Petty Cash Top Up	014977	£117.15
04/06/2021	Bracknell Forest Borough Council	DD	£561.00
04/06/2021	Bracknell Forest Borough Council	DD	£185.00
08/06/2021	Mainstream Digital	DD	£113.58
08/06/2021	Mainstream Digital	DD	£57.60
08/06/2021	Mainstream Digital	DD	£43.56
08/06/2021	Mainstream Digital	DD	£43.56
08/06/2021	Mainstream Digital	DD	£43.56
10/06/2021	Thamesway Limited	DD	£216.00
10/06/2021	Vodafone Ltd	DD	£64.36
10/06/2021	Right Fuel Limited	DD	£1.82
10/06/2021	British Gas	DD	£65.46
10/06/2021	B & CE Pensions	DD	£940.27
10/06/2021	NatWest Autopay	DD	£18.15
16/06/2021	HMRC PAYE	DD	£4,906.41
16/06/2021	British Gas	DD	£304.66
16/06/2021	British Gas	DD	£101.71
16/06/2021	British Gas	DD	£16.86
16/06/2021	British Gas	DD	£475.63
17/06/2021	NatWest Autopay	DD	£13,840.49
03/06/2021	NatWest	DD	£13.09
03/06/2021	NatWest Bankline	DD	£36.45
04/06/2021	Seldram Supplies (Formerly A1)	BACS	£107.65
04/06/2021	G A Butler & Sons	BACS	£756.00
04/06/2021	Elite Security	BACS	£180.00
04/06/2021	GigLoo Ltd	BACS	£376.92
04/06/2021	King & Sons (Sandhurst) Ltd	BACS	£160.92
04/06/2021	Peninsula Business Services Ltd	BACS	£197.34
04/06/2021	Perfect Fit Ltd	BACS	£412.13
04/06/2021	Smith & Howard Ltd	BACS	£6,000.00
08/06/2021	Seldram Supplies (Formerly A1)	BACS	£76.24
08/06/2021	Glasdon Manufacturing Limited	BACS	£2,161.64
08/06/2021	Lister Wilder Ltd	BACS	£135.73
10/06/2021	Trade UK	BACS	£30.71
16/06/2021	Hampshire County Council	BACS	£5,200.00
16/06/2021	Suez Recycling & Recovery UK Ltd	BACS	£410.47
16/06/2021	Lister Wilder Ltd	BACS	£963.55
17/06/2021	Local Government Association	BACS	£1,200.00
24/06/2021	Berkshire Pension Fund	BACS	£1,310.87
24/06/2021	Gaurdwell Securities	BACS	£84.00
24/06/2021	Hampshire County Supplies	BACS	£84.64
		<b>Total</b>	<b>£42,015.18</b>

**PAYMENTS - JULY 2021**

Date Paid		Cheque/Ref	Amount Paid
26/07/2021	Petty Cash	014978	27.53
01/07/2021	Thamesway Limited	DD	£216.00
01/07/2021	Bracknell Forest Borough Council	DD	£185.00
01/07/2021	Bracknell Forest Borough Council	DD	£561.00
05/07/2021	British Gas	DD	£29.50
05/07/2021	British Gas	DD	£84.32
05/07/2021	British Gas	DD	£238.42
09/07/2021	Right Fuel Limited	DD	£1.82
09/07/2021	South East Water Ltd	DD	£48.97
09/07/2021	Mainstream Digital Limited	DD	£90.00
09/07/2021	Mainstream Digital Limited	DD	£0.49
09/07/2021	British Gas	DD	£92.51
12/07/2021	B&CE Holdings	DD	£925.74
12/07/2021	HMRC PAYE	DD	£4,910.18
20/07/2021	Vodafone	DD	£64.36
20/07/2021	NatWest Autopay	DD	£13,721.00
20/07/2021	British Gas	DD	£93.56
20/07/2021	NatWest Autopay	DD	£18.15
20/07/2021	NatWest Bankline	DD	£29.90
01/07/2021	Glasdon Manufacturing Limited	BACS	£373.70
01/07/2021	Elite Security	BACS	£144.00
01/07/2021	Peninsula Business Services Limited	BACS	£197.34
01/07/2021	Perfect Fit Technologies Limited	BACS	£406.51
01/07/2021	Rigby Taylor Limited	BACS	£300.00
01/07/2021	ST Photos Limited	BACS	£660.00
01/07/2021	Lister Wilder Limited	BACS	£169.17
06/07/2021	Seldram Supplies	BACS	£227.17
06/07/2021	Rice Associates Limited	BACS	£476.40
06/07/2021	King & Sons Limited	BACS	£150.62
06/07/2021	Rigby Taylor Limited	BACS	£1,632.00
06/07/2021	Sound & Lighting Hire Limited	BACS	£300.00
06/07/2021	Suez Recycling & Recovery	BACS	£503.60
09/07/2021	EG Distribution Services Limited	BACS	£600.00
09/07/2021	SCS Automation UK Limited	BACS	£234.00
15/07/2021	Trade UK Limited	BACS	£63.84
15/07/2021	R Collard Limited	BACS	£298.60
15/07/2021	Smith & Howard Limited	BACS	£168.00
15/07/2021	Lister Wilder Limited	BACS	239..84
20/07/2021	Cathedral Leasing Limited	BACS	£355.68
20/07/2021	EMO Oils Limited	BACS	£1,207.03
22/07/2021	Clearwater Technology Limited	BACS	£318.00
22/07/2021	Local Government Association	BACS	£1,200.00
26/07/2021	L Dawkins	BACS	£22.50
26/07/2021	Altitude Limited	BACS	£693.00
26/07/2021	Full Circle Leisure Limited	BACS	£522.00
27/07/2021	Berkshire Pensions	BACS	£1,310.87
27/07/2021	Magic Moments Entertainment	BACS	£200.00
28/07/2021	Seldram Supplies	BACS	£101.64
28/07/2021	Lamps & Tubes Illuminations Limited	BACS	£823.20
28/07/2021	Bracknell Printroom Group		£1,219.16
		<b>Total</b>	<b>£36,216.48</b>

<b>RECEIPTS JUNE 2021</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
01/06/2021	Bracknell Forest Borough Council	£4,400.00
02/06/2021	Sandhurst Sports Football Club	£65.00
03/06/2021	E Goswell	£100.00
07/06/2021	J Titcombe	£50.00
08/06/2021	Playball	£49.00
11/06/2021	Vodafone	£875.00
15/06/2021	NCT Crowthorne	£65.00
16/06/2021	Sandhurst Cricket Club	£189.00
18/06/2021	C Hathaway	£22.50
28/06/2021	Sandhurst Town B&G Football Club	£1,113.50
28/06/2021	Sandhurst Town B&G Football Club	£609.00
28/06/2021	Bracknell Forest Borough Council	£4,430.81
29/06/2021	Sandhurst Cricket Club	£102.00
29/06/2021	SEHEN	£56.00
	<b>Total</b>	<b>£12,126.81</b>



<b>RECEIPTS JULY 2021</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
02/07/2021	Playball	£36.75
05/07/2021	SEHEN	£98.00
05/07/2021	Sandhurst WI	£128.75
06/07/2021	M Cobb	£50.00
08/07/2021	T Mehta	£33.75
12/07/2021	Little Socs	£91.00
13/07/2021	Sandhurst Town B&G Football Club	£179.50
14/07/2021	Sandhurst Cricket Club	£87.00
19/07/2021	Sandhurst Cricket Club	£65.00
20/07/2021	Sandhurst & District Gardening Club	£130.00
23/07/2021	ZZOOMM PLC	£670.00
23/07/2021	Brown Garden Waste Bags	£27.04
26/07/2021	E L Wright	£18.75
26/07/2021	D A Clark	£768.48
28/07/2021	HMRC VAT Repay	£5,752.69
29/07/2021	Sandhurst Cricket Club	£152.00
29/07/2021	C Hathaway	£52.50
30/07/2021	D Ruddick	£250.00
30/07/2021	Sandhurst & District Allotment Society	£75.00
30/07/2021	Sandhurst Tug of War	£120.00
30/07/2021	Solutions 4 Health	£50.00
	<b>Total</b>	<b>£8,836.21</b>