

5th May 2022

Minutes of the proceedings of the **Sandhurst Town Council** held this day in the Kitty Dancy Room Sandhurst Community Hall Complex, Sandhurst commencing at **7.30pm** and finishing at **8.34pm**

PRESENT

Chairman: Cllr M Sanderson
Councillors: N Allen, Mrs J Bettison, P Bettison, D Birch, M Brossard, Mrs S Davenport, J Edwards, Mrs H Hill, Ms G Kennedy, R Limbu, Mrs P McKenzie, R McKenzie, Mrs M Mossom, R Mossom(Deputy Mayor), P Panesar, J Porter, M Vandersluis, P Widdowson.

IN ATTENDANCE

Executive Officer (Angela Carey)

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 S Davenport and seconded by Cllr Mrs J Bettison that Cllr M Sanderson be nominated. There being no other nominations the following was

**RESOLVED
2603**

that Councillor M Sanderson 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 M Sanderson signed the declaration of acceptance of office.

Cllr P Bettison thanked Cllr Mrs S Davenport for her term as Mayor throughout extremely difficult times.

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 M Sanderson and seconded by Cllr P Widdowson that Cllr R Mossom be nominated. There being no other nominations the following was

**RESOLVED
2604**

that Councillor R Mossom 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:
A Blatchford (Indisposed)
B Brooks (Indisposed)



S Thomas (Vacation)

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 D Birch and seconded by Cllr N Allen and the following was

**RESOLVED
2605**

that the Minutes of the Town Council meeting held on 3rd March 2022 (pages 1233-1236) 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
2606**

that the Minutes of the Strategy & Policy Committee meeting held on 24th March 2022 (pages 1243-1246) 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
2607**

that the Minutes of the Leisure Committee meeting held on 17th March 2022 (pages 1239-1242) 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
2608**

that the Minutes of the Environment Committee meeting held on 10th March 2022 (pages 1237-1238) be received. (Unanimous)

MINUTES OF THE PLANNING COMMITTEE (Agenda Item 11)

It was proposed by Cllr P Widdowson and seconded by Cllr Mrs H Hill and the following was

**RESOLVED
2609**

that the Minutes of the Planning Committee meetings held on 28th February 2022 (pages 1229-1232), and 28th March 2022 (pages 1247-1249) be received. (Unanimous)

TERMS OF REFERENCE (Agenda item 12)

The Terms of Reference were received. It was proposed by Cllr M Sanderson and seconded by Cllr D Birch, and the following was

**RESOLVED
2610**

that 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 M Sanderson and seconded by Cllr P Bettison and the following was

**RESOLVED
2611**

that Councillors:

B Brooks, Mrs S Davenport, Mrs H Hill, Mrs M Mossom, R Mossom, P Hodge, Ms G Kennedy, M Sanderson, S Thomas and P Widdowson 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 H Hill and seconded by Cllr P Widdowson that Cllr B Brooks be nominated. There being no other nominations the following was

**RESOLVED
2612**

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

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

**RESOLVED
2613**

that Councillor P Widdowson 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 M Sanderson and seconded by Cllr Mrs M Mossom and the following was

**RESOLVED
2614**

that Councillors:

N Allen, Mrs J Bettison, B Brooks, M Brossard, Mrs S Davenport, J Edwards, P Hodge, Ms G Kennedy, Mrs P McKenzie, Mrs M Mossom, R Mossom, P Panesar, S Thomas, M Sanderson, M Vandersluis, and P Wallington 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 Ms G Kennedy and seconded by Cllr M Brossard that Cllr Mrs S Davenport be nominated. There being no other nominations the following was



**RESOLVED
2615**

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

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

**RESOLVED
2616**

that Councillor P Panesar 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 M Sanderson and seconded by Cllr Mrs J Bettison, and the following was

**RESOLVED
2617**

that Councillors:
Mrs J Bettison, P Bettison, A Blatchford, Mrs S Davenport, J Edwards, Ms G Kennedy, R Limbu, R McKenzie, Mrs M Mossom, R Mossom, P Panesar, J Porter and M Sanderson 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 R Mossom and seconded by Cllr Mrs S Davenport that Cllr Mrs J Bettison be nominated. There being no other nominations the following was

**RESOLVED
2618**

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

Cllr M Sanderson announced that nominations would be accepted for the Vice-Chairman of the Leisure Committee. It was proposed by Cllr Mrs J Bettison and seconded by Cllr R Mossom that Cllr J Edwards be nominated. There being no other nominations the following was

**RESOLVED
2619**

that Councillor J Edwards 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 M Sanderson and seconded by Cllr Mrs J Bettison and the following was



**RESOLVED
2620**

that Councillors:
N Allen, Mrs J Bettison, D Birch, B Brooks, Mrs S Davenport, R Mossom,
P Panesar 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 D Birch that Cllr N Allen be
nominated. There being no other nominations the following was

**RESOLVED
2621**

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

Cllr M Sanderson 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 Mrs S Davenport that Cllr Mrs J Bettison
be nominated. There being no other nominations the following was

**RESOLVED
2622**

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 M Sanderson and
seconded by Cllr N Allen, and the following was

**RESOLVED
2623**

that the Standing Orders and Financial Regulations that have been
amended to include the procurement thresholds following Brexit, be
adopted. (Unanimous)

SUBSCRIPTIONS (Agenda item 19)

The current memberships and affiliations were received. It was proposed by
Cllr M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2624**

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 M Sanderson and seconded by
Cllr D Birch and the following was



**RESOLVED
2625**

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 M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2626**

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 M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2627**

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 M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2628**

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 M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2629**

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

SCHEDULE OF MEETINGS (Agenda item 25)

- a) The schedule of meetings for the 2022/2023 municipal year were reviewed. The Council were asked to consider changing the date of the June Town Council Meeting in order for the external audit deadlines to be met. Further to discussion it was proposed by Cllr M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2630**

that the June meeting of the Town Council is rescheduled for 23rd June 2022. (Unanimous)

- b) Following the above amendment, the schedule of meetings for the 2022/2023 municipal year were reviewed. It was proposed by Cllr M Sanderson and seconded by Cllr N Allen, and the following was

**RESOLVED
2631**

that the schedule of dates of the ordinary meetings of the Town Council and Standing Committees be accepted for the following year. (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
2632**

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

ELECTORAL BOUNDARY REVIEW (Agenda item 27)

Cllr D Birch declared an interest as he is the Chair of the Committee dealing with the review at the Borough.

An update was received from the working group. They recommended that the number of Councillors per ward remains at 6. A question was raised about the alignment of wards as some areas (The birds for example) will be in a different ward for Town and Borough elections. It was proposed by Cllr P Bettison and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
2633**

that the DEO includes the issue of the boundary discrepancies in the response to the consultation from STC and that the recommendation from STC is for 6 Town Councillors per ward.

ACTION: DEO

COUNCILLORS REPORTS (Agenda item 28)

Cllr D Birch informed the Council that the public enquiry from the rule 6 group concerning the Bloor Homes development at Perrybridge Farm has taken place and that a decision will be made within three months.

Cllr P Bettison informed the Council that there are over 100 hosts for Ukrainian refugees in the Borough. From the conversations and meetings that have been held with the hosts it has become clear that the guests would welcome the opportunity to get together with other Ukrainians and share experiences.

Cllr Mrs J Bettison has volunteered to arrange coffee mornings which will give people an opportunity to speak in their own language and allow the children to play together. Anyone wishing to help out should contact Cllr Mrs J Bettison.

EXECUTIVE OFFICER'S REPORT (Agenda item 29)

The Executive Officer's report was received for information. The Executive Officer also thanked the Council for her nomination to attend the Royal Garden Party in 2020 which is finally taking place this month.

BALANCE AT BANK (Agenda item 30)

The balances of the Council bank accounts as at 31st March 2022 were as follows:

Current Account	£2,000
Business Reserve	£930,227
Capital Reserve	£376,007
Mayors Charity	£1803



ACCOUNTS (Agenda item 31)

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

**RESOLVED
2634**

that the payments for February 2022 (56 payments totalling £73906.65) and March 2022 (49 payments totalling £52306.03) and receipts for February and March 2022 be received. (Unanimous)

DATE OF NEXT MEETING (Agenda item 32)

The date of next meeting was confirmed as 23 June 2022.

EXCLUSION OF PUBLIC AND PRESS (Agenda item 33)

It was proposed by Cllr M Sanderson and seconded by Cllr D Birch and the following was

**RESOLVED
2635**

that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press would be excluded for discussion regarding the engagement, terms of service and conduct of employees where publicity might be prejudicial to the special nature of the business.

LITTLE SANDHURST COMMUNITY HALL (Agenda item 34)

The Council were asked to consider the legal document that has been produced by solicitors to complete the land transfer of the Little Sandhurst Community Hall. A query was raised about the transfer document referring to the location as Alford Close. The solicitors have confirmed that the location being described as Land lying to the West of Alford Close is correct as per the title register. Further to discussion it was proposed by Cllr M Sanderson and seconded by Cllr N Allen and the following was

**RESOLVED
2636**

that the document is signed and returned to the solicitors in order for them to begin the process of the land transfer. (Unanimous)

ACTION:EO

**SIGNED AND DATED BY
MAYOR**

