

27th July 2023

Minutes of the proceedings of the Strategy and Policy Committee held this day in the Kitty Dancy Room, Sandhurst Community Centre Complex, Sandhurst commencing at 7.30pm and finishing at 9.10pm.

PRESENT

Chairman: Cllr N Allen

Councillors: Mrs J Bettison, Mrs S Davenport, Mrs H Hill, Mrs M Mossom, R Mossom, P Panesar, D Birch.

IN ATTENDANCE

Deputy Executive Officer (Martina O’Keeffe-Johnston)

Cllr P Bettison

Cllr P Thompson

Cllr L Quigg

APOLOGIES FOR ABSENCE (Agenda item 1)

No apologies were received.

MEMBERS’ INTERESTS (Agenda item 2)

Cllr N Allen declared an affected interest in agenda item 13.

**MINUTES OF THE STRATEGY AND POLICY COMMITTEE
(Agenda item 3)**

It was proposed by Cllr N Allen and the following was

**RESOLVED
2998**

that the Minutes of the Strategy and Policy meeting held on 1st June 2023 (pages 1417-1420) be received as a true and correct record and that they be confirmed and signed by the Chairman.
(Unanimous)

**SANDHURST BOYS & GIRLS FC TOURNAMENT FEES
(Agenda item 12 brought Forward)**

The Committee were asked to consider a request from the Sandhurst Boys and Girls Football Club for a reduction in the fee charged for their recent tournament due to the cancellation of the tournament halfway through. It was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
2999**

that the fee be reduced to £500 on this occasion only.

ACTION: DEO

HEALTH AND SAFETY (Agenda item 4)

No incidents were reported.

a) The Committee were updated on the findings of the microbiology analysis for Legionella undertaken by the WCS Group and recommendations suggested. It was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3000**

that quotes be obtained from 2 to 3 other companies to compare costs.



ACTION: DEO

b) The Committee were updated on the Cricket Club electric supply to the pump. A regular contractor was due to inspect the wiring to the pump and give their recommendations. However, nothing had been received up to the time of the meeting. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr R Mossom and the following was

**RESOLVED
3001**

that if the quote from the contractor was £500 or less that the works could go ahead without any further discussions.

ACTION: DEO

NEIGHBOURHOOD PLAN (Agenda item 5)

The Committee received an update from Cllr D Birch on the Neighbourhood Plan Working Group. The Committee were advised that the Neighbourhood Plan would become a regular item on future Planning Agendas. A steering Group is to be set up in which residents, representatives from local clubs and local businesses will be invited to join. Bracknell Forest Borough Council has been asked to allocate a designated officer to assist. Representatives from each ward will also participate and there will be interaction with the Climate Change Working Group and Leisure Committee. An external consultant will be hired that has previously worked with Warfield and Crowthorne Parish Councils on their Neighbourhood Plans.

STAFFING UPDATE (Agenda item 6)

The Committee received an update from the Deputy Executive Officer on the current staffing position at Sandhurst Town Council. The DEO position has been filled and the Administrator position has been advertised and closes for applications on 31/7/23. The caretaker position will be advertised on completion of the flat renovations.

INTERNAL AUDIT (Agenda item 7)

The Final Audit Report for internal controls was received. Congratulations were given to the office on receiving a clean audit.

REQUEST FOR POLITICAL PARTIES TO BE INCLUDED ON COUNCILLORS PHOTOGRAPHS (Agenda item 8)

The Committee received a request from a Councillor for political parties to be included on the website and in any further publications next to Councillors photographs and to include a bio for each Councillor on the website. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3002**

that political parties will be included on Councillors photographs on the website and in further publications however bios will not be included on the website.

ACTION: DEO

MAYORS NEWSLETTER (Agenda item 9)

The Committee received a request from a Councillor to consider reviewing the content and creation of the Sandhurst Pride Magazine. Further to



discussion it was proposed by Cllr Mrs J Bettison and seconded by Cllr D Birch and the following was

**RESOLVED
3003**

that the updating of the Sandhurst Pride magazine remains the responsibility of the mayor who will continue to work with the chairs of all committees for content. This content should be about the business of the council and information regarding the clubs that use the Memorial Park and other groups who use the facilities.

ACTION: DEO / MAYOR

LEISURE COMMITTEE NON-VOTING MEMBERS REPORTS (Agenda item 10)

The Committee were asked to consider whether Councillors who are also members of a club are able to represent their club in Leisure Committee Meetings. Further to discussion it was proposed by Cllr D Birch and seconded by Cllr N Allen and the following was

**RESOLVED
3004**

that the matter be referred to the Monitoring Officer.

ACTION: DEO

AMENDEMENT TO THE TERMS OF REFERENCE FOR THE CLIMATE CHANGE WORKING GROUP (Agenda item 11)

The Committee were asked to receive recommendation from the Environment Committee to amend the Terms of Reference for the Climate Change Working Group. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr D Birch and the following was

**RESOLVED
3005**

that the requirement for the Chairman of the Environment Committee to be part of the group will be replaced with a minimum of three members of the Environment Committee.

ACTION: EO

NURSERY PROPOSAL (Agenda item 13)

The Committee were asked to consider a request for a Nursery to hire Little Sandhurst Community Hall at a regular user rate rather than a commercial rate and to have a storage area outside. Further to discussion it was proposed by Cllr D Birch and seconded by Cllr N Allen and the following was

**RESOLVED
3006**

that the Nursery is charged the Community rate of £15 initially for the Parent and Toddler sessions only for September, October and November when this will be reviewed. This is subject to external storage permissions granted. Storage sizes will be required. The office is not included in the fee of £15 but may be hired at £10 per hour. Any extra electrical equipment used by the Nursery will need to be PAT tested. Nothing may be put on the walls but display boards are permitted.



ACTION: DEO

FLAT RENOVATIONS (Agenda item 14)

An update was given on the quote received from one contractor. Other contractors have been invited to quote but have not taken up the opportunity at the time of the meeting although one has confirmed attendance in the next week. Further to discussion it was proposed by Cllr D Birch and seconded by Cllr N Allen and the following was

**RESOLVED
3007**

that the presented quote be accepted subject to satisfactory reference checks and guarantees should no other quotes be forthcoming within the next two weeks.

ACTION: EO

PRESS AND PUBLICITY (Agenda item 15)

There were no requests to be added to the press and publicity forward plan.

DATE OF NEXT MEETING (Agenda item 16)

The date of the next meeting was confirmed as 28th September 2023.

EXCLUSION OF PRESS AND PUBLIC (Agenda item 17)

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

**RESOLVED
3008**

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.

LEASE (Agenda item 18)

The Committee were asked to consider and approve the draft lease document further to resolution 2894. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3009**

that the draft lease document be amended as per the Committee's request and subsequently the document be accepted and signed.

ACTION: EO

**SIGNED AND DATED BY
CHAIRMAN**

