



# SANDHURST TOWN COUNCIL

COUNCIL OFFICES  
SANDHURST MEMORIAL PARK  
YORKTOWN ROAD  
SANDHURST, BERKSHIRE  
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All Town Council Meetings are open to the Public and Press.

Dear Councillors R Mossom (Mayor), N Allen, Mrs J Alves De Sousa, Mrs D Allum Wilson, Mrs J Bettison, P Bettison, D Birch, G Birch, M Brossard, M Butcher, Mrs S Davenport, J Edwards, M Forster, Dr S Forster, Mrs H Hill, B Hutchinson, C Ives, P Limbu, Mrs M Mossom, P Panesar (Deputy Mayor), Mrs L Quigg, S Thomas, P Thompson, P Widdowson.

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 7<sup>th</sup> September 2023 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 Meetings held on 22<sup>nd</sup> June 2023 (pages 1423-1427) as a true and correct record.

**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 27th July 2023 (pages 1437-1440).

**8. Leisure Committee Meeting**

To receive and adopt the minutes and any recommendations of the Leisure Committee meeting held on 20th July 2023 (pages 1432-1436).

**9. Environment Committee Meeting**

To receive and adopt the minutes and any recommendations of the Environment Committee meeting held on 13th July 2023 (pages 1430-1431).

**10. Planning Committee Meeting**

To receive and adopt the minutes and any recommendations of the Planning Committee meetings held on: 26th June 2023 (pages 1428-1429) and 31st July 2023 (pages 1441-1444).

**11. Delegated Decisions**

a) To receive the recent decisions considered by the Delegated Decisions Committee (Annexe 2). (Information item)

b) To discuss the terms of reference document included in the agenda pack for the meeting on 18<sup>th</sup> May 2023 and to receive a motion "that the Delegated Decisions Committee is immediately disbanded". (Decision item)

**12. Councillors' Reports**

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

**13. Executive Officer Report**

To receive the report. (Annexe 3) (Information item)

**14. Balance at Bank**

To receive the balances at the bank as at 31st July 2023.

Current account	£2,000
Business reserve	£987, 177
Capital reserve	£379,107
Mayors Charity	£0

(Information item)

**15. Accounts**

To receive and authorise the schedule of payments and receipts for June 2023 (60 payments totalling £44,316.10) and July 2023 (61 payments totalling £53,903.20) (Annexe 4). (Decision item)

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

To confirm the date of the next meeting as 2nd November 2023. (Procedural item)

**ANNEXE 1 (For information only)**

Report: Mayoral Engagements	
Meeting: Town Council	Date: 7 September 2023
Agenda item: 6	Author: Cllr R Mossom

<b>MAYORS OFFICIAL ENGAGEMENTS – July to August 2023</b>		
Date	Engagements	Notes
4 <sup>th</sup> August 2023	Sandhurst Summer of Fun	Mayor & Mayoress attended
5 <sup>th</sup> August 2023	The SB Group- Opening of new pitch.	Mayor attended
10 <sup>th</sup> August	Thames Hospice new charity shop opening.	Deputy Mayor attended
16 <sup>th</sup> August 2023	Sandhurst WI Sandhurst Resident 108 <sup>th</sup> Birthday Party	Mayor attended

## ANNEXE 2 (For information only)

Report: Delegated Decisions	
Meeting: Town Council	Date: 7 September 2023
Agenda item: 11	Author: Angela Carey

1. 10/7/23.

Further to another mechanical breakdown of the striker machine used by the grounds team an urgent request was considered. The cost to repair the machine would be £3500. The cost to replace would be £6000. A trade in of £1000 has been offered. Decision: Agreed to replace the striker - Cllr N Allen, Cllr Mrs J Bettison, Cllr Mrs S Davenport & A Carey.

2. 19/07/23.

A request was received from Owlsmoor Primary School for permission to allow an ice cream van to operate on the park during their year 6 leavers party being held in the Sports Club on 21st July 2023.

Decision: Agreed subject to the vendor paying the standard fee that STC charge ice cream vans at their events. The vendor must also provide food safety certificates, public liability and a risk assessment. - Cllr N Allen, Cllr Mrs J Bettison, Cllr Mrs S Davenport & A Carey.

3. 31/07/23.

A request was received from the Sports Club for permission to allow a bouncy castle to operate on the park during their annual barbecue for members on 17<sup>th</sup> September 2023.

Decision: Agreed subject to the Sports Club obtaining all relevant documentation from the provider as the Sports Club would be liable should the certificates not be in place. These include safety certificates, public liability and a risk assessment. - Cllr N Allen, Cllr Mrs J Bettison, Cllr Mrs S Davenport & A Carey.

## ANNEXE 3: Executive Officer's Report

Meeting: Town Council

Date: 7 September 2023

Agenda item: 13

Author: Angela Carey

### 1. Purpose of report

To appraise the Sandhurst Town Council of any important operational matters in the period July 2023 to August 2023 and to update with regard to work ongoing from previous decisions of the Town Council.

2. An offer has been made for the position of Administrator following a recruitment campaign. STC are currently awaiting the formal acceptance of this offer.

3. Vandalism continues on the park. There was an incident where the outside toilets had a toilet seat ripped off, the bin thrown around the facility and excrement smeared on the wall. There have also been several incidents of graffiti of a racial and homophobic nature on the area below the flat and on the skatepark. CCTV footage shows the perpetrators, who are regular park users. The incidents have been reported to Thames Valley Police.

4. The Summer of Fun event was a huge success with around 5000 people attending throughout the event. Thank you to the Councillors that helped on the day.

5. Following a request by the Strategy & Policy Committee to seek the advice of the Monitoring Officer on the subject of Councillors speaking on behalf of clubs that they are a member of during Committee meetings, I can confirm that the procedure that the Leisure Committee have been following which discourages Cllrs from speaking on behalf of clubs is correct. We have been informed that-

The Code of conduct (paragraph 8.5) states that *"if you have an affected interest in a matter you must not seek improperly to influence a decision about it."*

In a scenario where a Councillor with an Affected Interest is presenting a report it is difficult to see how improper influence is avoidable.

Irrespective of whether there is a Disclosable or Affected Interest in existence, any decision taken could in any event be challenged and potentially set aside on the basis of perceived bias or predetermination.

This item will be included in the minutes of the next Strategy & Policy Committee where a full update will be received.

PAYMENTS - JUNE 2023			
Date Paid		Cheque/Ref	Amount Paid
07/06/2023	Zoom	POS	15.59
23/06/2023	Tesco	POS	35.50
23/06/2023	Tesco	POS	47.70
20/06/2023	Chesford Grange	POS	43.45
07/06/2023	CountryCare	BACS	1422.00
07/06/2023	Lister Wilder	BACS	£631.76
07/06/2023	Seldram Supplies	BACS	£50.82
07/06/2023	West Berkshire	BACS	£70.00
07/06/2023	Hampshire County Supplies	BACS	£7.16
07/06/2023	On Tour Events	BACS	£300.00
07/06/2023	Perfect Fit	BACS	£455.11
07/06/2023	Trade UK	BACS	£75.36
07/06/2023	Abacus Employment	BACS	£643.10
07/06/2023	Clearwater	BACS	£462.17
07/06/2023	RJS Contract	BACS	£1,533.60
07/06/2023	Smith & Howard	BACS	£128.00
23/06/2023	Recognition Express	BACS	£66.00
23/06/2023	Guardwell Security	BACS	£90.00
23/06/2023	Lightatouch	BACS	£143.75
23/06/2023	Local Government Association	BACS	£2,714.75
23/06/2023	Perfect Fit	BACS	£990.00
23/06/2023	Elite	BACS	£216.00
23/06/2023	M Rashid	BACS	£250.00
23/06/2023	Seldram Supplies	BACS	£107.04
23/06/2023	Origin	BACS	£95.83
23/06/2023	Sandhurst Day Centre	BACS	£2,000.00
23/06/2023	Peninsula	BACS	£218.94
23/06/2023	Suez recycling	BACS	£587.57
23/06/2023	Berkshire Pension Fund	BACS	£1,761.80
23/06/2023	B Wanem	BACS	£196.00
23/06/2023	N Thapa	BACS	£112.50
23/06/2023	L Cole	BACS	£250.00
23/06/2023	BFBC	BACS	£399.60
23/06/2023	British Gas	BACS	£166.37
23/06/2023	EMS Services	BACS	£1,380.00
23/06/2023	King & Son	BACS	£54.95
23/06/2023	On Tour Events	BACS	£810.00
23/06/2023	SCS	BACS	£270.00
23/06/2023	Abacus Employment	BACS	£1,164.24
23/06/2023	Chubb	BACS	£944.06
23/06/2023	Stepping Stones	BACS	£750.00
23/06/2023	Abracadabra	BACS	£1,244.76
23/06/2023	Trade UK	BACS	£113.69
23/06/2023	S Owitigala Hewage	BACS	£334.00
23/06/2023	Gigloo	BACS	£903.42
16/06/2023	British Gas	BACS	£37.02
16/06/2023	British Gas	BACS	£191.64
16/06/2023	British Gas	BACS	£775.76
09/06/2023	British Gas	BACS	£301.87
23/06/2023	British Gas	BACS	£252.56
01/06/2023	Thamesway Ltd	DD	£216.00
01/06/2023	BFBC	DD	£147.00
01/06/2023	BFBC	DD	£190.00
01/06/2023	BFBC	DD	£12.00
12/06/2023	Right fuel	DD	£3.66
12/06/2023	Peoples Partnership	DD	£866.07
14/06/2023	Mainstream Digital	DD	£371.63
16/06/2023	Vodafone	DD	£78.76
09/06/2023	HMRC	DD	£5,191.81
20/06/2023	Autopay Online	DD	£12,987.97
		<b>TOTAL</b>	<b>£44,316.10</b>

<b>PAYMENTS - JULY 2023</b>			
<u>Date Paid</u>		<u>Cheque/Ref</u>	<u>Amount Paid</u>
07/07/2023	M North	BACS	£250.00
07/07/2023	Clearwater Technologies	BACS	8466.06
07/07/2023	Harper Doors	BACS	288.00
07/07/2023	NRS Ltd	BACS	53.53
07/07/2023	Perfect Fit	BACS	455.11
07/07/2023	H Gurung	BACS	£300.00
07/07/2023	G Birch	BACS	£300.00
07/07/2023	Restore Datashred	BACS	£111.60
07/07/2023	SLCC Enterprises	BACS	£144.00
07/07/2023	Glasdon Ltd	BACS	£192.18
07/07/2023	Rice & Associates	BACS	£590.40
07/07/2023	IBS Office Solutions	BACS	£428.45
07/07/2023	JM Entertainment	BACS	£11,936.40
07/07/2023	Lister Wilder	BACS	£1,216.32
07/07/2023	Elite	BACS	£270.00
07/07/2023	King & Sons	BACS	£300.58
07/07/2023	L Doherty	BACS	£300.00
07/07/2023	Bracknell Printroom	BACS	£1,398.20
07/07/2023	Abacus Employment	BACS	£1,042.27
07/07/2023	Sound & Lighting Hire	BACS	£312.00
07/07/2023	Zoom	POS	£15.59
07/07/2023	South East Water	BACS	£51.70
18/07/2023	Screwfix	POS	£294.94
20/07/2023	Banana Print	POS	£10.90
27/07/2023	Seldram Supplies	BACS	£526.76
27/07/2023	SLCC Enterprises	BACS	£566.80
27/07/2023	Lister Wilder	BACS	£324.00
27/07/2023	Berks Pension Fund	BACS	£1,608.60
27/07/2023	County Supplies	BACS	£105.41
27/07/2023	British Gas	BACS	£178.02
27/07/2023	Peninsula	BACS	£218.94
27/07/2023	Suez	BACS	£592.10
27/07/2023	AG Solutions	BACS	£109.21
27/07/2023	Bracknell Town Council	BACS	£475.00
27/07/2023	K Woodgate	BACS	£410.00
27/07/2023	Guardwell Security	BACS	£267.36
27/07/2023	M Rana	BACS	£375.00
27/07/2023	SLCC Enterprises	BACS	£52.30
27/07/2023	Abacus Employment	BACS	£1,546.78
27/07/2023	C Connell	BACS	£942.20
27/07/2023	SCS	BACS	£234.00
27/07/2023	ST Photos	BACS	£180.00
27/07/2023	St Michaels & All Angels	BACS	£3,500.00
27/07/2023	P Gurung	BACS	£300.00
27/07/2023	Cathedral Leasing	BACS	£355.68
27/07/2023	HALC	BACS	£117.60
27/07/2023	S Parker	BACS	£300.00
04/07/2023	British Gas	BACS	£92.23
19/07/2023	British Gas	BACS	£735.62
19/07/2023	British Gas	BACS	£158.62
19/07/2023	British Gas	BACS	£29.69
24/07/2023	British Gas	BACS	£158.13
03/07/2023	Thamesway Ltd	DD	£216.00
03/07/2023	BFBC	DD	£147.00
03/07/2023	BFBC	DD	£190.00
10/07/2023	Right fuel	DD	£3.66
10/07/2023	Peoples Partnership	DD	£802.97
14/07/2023	Mainstream Digital	DD	£131.22
19/07/2023	Vodafone	DD	£78.96
12/07/2023	HMRC	DD	£5,124.50
20/07/2023	Autopay Online	DD	£13,533.31
		<b>TOTAL</b>	<b>£53,903.20</b>

<b>RECEIPTS - JUNE 2023</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
02/06/2023	Sandhurst Youth	£50.00
02/06/2023	Slimming World	£270.00
02/06/2023	Brown Bag Income	£30.00
02/06/2023	Tennis Income	£60.00
02/06/2023	B Rai	£400.00
05/06/2023	L Cole	£250.00
05/06/2023	G Llewellyn	£28.35
06/06/2023	Brown Bag Income	£30.00
06/06/2023	L Doherty	£66.15
07/06/2023	G Robinson	£31.50
07/06/2023	Brown Bag Income	£4.80
08/06/2023	Baby Ballet	£250.00
09/06/2023	P Gurung	£245.00
09/06/2023	Sandhurst Gardening Club	£73.50
09/06/2023	Playball	£125.00
09/06/2023	E Baldwin	£300.00
09/06/2023	K Mc Carthy	£516.00
12/06/2023	U3A	£81.00
12/06/2023	S Fergusson	£182.28
12/06/2023	Sandhurst Camera Club	£45.00
13/06/2023	L Doherty	£300.00
13/06/2023	SEHEN	£10.00
14/06/2023	Tennis Income	£6.00
15/06/2023	K Pavick	£24.60
16/06/2023	SMB	£148.00
16/06/2023	Sandhurst WI	£57.00
16/06/2023	BAGSD	£100.00
19/06/2023	Sandhurst Tennis Club	£500.00
19/06/2023	H Gurung	£250.00
19/06/2023	Vodafone Mast	£875.00
20/06/2023	P Panesar	£1,875.00
20/06/2023	Mums & Monsters	£165.00
21/06/2023	Sandhurst Cricket Club	£685.00
21/06/2023	Brown Bag Income	£30.00
21/06/2023	RMAS	£4,739.00
21/06/2023	Bank on Yoga	£168.00
23/06/2023	Weightwatchers	£270.00
26/06/2023	D Ruddick	£783.00
27/06/2023	Mr Bel	£624.00
27/06/2023	P Gurung	£225.00
27/07/2023	M North	£94.50
28/06/2023	S Parker	£366.15
28/06/2023	Brown Bag Income	£9.60
28/06/2023	M North	£250.00
28/06/2023	S Cameron	£47.25
28/06/2023	S Cameron	£250.00
29/06/2023	Brown Bag Income	£6.00
30/06/2023	G Birch	£363.00
		<b>£16,259.68</b>



<b>RECEIPTS - JULY 2023</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
06/07/2023	R Pun	£226.80
07/07/2023	Brown Bag Income	£9.60
07/07/2023	Duck Food	£2.00
07/07/2023	Brown Bags	£7.20
10/07/2023	U3A	£81.00
10/07/2023	S Wilson	£84.00
10/07/2023	BVCT	£63.00
10/07/2023	Playball	£125.00
10/07/2023	Gardening Club	£366.00
10/07/2023	S Fergusson	£220.50
10/07/2023	E Baldwin	£420.00
10/07/2023	S Gurung	£277.20
10/07/2023	Camera Club	£45.00
10/07/2023	H Gurung	£50.00
10/07/2023	Tennis Income	£80.00
10/07/2023	Duck Food income	£20.00
10/07/2023	Brown Bag Income	£80.00
10/07/2023	M Rana	£562.50
10/07/2023	Slimming World	£337.50
11/07/2023	S Sparamonti	£300.00
11/07/2023	A Anthony	£591.00
11/07/2023	Gardening Club	£50.00
11/07/2023	Sandhurst Cricket Club	£630.00
11/07/2023	SEHEN	£40.00
12/07/2023	K O Donoghue	£168.00
12/07/2023	Brown Bags	£7.20
13/07/2023	Brown Bags	£12.00
14/07/2023	Sandhurst Youth	£154.00
14/07/2023	Duck Food income	£1.00
17/07/2023	K McCarthy	£384.00
17/07/2023	K McCarthy	£48.00
18/07/2023	Mums & Monsters	£165.00
19/07/2023	Brown Bag Income	£30.00
19/07/2023	Tennis Income	£10.00
19/07/2023	Brown Bag Income	£7.20
19/07/2023	S Gurung	£250.00
20/07/2023	Tennis Income	£15.00
21/07/2023	R Pun	£300.00
21/07/2023	Weight Watchers	£216.00
24/07/2023	D Ruddick	£648.00
24/07/2023	J Rennie	£84.00
24/07/2023	Duck Food income	£1.00
24/07/2023	Tennis Income	£10.00
25/07/2023	K Sunwar	£492.50
26/07/2023	Baby Ballet	£45.00
26/07/2023	Tennis Income	£5.00
27/07/2023	C Cutts	£81.00
27/07/2023	Amer Sports	£100.00
27/07/2023	J Noyce	£2,000.00
28/07/2023	Bank on Yoga	£210.00
28/07/2023	HMRC	£5,398.57
31/07/2023	Tennis Income	£36.00
31/07/2023	C & V Handley	£363.00
		<b>£15,909.77</b>