

Sandhurst Town Council

Annual Report



April 2026



Sandhurst Town Council Annual Report 2025/2026

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Welcome

This annual report covers the period May 2025 – April 2026 (financial year ending 31st March 2025).

We hope you find the report both helpful and informative.

About Sandhurst Town Council

The Council has encapsulated its overall objectives in its Mission Statement as follows:

"Working within its legal and financial limitations, Sandhurst Town Council will endeavor to constantly improve the quality of life and community safety of all residents, either directly, or by working with others."

The parish of Sandhurst was created in 1894. The Parish Council became a Town Council in 1974. Today there are approximately 22,000 inhabitants within the four wards of Little Sandhurst, Central Sandhurst, Owismoor and College Town.

The Council consists of 24 Members. The work of Councillors not only involves attending Council and Committee meetings but also dealing with residents' concerns and representing the Council to other organisations. Within the Sandhurst Town Council all Councillors carry out their duties on an unpaid basis.

Meetings of the Council and its Committees are open to the public and notification of the main meetings is given on notice boards and on the Town Council website.

Full Council Meetings are chaired by the Mayor, and business detail is delegated to four main Committees (Planning, Environment, Leisure and Strategy & Policy Committee). The responsibilities of each Committee are detailed in this document. The Council and its Committees meet bi-monthly and a schedule of the proposed meeting dates for 2026/2027 Council year is attached in **appendix C**.

Important note: The schedule of meetings is subject to change in May 2025 when the next Full Council meeting will take place. The website www.sandhurst.gov.uk should be checked at the end of May to confirm the valid meeting schedule for 2026/27.

All the Council's services are administered from the Council Offices on the Sandhurst Memorial Park, which are open Monday to Friday from 9.00 am - 5.00 pm.

Contacting the Council

Sandhurst Town Council
Council Offices
Sandhurst Memorial Park
Yorktown Road
Sandhurst
Berkshire
GU47 9BJ

Telephone 01252 879060 (24hr answer phone)

Email stc@sandhurst.gov.uk

Website www.sandhurst.gov.uk
www.sandhurstpride.co.uk

Mayor's Annual Report 2025 – 2026

As Mayor of Sandhurst, I am honoured to reflect on what has been a truly memorable and rewarding period of service to our community. It has been a privilege to represent the town at a wide range of events that celebrate both our local spirit and our national traditions.

Among the highlights was attending The Sovereign's Parade at the Royal Military Academy Sandhurst, a great event of prestige and significance. Witnessing the dedication, discipline, and achievement of the Officer Cadets was both inspiring and humbling, and it was an honour to be present on such an important occasion.

I was also delighted to join the Sandhurst Women's Institute in celebrating the 110th birthday of Margaret Schaap. This remarkable milestone was a testament not only to Margaret's life and contributions but also to the strength and continuity of community organisations within Sandhurst. It was a joyous and heartfelt celebration shared by many.

Another distinguished occasion was His Majesty's Lord-Lieutenant of the Royal County of Berkshire Awards 2025. This event provided to recognise and applaud the outstanding service and dedication of individuals and groups across the county. It was a privilege to witness such well-deserved recognition being given to those who make a positive difference in our communities.

In addition to these events, I have had the pleasure of attending many other local gatherings, ceremonies, and community initiatives. Each has reinforced the strong sense of unity, pride, and commitment that defines Sandhurst.

Serving as Mayor continues to be an immense honour, and I remain grateful for the opportunity to support, celebrate, and represent the people of this wonderful town.

Cllr Paul Widdowson
Mayor of Sandhurst

Committee Responsibilities

Planning Committee

To consider planning applications relating to Sandhurst and make recommendations to Bracknell Forest Borough Council planning department. Performance monitoring.

Environment Committee

To discuss and resolve action on all such areas of concern which affect the residents of Sandhurst not relating to the parks. Maintain and develop relationships between the Council and the wider community. Recommend spending plans in line with these responsibilities. Performance monitoring.

Leisure Committee

To discuss and resolve items concerning the management and development of the recreation ground facilities. So as to ensure maximum benefit to the residents of Sandhurst and to maximise revenue through appropriate commercial lettings. Recommend spending plans in line with these responsibilities. Performance monitoring.

Strategy & Policy Committee

To recommend to the Council a budget based upon proposals submitted by committees and to appraise the Council of its impact. To make Policy recommendations to the Council. To be responsible to the Council for all aspects of staff employment conditions. To review, manage and control capital projects authorised by the Council. To review and agree all contracts for services and supplies placed on behalf of the Council. Performance monitoring.

Planning Committee Report

Sandhurst Town Planning Committee is made up of 9 councillors, and it holds its meetings monthly to respond to Bracknell Forest Council's Planning Department in time for them to consider the recommendations our Planning Committee makes on each planning application in our area. The Planning Committee only has the power to make recommendations as Sandhurst Town Council (STC) is a statutory consultee in the planning process run by Bracknell Forest Council (BFC) who are the Local Planning Authority (LPA) and it is they who make the final decision as to whether a planning application is approved or refused.

Planning applications are considered against planning law and planning policies. The policies the committee members must consider are laid down in the National Planning Policy Framework (NPPF) and the Bracknell Forest Local Plan (BFLP) and the supporting Supplementary Planning Documents (SPD). The Planning Committee are also consulted on any changes to the BFLP or SPDs. We recently responded to BFC's consultation on proposed changes to the Parking Standards SPD and as parking is a significant local issue here we asked that they did not introduce changes that reduced the number of parking spaces for larger Houses in Multiple Occupation (HMO) or allow flexibility that could reduce the number of parking spaces required on site which would increase on street parking.

STC are creating a Neighbourhood Plan which is designed to add planning policies that are more local and relevant to the needs of the town. The Neighbourhood Plan has been driven by a Working Group under the Chairmanships of a local resident and has been widely consulted with residents, businesses and landowners. It has been assessed by planning consultants prior to being submitted to BFC who will get an independent planning inspector to review it and when "found sound" it will be put to residents in a referendum where they can vote on the plan, hopefully this Autumn. If a simple majority of residents are in favour of the plan it will be "made" by BFC and will be considered as planning law alongside the other planning policy documents. The Neighbourhood Plan and supporting information can be viewed on the STC website.

In 2025/6 the Planning Committee reviewed 86 planning applications. The meetings are now streamed but it is nice to see residents attend committee meetings and give their views on a particular application.

The Committee is well supported by STC Officer Darcy Schofield, and we would like to thank Darcy for her support and valued administration during (and outside) the committee meetings.

Councillor Dale Birch
Chair of Planning Committee

Environment Committee Annual Report (2025–2026)

The past year has been a period of significant activity in and around Sandhurst Memorial Park and the wider town. The Environment Committee has continued to prioritise environmental improvement, sustainability, and community engagement, delivering a range of initiatives to enhance local spaces and support residents.

Community Clean-up Initiatives

The annual litter pick, organised in conjunction with the Great British Spring Clean, took place on **29 March 2025**. The event was well attended, with strong participation from residents, councilors, and notably the Nepalese community. A considerable volume of litter was collected, contributing positively to the local environment.

Maintenance of Footpaths and Noticeboards

Throughout the year, Environment councillors have been assigned responsibility for designated footpaths and noticeboards to ensure their regular inspection and upkeep. Routine maintenance is supported by ground staff, while more complex issues are referred to Bracknell Forest Borough Council for action. This coordinated approach has ensured that public rights of way remain safe, accessible, and well maintained.

Green Fayre 2025

Following the success of previous years, the Green Fayre held in **September 2025** was well supported by the public and featured a broad range of specialist exhibitors, including renewable energy providers. The event included a display of electric and hybrid vehicles, with contributions from Toyota Inchcape, Tesla, Nissan Leaf, BMW i3, and Mercedes-Benz. This provided residents with valuable opportunities to engage with sustainable technologies.

Climate Change Initiatives

During 2025, the Council introduced a thermal imaging camera loan scheme, enabling residents to identify heat loss within their homes and improve energy efficiency. Initial uptake has been positive.

Seasonal Planting

The early months of **2026** saw a notable display of daffodils and crocus across the town, following the annual autumn bulb planting programme. This work is undertaken collaboratively by councilors and ground staff, with planting locations informed by resident and member feedback.

Hanging Baskets and Floral Enhancements

A budget approved in **early 2026** has enabled the development of an expanded floral display scheme. Following earlier infrastructure challenges during 2025, replacement poles are scheduled for installation in **spring 2026**, allowing for full implementation of the scheme.

Christmas Lighting Programme 2025

Enhancements to the town's Christmas lighting displays were delivered in **November 2025**, introducing new designs and adding further visual appeal to the Town Centre.

The Committee wishes to formally record its appreciation to Michael Brossard for his continued support and valuable contributions throughout the year, particularly in relation to community clean-up initiatives and floral display projects.

The Committee also extends its thanks to all Environment Committee members, council officers, and ground staff for their professionalism, commitment

Leisure Committee Report

The Leisure Committee is responsible for the Memorial Park, Owlsmoor Park, and the wide range of activities, events and community partnerships that take place within them. This year has been one of significant progress, strong community engagement, and continued investment in our much-loved green spaces.

Green Flag Award

We were delighted to receive our **22nd Green Flag Award** for Sandhurst Memorial Park. The Green Flag, administered by Keep Britain Tidy, recognises well-managed, high-quality parks. This achievement reflects the outstanding work of our grounds team, led by Nick, whose commitment keeps our parks looking exceptional throughout the year.

Major Events

The Committee delivered a full programme of free community events, all of which were extremely well attended:

Armed Forces Flag Raising – 23rd June 2025

Held in partnership with the Royal Military Academy Sandhurst, this annual ceremony once again brought together local schools and residents to honour our Armed Forces.

Summer of Fun – 8th August 2025

A hugely successful day with around **5,000 visitors** enjoying activities, stalls and entertainment in glorious weather. The event was widely promoted by both STC and BFC, and we are grateful to the volunteers who supported the day.

Fireworks Event – October 2025

The Fireworks Event drew an estimated **10,000 attendees**, making it one of our largest ever. New food vendors joined the line-up, and the entertainment was extremely well received. Thanks go to the staff and volunteers who worked tirelessly to deliver a safe and enjoyable evening.

Music Festival – July 2026 (Planning)

Significant planning has taken place for next year's Music Festival. Tribute acts including Kylie, Tina Turner, Robbie Williams, and Pop Gods have been booked, and local schools have been invited to provide the opening community performance.

Park Improvements and Enhancements

Play Area Upgrades

A major programme of improvements has been progressed this year:

- A new **bespoke uniplay feature** to replace the slide on the hill has been designed and approved.
- An **inclusive swing** will replace the old wheelchair-only swing, enabling children of all abilities to play together.
- Additional enhancements, including a trampoline and preschool assault course, have been costed and incorporated into the project.

Outdoor Gym

The new outdoor gym equipment has been installed and is now in use, providing a free fitness resource for residents.

Concrete Table Tennis Tables

Following positive feedback from the Memorial Park installation, a new concrete table tennis table has been installed at **Owlsmoor Park**.

Volunteer Days

A highly successful Volunteer Day saw councillors, residents and NatWest staff join forces to repaint equipment and clear pathways. The Committee intends to make this an annual event, with Owlsmoor Park suggested as the next focus.

Chatty Bench

A resident proposal for a designated **“Chatty Bench”** to help reduce loneliness was approved. A plaque has been installed on an existing bench in the memorial park.

Clubs, Societies and Community Groups

The Memorial Park continues to be home to a thriving network of clubs, all of whom contribute to Sandhurst’s strong community spirit.

Thanks

I would like to thank:

- Angela Carey, our Executive Officer, and the office team for their professionalism and dedication.
- All members of the Leisure Committee for their hard work and willingness to volunteer at events.
- Our exceptional grounds staff, led by Nick, whose work underpins everything we achieve.
- The many clubs, volunteers, and residents who contribute to making Sandhurst a vibrant, welcoming community.

Our park continues to be a source of pride, enjoyment and wellbeing for residents of all ages, and I look forward to another year of progress and community spirit.

Cllr Graham Birch

Chair of the Leisure Committee

Strategy and Policy Committee Report

The primary purpose of the Strategy and Policy Committee is to ensure that the finances of the Council are managed in an efficient and effective manner. The committee consists of the Chairman and Vice-Chairman of the council, the chairman of each committee and to ensure that there is fair representation, a member from each of the four Sandhurst wards. Apart from the financial control, we also have the responsibility for all aspects of staffing, employment conditions and for setting the policies and procedures by which the Council operates.

As with the other committees of the Council, the Strategy & Policy Committee meet on a bi-monthly basis. However, there are other groups which also report into this committee.

- The Grants Panel is a working group which meets annually to recommend which local causes will benefit from our grants budget.
- The Personnel Sub-Committee which meets regularly throughout the year to look at all aspects of staffing.
- The Neighbourhood Plan working group consists of both Councillors and residents and is working towards the publication of a neighbourhood plan for Sandhurst.

Details of the Town Council's accomplishments this year have been covered elsewhere in this report. All these projects have to be financed and much of the involvement of the Strategy and Policy committee happens very early on in the project cycle when the Council determine how they are to be funded.

One of the major tasks of the year for the Strategy & Policy committee is to determine the budgets for the following year so that the Precept can be recommended for approval by the Council. Each committee is asked to produce a budget for the next fiscal year and these are all pulled together to determine the likely level of expenditure.

The budget sets out the plan for spending in the year, which can be considered in two parts:

- A 'Revenue' element, which is the day to day expenditure of the services and facilities provided, balanced against the income of the Council.
- A 'Reserves' element, which is the maintenance of adequate financial resources to cover unforeseen circumstances such as equipment replacement and to plan ahead for big events, such as the Freedom March to spread the cost over several years.

Where reserves are set aside for a specific purpose they are classed as 'earmarked' reserves. The remaining money which is unclassified is a 'general' reserve.

Across both the Revenue budgets and the Reserves budgets the expenditure can be further classified as 'Core', 'Committed' or 'Subjective'.

A **Core** expenditure is a legal requirement or contractual commitment, such as staff salaries, electricity or buildings insurance cover.

A **Committed** expenditure relates to a project currently in progress such as providing grass sports pitches.

A **Subjective** expenditure is a 'nice to have' provision, which will relate to an expected and enjoyed service, but not a legal requirement or firm commitment and items such as a Christmas Carol Concert or a Dog Warden might come into this category.

The council derives its income from two sources. The majority comes from the Council Tax (90%) and the remainder from the hiring of its facilities. The income from hirings dropped significantly during the pandemic period, but has now returned to a more reasonable level.

In the 2026-2027 budget, the total income from the Council Tax is just over £683,000. For the services that the Town Council provides, each Band D household contributes £84.95 – that's just £1.63 a week. This represents an increase of £3.37 per Band D household per year. A 4% increase is around the current level of wage inflation and has been mainly necessitated by a public sector pay increase and changes to employer's national insurance contributions.

Our expected revenue expenditure for 2026-2027 is just shy of £990,000, around 70% of which is "core" expenditure – the must haves. This includes the use of a significant amount of reserves to replace and enhance some of our existing facilities. The allocation of reserves is also part of financial planning and money is set aside for future events, such as the Freedom of the Borough, in addition to planning for equipment replacement and improvement works to the buildings.

Aside from the finances, the Strategy and Policy committee also has responsibility for:

- Legal compliance
- Member development and training
- Monitoring the Code of Conduct
- Keeping members up to date with changes in Government policy
- Communications and community engagement
- Vandalism, police liaison, campaigns

Sandhurst Town Council currently hold the Foundation Award under the Local Council Award Scheme.

For more details on the work of Sandhurst Town Council check out our website at <http://www.sandhurst.gov.uk>. It has details of what the council does and who your local councillors are, the facilities on the Memorial Park and the other park areas in Sandhurst, contact details for all the local clubs, details of the events on the Memorial Park and, for the insomniacs, minutes for all the committee meetings from the beginning of 2015.

We also have a sister website which is specifically aimed at giving details of what's going on in the Sandhurst area. So if you are looking for something to do in the local area - check out www.sandhurstpride.co.uk.

Councillor Nick Allen
Chairman Strategy & Policy Committee

Audit and Sandhurst Town Council Finances

As explained elsewhere in the report, the annual expenditure on the Council's services is funded mainly by a precept within the council tax bill sent to every household in Sandhurst, plus charges paid by those using the Council's facilities such as sport pitches and the Community Hall complex. Like other local Councils, the Council does not receive any grants from Central Government towards the cost of its services, although it has a proven track record in successfully obtaining external funding for its capital projects.

Financial Reports

UNAUDITED SUMMARY OF ACCOUNTS for year ending 31st March 2026

General balance 31/3/2025	£375,267
Year to 31 st March 2025	
Income	£830,687
Expenditure & Appropriations	
Actual expenditure per accounts	£(782,660)
Appropriations To reserves	£(102,846)
From reserves	£ 109,762
General balance 31/3/2026	<u>£430,210</u>

SUMMARY OF PREVIOUS YEARS

	<u>2023/2024</u>	<u>2024/2025</u>
Income	£764,088	£795,307
Expenditure	£808,241	£865,123

In accordance with the requirements of the Accounts and Audit Regulations the Town Council employs the services of an independent Internal Auditor.

External auditors have been appointed as PKF Littlejohn LLP. In relation to audit full details of electors' rights are published on the notice boards, including details of access for electors to the documentation, which this year commences from 29th June 2026 for a period of thirty days. Information is also displayed on the website in accordance with the statutory requirements and schedules of payments and receipts are published via the agenda and minutes of Town Council meetings.

NB These figures may differ slightly from those presented for final audit, due to the figures being prepared before the year end accounts are finalised.

Consultation and Communication Strategies

The Sandhurst Town Council recognises the value of formally consulting with local residents and has demonstrated this recently by:

- Residents Association and Town Council Quarterly Meetings
- Sandhurst Town Council communicates with residents via a regular newsletter, its websites www.sandhurst.gov.uk, www.sandhurstpride.co.uk, notice boards, press releases, and roadshows.
- Respect, Responsibility, Rights (RRR) Evaluation
- Neighbourhood Plan - area designation consultation 2025
- Collaboration with Bracknell Forest Council on the inclusion of questions related to the Town Council operation, in the Residents Survey.
- Public consultation for Enhancement of Leisure Equipment in the Memorial Park

Partnership Strategies

The Town Council has a number of partnership arrangements.
Notable partnerships in the period have been:-

Bracknell Forest Council	- Green Bag Recycling Scheme
Bracknell Forest Council	- Small electrical re-cycling initiative
Thames Valley Police	- CCTV
Blackwater Valley Countryside Partnership	- Valley Maintenance
Bracknell Forest Council	- CHARTER
RMAS	- Sandhurst Memorial Service
RMAS	- Sandhurst Freedom March
RMAS, Bracknell Forest Council	- Armed Forces Community Covenant
Thames Water Authority	- Balancing Pond
iESE	- Respect, Responsibility and Rights
Hampshire Association of Local Councils	- Development partner
Local Government Association	- Associate Member
The Romans Group	- Fireworks Display Sponsorship

Annual Civic Awards 2026



Phillip Gunter

Philip has transformed the Sandhurst allotments through tireless dedication. He has secured funding for vital improvements such as new paths, an eco-toilet and enhanced facilities. His meticulous preparation and articulate presence at council meetings ensure the community's needs are heard and met. His leadership has created a welcoming sustainable space that benefits all allotment holders and the wider community therefore this makes him a worthy recipient of the award.

Tom King

Tom King, PE Subject Leader at Sandhurst Secondary School, has led the U14 Rugby team to extraordinary success in the County Cup. Mr King's leadership is exceptional. He coaches through encouragement, reinforcing positive play and calmly advising on improvements. He involves the whole squad, skillfully embedding inexperienced players into the team, and fostering unity, confidence, and resilience. His approach has created a culture of respect, joy, and determination that shines through every performance. Together Mr King and his players have broken barriers, inspired the community, and proven that excellence can flourish anywhere. The achievements merit this award.

Paula Ronan

Paula works with the 6–8-year-old beavers providing weekly activities at their meetings. There is an average attendance of 20 beavers. Paula also leads the team of adult volunteers, helps plan and run cub and beaver camps and is one of the Scout Group Trustees. Paula brings fun, laughter and learning to the Beavers and is well deserving of recognition.

Jenny Thorn

Jenny works tirelessly planning each term's musical programmes, leading rehearsals and writing and arranging over 80 bespoke pieces of music for the bell ringing group. She regularly takes a group of ringers to local care homes, running Ring & Sing workshops which bring music, connection and stimulation to residents, helping to enliven their lives. Further outreach activities include introducing younger people in scouts and guide groups to the art of musical handbell ringing. Jenny's passion, dedication and commitment serve the community of Sandhurst through music.

Paula Sandy has organised at least six Association events each year, enabling plot holders to come together and build a sense of community. Her enthusiasm has been infectious and central to creating a friendly and welcoming atmosphere for members and visitors alike.

Brian Smalley serves as the Association Allocation Officer. He acknowledges new enquiries within 24 hours, maintains an orderly waiting list, and personally introduces new members to their plots as they become available.

Pat Johnson manages the Association's food box donations to a local food bank. During the winter months, donations are collected and delivered monthly, while in summer fresh allotment produce is delivered weekly. Pat also acts as Assistant Treasurer and is prepared to assume responsibility for the accounts whenever necessary.

Darren Hanes and Peter Radband were also recognised but did not attend the service.

Grants to Voluntary and Other Organisations

Each year the Council makes grants and partnership contributions to local organisations providing services within the community. Making grants is a way of recognising the valuable contribution made by other organisations and contributing towards community life in Sandhurst.

A list of grants for the year 2026/2027 is shown as **Annexe A**.

Successful organisations are invited to attend and speak at the Annual Town Meeting.

Future applications for grants are welcomed and the deadline for applications is the 31st December each year, for grants that will be awarded in the following financial year. (The financial year end for the Town Council is 31st March in each year.)

To illustrate: as the next deadline for applications is 31st December 2026 the Town Council will consider at this time all applications for Grants to be paid within 2027/28 financial year, i.e. grants will be presented in April 2027.

Full details of how to apply are in the Grant Form and Guidance notes of **Annexe B**.

SANDHURST TOWN COUNCIL - GRANT CONTRIBUTIONS		
FINANCIAL YEAR 2026/2027		
ORGANISATION		AMOUNT
Bracknell & District Parkinson's Branch	Support of those suffering from Parkinson's and their carers	£400
Homestart BF	Support struggling families with young children	£400
Keep Mobile	Support transport provision	£500
Sandhurst Counselling Service	Support for service running costs	£500
Sndhurst Cricket Club	To provide new electronic scoreboard	£1,250
Sandhurst & District Allotments Association	Funding for resurfacing footpath	£1,000
Sandhurst Youth	Core funding for youth worker	Deferred
South Hill Park	To assist in the costs for delivery of a Community Engagement programme	£400
Stepping Stones	Funding to run free courses	£400
Thames Hospice	To assist in the costs for delivery of hospice and home care	£250
Uplands School	To create outdoor space with benches and shelter	£250
Wokingham Vineyard Christian Fellowship	To assist with vehicle running costs	Declined
Youthline Limited	Provision of counselling service for young people	£2,500
	Sub- Total of grant contributions	£7,850
Ambarrow Court (BFC)	Support for woodland management	£515
Blackwater Valley	Support for Blackwater Valley management	£5,310
Citizens Advice Bureau	Contribution to availability of advice service in Sandhurst	£2,000
Footpath Ranger (Bracknell Forest Council)	Contribution to Rights of Way Ranger post	£2,684
Sandhurst Churchyard (PCC St Michaels)	Contribution to maintenance of Churchyard & Staff costs	£3,600
Sandhurst Day Centre	Contribution to day centre services	£18,755
Sandhurst Museum Trust	Support with presentation and archiving materials	£100
	Total of grant contributions	£40,814

Sandhurst Town Council as a Service Provider

There are a number of 'Interested Parties' that use the grounds and facilities provided and managed by the Town Council. The Town Council seeks to provide equal opportunities to access the facilities for all potential hirers, while providing a measure of consistency that supports a stable range of local community clubs, groups and organisations.

Full details of hiring charges are available from the Council offices.

The following is an indicative list of just some of the many groups have an interest in the Memorial Park and its facilities: -

- Bracknell Forest Council
- Thames Water Plc
- Blackwater Valley Countryside Partnership
- Network Rail
- Environment Agency
- Forestry Commission
- English Nature
- Sandhurst Sports Club
- Sandhurst Social Football Club
- Sandhurst Football Club
- Sandhurst Town Football Club
- Bracknell Town Football Club
- Sandhurst Cricket Club
- Sandhurst Tennis Club
- Sandhurst Tug of War Club
- Sandhurst Joggers
- National Blood Service
- parkrun
- Sandhurst Short Mat Bowling Club
- SB Sports & Education Group
- Sandhurst Guide Association
- 3rd Sandhurst Scouts
- The Gardening Club of Sandhurst & District
- Sandhurst & District Allotment Association
- Sandhurst Women's Institute
- Sandhurst Day Centre
- Bracknell Forest Council Youth & Community Service
- Nursery Groups
- Sandhurst Museum Trust
- Walking for Health Walkers
- Sandhurst Residents Association
- Thames Valley Police
- U3A

Date Received:



Sandhurst Town Council

APPLICATION FORM FOR ANNUAL GRANTS TO VOLUNTARY ORGANISATIONS

Please complete the application form fully and return to Sandhurst Town Council by **31st December 2026** to be included in our selection process for 2026/2027.

Organisation Name:

Contact Person:

Position:

--

Address for Correspondence:

Postcode:

Postcode:

E-mail Address:

Daytime Phone Number:

Please describe the objectives of the Organisation as contained in the Constitution:

Geographical Area Covered:

--

Please describe the purpose for which you seek a grant:

--

Amount Requested:

£

How many people benefited from your service in 2025/2026?

Adults	Young People 16 and under
--------	------------------------------

What percentage of these are within Sandhurst Town Council's area?

Adults	Young People 16 and under
--------	------------------------------

How will this grant support your service? Please be clear about whether you are seeking REVENUE funding i.e. assistance with on-going running costs and/or CAPITAL funding i.e. to purchase specific items.

REVENUE FUNDING YES / NO

CAPITAL FUNDING YES / NO

If CAPITAL FUNDING what are you purchasing:

--

Total cost of Capital purchase:

£

Total funds raised to date:

£

How do you intend to raise the remainder of the capital funding required?

--

YOUR ORGANISATION

Is it: A registered Charity?

Charity Number

Unregistered voluntary organisation

YES / NO

Other (please state)

Does it have:

A bank account

Number of signatories
required

Management
committee

Number on committee
at 30th June 2026

A constitution/set of rules

ACCOUNTS

Please complete the following from your organisation's latest annual accounts for the year ending 2024/25 (a full copy of your accounts certified by the relevant person must be submitted).

Total Income

£

Total Expenditure

£

Surplus/deficit

£

Total Reserves and net Assets

(including sums in capital accounts, please indicate whether the reserves are designated or free)

BUDGET

Please submit a copy of your detailed budget for 2025/2026 indicating projected income and expenditure on all major items (e.g. staffing, rent, office costs, telephone, equipment, publicity etc.)

ITEM	AMOUNT

IF YOU HANE RECEIVED A GRANT FROM SANDHURST TOWN COUNCIL PREVIOUSLY PLEASE DETAIL WHEN AND WHAT THE MONEY WAS USED FOR

Name of Applicant:	
Position:	
Signature of Applicant:	DATE:
If the Grant is successful, in what name would you like the cheque made payable?	

NB You may include any other information relevant to your application which may assist the Council to determine your application.

Please return this completed application form together with your latest accounts, budget and supporting information to:

Angela Carey, Executive Officer, Sandhurst Town Council, Memorial Park,
Yorktown Road, Sandhurst, Berkshire, GU47 9BJ or via e-mail to
eo@sandhurst.gov.uk by 31st December 2026.



GENERAL TERMS AND CONDITIONS OF GRANT APPROVAL

1. The project proceeds in accordance with the details submitted in your application.
2. The Sandhurst Town Council Grants Working Party is informed immediately of any significant changes to the project.
3. Grant aid is offered for a specific financial year (1st April - 31st March) and, therefore the project must be completed and grant claimed prior to 10th March of the year to which the grant applies
4. The applicant must acknowledge the support of Sandhurst Town Council in any publicity received prior to and after the start of the project (i.e. media, parish magazine).

The Sandhurst Town Council "Sandhurst Pride" logo must be used for any publicity. It is available electronically from Sandhurst Town Council on stc@sandhurst.gov.uk or 01252 879060.

5. All statutory and other legal approvals required for the project must be obtained prior to the start of the project.
6. The project must at all times conform to the relevant statutory obligations. In particular, all steps should be taken to ensure the health, safety and welfare of all persons involved in the project. The project must not unlawfully discriminate against any person on the grounds of sex, race, age, disability or religion.
7. Applicants must submit an end of grant monitoring report to ensure the terms and conditions of the offer are being met in a form approved by the Council. The Council reserves the right to inspect any works completed to ensure that projects have been completed in accordance with the original application.
8. The project sponsor will be responsible for establishing the VAT position in respect of project payments. Any monies paid by the Council are deemed to include VAT where it is deemed due.
9. The grant shall be repaid in the following circumstances:
 - a) The funding from other sources identified in the grant application is not realised
 - b) Any other condition is breached or not complied with.
10. The amount of grant to be repaid is as follows:
 - a) In respect of Conditions 9a or 9b the full amount of the grant.
11. All applicants and all members of an applicant Club/Association/Group are jointly and severally liable for repayment of the grant.
12. Membership of the applicant Club/Association/Group shall continue to be open to all

members of the community.

13. The applicant Club/Association/Group must continue to be a voluntary non-profit making organisation in the district of Sandhurst with a formal operating committee.
14. The Council reserves the right to withdraw grant aid at any time but this will not be exercised without good reason.



SANDHURST TOWN COUNCIL

SCHEDULE OF PRINCIPAL MEETINGS

2026/2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
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May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Meetings							BH			TC							E							L				BH	P		SP					

June								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Meetings																															TC					P	

July			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Meetings											E							L							SP					P							

August						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Meetings																													P							BH	

September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Meetings				TC							E							L							SP			P						

October				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Meetings																													P								

November							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Meetings											TC							E							L							SP				P

December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Meetings																						P				BH	BH		BH								

January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Meetings					BH						TC							E							L				P			SP					

February							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
Meetings										TC																		P								

March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Meetings				TC							E							L							SP	BH		BH	P				

April				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Meetings											AT																	P					

Planning	P	Town Council	TC	Environment	E	Leisure	L	Strategy & Policy	SP	Bank Holiday	BH	Annual Town Meeting	AT
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Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room
* Annual Town Council
Meeting (May)

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Community Hall

Venue: Council Offices
Sandhurst Memorial Park
Yorktown Road, Sandhurst
GU47 9BJ

All meetings open to the public and press

For more information contact: stc@sandhurst.gov.uk
01252 879060

SANDHURST TOWN COUNCIL**Updated List of Members – as at 31st March 2026****College Town Ward**

Nick Allen	C	01276 33601
Mike Butcher	C	07775 537344
Ben Hutchinson	LD	07958 950347
Mrs Margaret Mossom	C	07795 437159
Mrs Leigh Quigg	LD	07985 194447
Philip Thompson	LD	07934 975851

Little Sandhurst Ward

Mrs Jean Bettison	C	01344 778949
Paul Bettison	C	01344 778949
Dale Birch	C	01344 778140
Graham Birch	C	07708 984280
Mrs Nicky Coppins	LD	07824 825101
Christopher Ives	LD	07912 552021

Owlsmoor Ward

Mrs Diane Allum Wilson	L	
John Edwards	I	
Mrs Hazel Hill	C	07798 680709
Mrs Preeti Limbu	C	07412 670080
Ray Mossom	C	07920 535992
Paul Widdowson	C	

Central Sandhurst Ward

Mrs Janice Alves De Sousa	C	
Michael Brossard	C	01252 873826
Mrs Ali Williams	LD	
Mike Forster	LD	07968 996217
Dr Sophie Forster	LD	07594 565267
Parm Panesar	C	01252 875796

C = Conservative, L = Labour, LD = Liberal Democrat I = Independent

Executive Officer

Mrs Angela Carey	Council Offices – Memorial Park, Yorktown Road, Sandhurst, GU47 9BJ (Office hours 0900-1700)	01252 879060
	Email Address: stc@sandhurst.gov.uk	
	Website: www.sandhurst.gov.uk	
	www.sandhurstpride.co.uk	

Unitary Councillors

Owlsmoor & College Town Ward	N M Allen (see above) P Thompson (see above) R Mossom (see above)
Sandhurst Ward	N Zahuruddin (LD) C Eberle (LD) M Forster (see above)