



Bracknell Town Council

TO: ALL TOWN COUNCILLORS

5th May 2020

Dear Councillor,

You are required to attend the Annual Meeting of the Council to be held remotely via Zoom on **Tuesday 12th May 2020 at 7.30**. The link to the meeting will be sent to you prior to the meeting.

The meeting is open to the press and public. To join the meeting email clerk@bracknelltowncouncil.gov.uk for the link and the password.

The meeting will be held under the new legislation allowing for virtual meetings details can be found at: [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#)

Yours sincerely

Jackie Burgess

Town Clerk

A G E N D A

The meeting will start with a minutes silence lead by the Town Mayor for former Councillor Trevor Kensall who died in February 2020

- 1. To receive apologies**
- 2. To receive a report from the Town Mayor**
Councillor Mrs Isabel Mattick will say a few words on her Mayoral year
- 3. APPOINTMENT OF TOWN MAYOR 2020/21**
Councillor Mrs Isabel Mattick - Town Mayor 2019/20 will request nominations
On appointment the Town Mayor 2020/21 will receive the Chain of Office and read and complete the Declaration of Acceptance of Office.
- 4. APPOINTMENT OF DEPUTY TOWN MAYOR 2020/21**
The incoming Mayor will request nominations - on appointment the Deputy Mayor will receive the Chain of Office.
- 5. Declarations of Interest**
 - 5.1 To receive declarations of interest from Councillors on items on the agenda
 - 5.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - 5.3 To grant any requests for dispensation as appropriate

6. COMMITTEE AND WORKING GROUP APPOINTMENTS

To receive nominations and appoint to the various Committees and Working Groups of the Town Council.

COMMITTEES

Strategy and Finance Committee

Cllr Chris Turrell	<i>Substitutes:</i>
Cllr Jennie Green	<i>Cllr Roger Meakes</i>
Cllr Gill Birch	<i>Cllr Dai Roberts</i>
Cllr Mrs Isabel Mattick	
Cllr Sanjeev Prasad	
Cllr Malcolm Tullett	<i>Cllr Mary Temperton</i>
Cllr Paul Bidwell	<i>Cllr Kathryn Neil</i>

Environmental Services Committee

Cllr Malcolm Tullett	<i>Substitutes:</i>
Cllr Sanjeev Prasad	<i>Cllr Lizzy Gibson</i>
Cllr Michael Titheridge	<i>Cllr Paul Byron</i>
Cllr Jennie Green	
Cllr Anna Kempster	
Cllr Stuart Foston	<i>Cllr Kathryn Neil</i>
Cllr Mary Temperton	<i>Cllr Danielle Turner</i>

Staffing Committee

Cllr Chris Turrell	<i>Substitutes:</i>
Cllr Ian Kirke	<i>Ash Merry</i>
Cllr Mrs Isabel Mattick	<i>Michael Titheridge</i>
Cllr Malcolm Tullett	
Cllr Gill Birch	
Cllr Michael Skinner.	<i>Cllr Kathryn Neil</i>
Cllr Danielle Turner	<i>Cllr Mary Temperton</i>

Planning Committee

Cllr Alvin Finch	<i>Substitutes:</i>
Cllr Mike Gibson	<i>Cllr Stuart Foston</i>
Cllr Roger Meakes	<i>Cllr Dai Roberts</i>
Cllr Paul Byron	
Cllr Ian Kirke	
Cllr Michael Titheridge	<i>Cllr Mary Temperton</i>
Cllr Paul Bidwell	<i>Cllr Danielle Turner</i>

WORKING GROUPS

Budget Monitoring

Cllr Jennie Green		<i>Substitutes:</i>
Cllr Diana Henfrey		
Cllr Roger Meakes		
Cllr Ian Kirke		
Cllr Kathryn Neil		<i>Cllr Paul Bidwell</i>

CIL working Group

Cllr Chris Turrell		
Cllr Paul Byron		
Cllr Mrs Isabel Mattick		
Cllr Gill Birch		
Cllr Kathryn Neil		

Carbon Reduction Working Group

Cllr Michael Gbadebo		<i>Substitutes:</i>
Cllr Roger Meakes		<i>Cllr Malcolm Tullett</i>
Cllr Paul Byron		
Cllr Marc Brunel-Walker		
Cllr Paul Bidwell		<i>Cllr Mary Temperton</i>

Community Events

Cllr Gill Birch		
Cllr Malcolm Tullett		
Cllr Anna Kempster		
Cllr Ash Merry		
Cllr Danielle Turner		

Grants

Cllr Mrs Isabel Mattick		
Cllr Malcolm Tullett		
Cllr Michael Gbadebo		
Cllr Mike Gibson		
Cllr Dai Roberts		
Cllr Danielle Turner		

7. OUTSIDE BODIES

To receive nominations and appoint representatives/observers to outside bodies:

South Hill Park Trust (<i>Charity number 265656 Company no 1104422</i>) <i>1 Observer</i>	Cllr Michael Gbadebo or Cllr Paul Bidwell (contested) <i>Substitute Observer Cllr Mike Gibson</i>
Community Associations:	
Birch Hill	Cllr Gill Birch
Bullbrook	Cllr Dai Roberts
Crown Wood	Cllr Marc Brunel-Walker or Cllr Danielle Turner (contested)
Easthampstead & Wildridings	Cllr Stuart Foston
Great Hollands	Cllr Michael Gbadebo
Hanworth	Cllr Anna Kempster
The Parks	Cllr Isabel Mattick
New Priestwood	Cllr Michael Titheridge
Jennetts Park	Cllr Kathryn Neil

BFC :	
Borough/Parish Liaison Committee <i>2 representatives</i>	Cllr Paul Byron Cllr Stuart Foston
Lily Hill Park Steering Committee	Cllr Dai Roberts
South Hill Park - Management Group <i>2 representatives</i>	Cllr Gill Birch Cllr Paul Byron

Local Organisations:	
Age Concern	Cllr Lizzy Gibson or Cllr Danielle Turner (contested)
Bracknell Twinning Association Mayor + 2 representatives	Cllr Diana Henfrey Cllr Sanjeev Prasad
Bracknell Forest Nature Partnership	Cllr Paul Byron
Bracknell Voluntary Car Service	Cllr Roger Meakes
Citizens Advice Bureau	Cllr Chris Turrell or Cllr Kathryn Neil (contested)
Bracknell in Bloom	Cllr Isabel Mattick Cllr Roger Meakes Cllr Ash Merry
Jealotts Hill Landshare	Cllr Alvin Finch + Town Clerk
Federation of Burial and Cremation Authorities	Cllr Isabel Mattick

8. Minutes

To approve as a correct record and to authorise the Mayor to sign as a correct record the minutes of the meeting held on 11th February 2020 pages 1 - 3

9. Matters Arising

To consider any business arising out of the minutes

10. Mayor's Announcements

11. COMMITTEE REPORTS

Planning Committee

25th February 2020

Pages 4-7

17th March 2020

Pages 8-10

7th April 2020

Pages 11-13

28th April 2020

Pages 17-20

Staffing Committee

28th April 2020

Pages 21-22

Environmental Services Committee

March 2020 meeting was cancelled due to Covid-19

Strategy and Finance Committee

21st April 2020

Pages 14-16

- To approve the budget carry forwards as recommended by the Committee

12. Terms of Reference

To confirm the Terms of Reference of all the Committees and Working Groups as per the Standing Orders. Terms of Reference attached for Strategy and Finance, Environmental Services, Staffing, and Planning Committees and for the CIL Working Group, Carbon Reduction Working Group, Budget Monitoring Group, Community Events Working Group and the Grants Working Group.

13. To adopt the general power of competence

To confirm that Bracknell Town Council meets the criteria for General Power of Competence for 20/21

- The Council had 27 members elected at the 2019 election, with all 27 seats still maintained the Council exceeds the required criteria of two thirds of 18 elected members for 20/21
- The Town Clerk is CiLCA qualified

Full Council is recommend to resolve to adopt the use of the General Power of Competence for 20/21 as set out in the Parish Councils ((General Power of Competence) Prescribed Conditions) Order 2012

It is recommended that Council resolves to adopt to use the General Power of Competence.

14. To appoint an Internal Auditor

To confirm the reappointment of Claire Connell as Internal Auditor for the 2020/21 year

15. Received Income Transactions

To note received income transactions from the 1st January to 28th February 2020 (available for inspection at Brooke House).

16. Paid Expenditure Transactions

To agree paid expenditure transactions from the 1st January to 28th February 2020 inclusive (available for inspection at Brooke House).

To authorise the Mayor to sign these as a correct record.

17. Meetings Schedule for 2020/21 year

To note the meetings schedule for 2020/21. Attached for information.

Meetings of all Committees

Agendas attached:

Strategy and Finance Committee

Environmental Services Committee

Staffing Committee

Planning Committee

The Town Mayor will read out a list of Grants that have been paid to local groups.

Notes on Declaration of interest

Members are requested to declare any personal interests. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Town Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days. It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter the Monitoring Officer for a decision.