



Bracknell Town Council

Strategy and Finance Committee Minutes 21st April 2020

Attendance

Councillors Present	Paul Bidwell, Gill Birch, Jennie Green, Isabel Mattick, Sanjeev Prasad, Malcolm Tullett, Chris Turrell
Councillors Co-opted	Alvin Finch, Michael Gbadebo, David Roberts, Michael Skinner, Michael Titheridge
In Attendance	Jackie Burgess (TC), Rachel Gordge (SAO)

The meeting opened via Zoom at 7.30pm and closed at 8.42pm

SF1360	Declarations of Interest
	There were no declarations of interest.
SF1361	Minutes
	The minutes of the Strategy and Finance Committee held on 28 th January 2020 were proposed by Councillor Chris Turrell and seconded by Councillor Sanjeev Prasad. It was RESOLVED that the recommendations contained therein are received and adopted as a correct record and signed by the Chair with the following amendment SF1306 should read “seconded by Councillor Chris Turrell”.
SF1362	Matters Arising from the Minutes
	1151 Great Hollands – An update was given about the new parking spaces at Great Hollands Recreation Ground. This project has been deferred as further site visits are required and these will take place after the Covid-19 lock down is lifted.
	2507 Birch Hill Toilets – The papers for the toilets have not been received due to the Covid-19 lock down.
	SF1307 Land Transfers and Leases – This project has been deferred as there is still work to be completed by both BTC and BFC to move this forward. During the Covid-19 lock down other work has taken priority.
	SF1308 CIL Update – All CIL projects are being deferred until after the Covid-19 lock down. The manual work required to be completed requires staff to be back at full capacity working outside.
	SF1309 Bracknell Matters – It was decided that the first online publication of the Bracknell Matters can now be produced with no printed issues. The events section will either be replaced or removed due to recent events being cancelled or postponed. Officers will contact the Printroom Group to check their availability for the completion of this project.
SF1363	Budget
	The Town Clerk gave an update on the budget <ul style="list-style-type: none">• BTC is on target to achieve the income budget for 2019/20, but will have underspent on its expenditure by approximately 15% as a large amount of purchases (including two new electric vehicles) were cancelled in March due to the current situation. The TC recommended a series of carry forwards



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	<p>are made to the budget before closing off the 2019/20 financial accounts. This will give Council so flexibility in 2020/21 as we cannot predict how the current situation will ultimately affect the Town Council or how much it will cost to bring all of the Town Council areas back up to standard. The Committee reviewed the recommended carry forwards and unanimously APPROVED them along with a proposal from Councillor Jennie Green that £2000 be added to carry forwards to cover the repair of BTC bus stops.</p> <ul style="list-style-type: none"> • Due to the lock down BTC could lose up to £20,000 per month in income, however this figure would then be offset by a decrease in utility bills and purchases • It was confirmed that BTC is not currently eligible for any financial support from the lock down as the money used by BTC is already considered government funds, but the TC will review as new information comes available • March 2020 TV Grants were discussed, and it was confirmed that they will be paid once the lock down is over • Any payment holidays offered to BTC, such as Thames Valley Water have been accepted
SF1364	Grant Applicants
	<ul style="list-style-type: none"> • It was confirmed that successful grant applicants will receive their funds via bank transfer. • The possibility of an increased level of Emergency Funding Grants for charities following the lock down was discussed. It was confirmed that all applications will follow the usual process with a limit of £500 and that they will be assessed by the Grants Committee. • The level of funding kept aside for Emergency Grant Funding to be carried forward is £1900 which will give a budget for 20/21 of £3900. The budget will be checked to see if any further funding can be set aside for these emergency funds and then a formal proposal will be brought to a future meeting. The Small Grant heading will be changed to Emergency Grant on the accounts package.
SF1365	Standing Orders
	NALC will review Standing Orders and Financial Regulations later in the year. The Standing Orders currently in place will cover the remote and virtual meetings and decisions as this is a temporary legislation change
SF1366	Budget Monitoring Working Group
	The Chair of the Budget Monitoring Working Group gave an update following the meeting on 15 th April 2020. The interest rate was discussed and the fact that some purchases were made to cover items for events that have now been cancelled. In the event that these cannot be returned or refunded they can be utilised at other events.



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SF1367	Health and Safety
	<ul style="list-style-type: none">• The Covid-19 Risk Register was assessed and the Town Clerk was thanked for her hard work on implementing the measures on the register to keep the BTC staff as safe as possible.• The Financial implication of the Risk Register needs to be updated to show a higher risk before mitigation measures were put in place AGREED• The Health and Safety Policy and the Employee Handbook have been completed but have not yet gone out to Staff for consultation due to the current conditions
SF1368	Jealotts Hill Landshare
	<p>With Silva Homes withdrawing from the Partnership as of April 2021, the aim is to transform Jealotts Hill Landshare eventually into a CIO. The first step is to set up a CIC with BTC and WPC as partners. The CIC will allow for procedures and policies to be put into place to attract Trustees when the Landshare moves to a CIO. It was AGREED in principal to move forward, looking into how this would work and how it could be set up. Once the research has been done a formal proposal will be brought to Full Council AGREED</p>
SF1369	Events in 2020
	<ul style="list-style-type: none">• All events until the end of June have been cancelled due to the Covid-19 lock down.• The Summer of Fun events have not yet been cancelled as there could be progress on the lock down and the virus by that point. The Town Clerk has a meeting with the other Town and Parish Councils schedule for May 11th when it is hoped more information will be available• Mugs were ordered for the VE Day event on 8th May. The Town Clerk and Officers are still trying to find out if these have already been made or if production of the mugs was halted due to Covid-19. If confirmed that the mugs are on the way arrangements will be made to deliver the mugs to the care homes that were originally invited to the event in order for the homes to source cakes and host a remote tea party, BTC will fund the cakes.

The date of the next meeting is 12th May 2020 at the Annual General Meeting.

Sign:	
Date:	