



Bracknell Town Council

Strategy and Finance Committee Minutes 28th January 2020

Attendance

Councillors Present	Paul Bidwell, Gill Birch, Jennie Green, Isabel Mattick, Malcolm Tullett, Chris Turrell
Councillors Apologies	Sanjeev Prasad
In Attendance	Jackie Burgess (TC), Rachel Gordge (SAO)

The meeting opened at 7.30pm and closed at 8.55pm

SF1302	Declarations of Interest
	There were no declarations of interest.
SF1303	Minutes
	The minutes of the Strategy and Finance Committee held on 5 th November 2019 were proposed by Councillor Chris Turrell and seconded by Councillor Isabel Mattick. It was RESOLVED that the recommendations contained therein are received and adopted as a correct record and signed by the Chair.
SF1304	Matters Arising from the Minutes
	1151 Great Hollands – An update was given about the new parking spaces at Great Hollands Recreation Ground. A plan of fifty new spaces has been drawn up and a variety of materials for the ground are being researched to limit deeper groundwork being done around the current trees. Further details and plans will be brought to the next meeting on 21 st April 2020.
	2507 Birch Hill Toilets – The lease for the toilets is currently with BTC solicitors. It will be assessed and then returned to BTC with notes before the deadline of the Full Council meeting on 11 th February 2020 as BTC are due to take over the facility on 1 st April 2020.
	1154 Electronic Banking – The internal auditor has assessed the new process for paying by electronic banking which includes pink slips and the data being input and checked by two Officers. The auditor is satisfied that the process proposed fits within GDPR guidelines.
SF1305	Budget
	The Town Clerk gave an overview of the proposed budget for 2020/2021. The report was accepted and the following points were discussed: <ul style="list-style-type: none">• Pensions - The employer's rate of pensions is increasing from 19.8% to 22.5% in the next financial year and then up to 25.5% in the year 2023. Councillors Bidwell and Green have experience in pensions and were invited to meet with the Town Clerk to discuss the matter further.• BALC – The renewal of the BALC membership was discussed. It was felt that there wasn't the relevant amount of support from BALC over the past year and that the membership would not be renewed. It was proposed by Councillor Malcolm Tullett not to renew and to research the benefits of a membership with the LGA (Local Government Association) including what



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	<p>support they offer. This was seconded by Councillor Chris Turrell. AGREED</p> <ul style="list-style-type: none">• Precept – It was proposed by Councillor Chris Turrell to recommend to Full Council on 11th February 2020 that the precept for band D is raised by £5. This was seconded by Councillor Gill Birch. AGREED• South Hill Park Grant – It was proposed by Councillor Malcolm Tullett that the £135,000 grant for South Hill Park be recommended to Full Council on 11th February 2020 for the next four years to enable SHP to plan to become self-sustainable. This was seconded by Councillor Gill Birch. AGREED
SF1306	Grant Application Process
	<p>A meeting was held to discuss the streamlining of the grant application processes and policy. This is to ensure that enough information is received for all grant applications and that all grants applicants are treated equally regardless of the amount of money they are requesting. This new process will also include South Hill Park who have already completed a new application form for their next grant. A recommendation for a working group with six members with a five to one split to be taken to Full Council. Officers have amalgamated the existing grant application forms into one, created a simple flow chart to show the process and also merged the policies to become one all-encompassing policy. Three recommendations were proposed to the committee. Councillor Malcolm Tullett proposed that all three recommendations be recommended to Full Council on 11th February en bloc.</p> <ol style="list-style-type: none">1. A grants working group is created to scrutinise grant applications.2. To give authority to the working group to review and finalise the new application form and process.3. To bring South Hill Park Trust in line with other grant applications. <p>This was seconded by Councillor Chris Tullett. AGREED</p>
SF1307	Land Inventory and Leases
	<p>The Town Clerk gave an update on the leases held by BTC. All leases are being renewed with a 125 year lease and some leases will be amalgamated and also some additional small pieces of land that BTC already maintain will be included. These leases will then all be registered with the land registry in blocks to make it more affordable.</p>
SF1308	CIL Update
	<ul style="list-style-type: none">• Water Fountains – A request for water fountains to be placed in three of our manned parks from the Environmental Services Committee was discussed.. It was recommended that a full report be brought to Full Council on 11th February 2020 and that 3 fountains be placed in our manned parks.• The Town Clerk advised the Committee that there are outstanding CIL funds that need to be spent before 31st March 2021 otherwise they will have to be paid back. Some of this funding is already allocated to projects. It was proposed by Councillor Malcolm Tullett that the allocated fund projects and the water fountain projects be recommended for approval at the Full Council meeting on 11th February 2020. AGREED



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SF1309	Bracknell Matters
	<p>A report was tabled regarding the Bracknell Matters publication. The current publisher has decided that due to low advert sales that they can no longer produce two copies of the publication per year. They have advised that they can only publish one edition per year. Officers have thoroughly researched other avenues and four options were proposed to the Committee. It was proposed by Malcolm Tullett that option three which was recommended by Officers was recommended to Full Council on 11th February.</p> <ul style="list-style-type: none">• Option 3 – to work with The Print Room to print 22,000 copies of one edition and three editions of 200 copies with online versions for all publications. This was seconded by Councillor Gill Birch. AGREED
SF1310	Health and Safety
	<p>The Chair of the Health and Safety Working Group gave an update. The Risk Register was explained and reviewed. Any committee can add to the Risk Register if they think of a risk that needs to be assessed. The internal auditor requested that the Risk Register be brought to every Strategy and Finance Committee meeting so that is constantly under review. The Town Clerk will mark any issues that need attention on the agenda for the meetings so that new items are discussed thoroughly. It was proposed by Councillor Malcolm Tullett to recommend the Risk Register to Full Council on 11th February 2020. This was seconded by Councillor Chris Turrell. AGREED</p>
SF1311	Jealotts Hill Landshare
	<p>No update on the Landshare was available as the last meeting was cancelled. An update will be brought to the next meeting.</p>
SF1312	Budget Monitoring Working Group
	<p>An update was given by the Chair of the Budget Monitoring Working Group. Mayoral spending was assessed in the last meeting of the Working Group and it was decided that the same code will be used for all future Mayoral spending so that it can be easily identified.</p>
SF1313	Community Events Working Group
	<p>An update was given by the Chair of the Community Events Working Group. The venue for VE Day 75 has been confirmed as Garth Hill College. One sitting of around 100 people from care homes will attend. All members of the working group have been taking actions away. Further information will be provided following the next meeting on 29th January 2020.</p>
SF1314	Bracknell Town Neighbourhood Plan
	<p>An update was given on the progress of the Neighbourhood Plan. The plan is still with the examiner but once the examiner has assessed the plan a report will be received with any amendments that need to be made.</p>
SF1315	Annual Grants
	<p>Thank you letters received from some of the successful grant applicants were</p>



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	NOTED
SF1316	Any Other Business
	The Town Clerk advised that additional tree work is being completed on several sites following a tree survey. This is to remove dead wood or damaged trees that could cause danger for residents and park users. One of the cedar trees has dropped branches and so a fence will be installed around the base to stop residents getting close to reduce the risk of injury. It was recommended that CIL funds be used to do this. A report will be brought to Full Council on 11 th February 2020.

The date of the next meeting is 24th March 2020 in the Council Chamber at Brooke House.

Sign:	
Date:	