



Bracknell Town Council

TO: ALL TOWN COUNCILLORS

27th April 2021

Dear Councillor,

You are required to attend the Annual Meeting of the Council to be held remotely via Zoom on **Tuesday 4th May 2021 at 7.30pm**. The link to the meeting will be sent to you prior to the meeting. The Annual Town meeting will be held prior this meeting starting at 7pm.

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

- 1. To receive apologies**
- 2. To receive a report from the Town Mayor**
Councillor Michael Titheridge will say a few words on his Mayoral year
- 3. APPOINTMENT OF TOWN MAYOR 2021/22**
Councillor Michael Titheridge - Town Mayor 2020/21 will request nominations
On appointment the Town Mayor 2021/22 will receive the Chain of Office and read and complete the Declaration of Acceptance of Office
- 4. APPOINTMENT OF DEPUTY TOWN MAYOR 2021/22**
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 Dai Roberts</i>
Cllr Gill Birch	
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 Michael Titheridge</i>
Cllr Lizzy Gibson	<i>Cllr Marc Brunel-Walker</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>Cllr Ash Merry</i>
Cllr Mrs Isabel Mattick	<i>Cllr 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 Dai Roberts	<i>Cllr Marc Brunel Walker</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 Paul Byron		
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 Paul Byron		<i>Cllr Malcolm Tullett</i>
Cllr Marc Brunel-Walker		
Cllr Paul Bidwell		<i>Cllr Mary Temperton</i>

Community Events

Cllr Gill Birch		
Cllr Lizzy Gibson		
Cllr Anna Kempster		
Cllr Ash Merry		
Cllr Danielle Turner		

Grants

Cllr Mrs Isabel Mattick		
Cllr Diana Henfrey		
Cllr Michael Gbadebo		
Cllr Mike Gibson		
Cllr Dai Roberts		
Cllr Danielle Turner		

Mill Park Improvements

Cllr Mrs Isabel Mattick		
Cllr Malcolm Tullett		
Cllr Diana Henfrey		
Cllr Lizzy Gibson		
Cllr Mary Temperton		
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 Dai Roberts 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 Chris Turrell Cllr Paul Byron
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 Bracknell Forest	Cllr Lizzy Gibson
Bracknell Twinning Association Mayor + 2 representatives	Cllr Diana Henfrey Cllr Lizzy Gibson
Bracknell Forest Nature Partnership	Cllr Paul Byron
Citizens Advice Bureau	Cllr Chris Turrell or Cllr Danielle Turner (contested)
Bracknell in Bloom	Cllr Isabel Mattick Cllr Gill Birch 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 16th February 2021 pages 1 - 4

9. Matters Arising

To consider any business arising out of the minutes

10. Mayor's Announcements

11. COMMITTEE REPORTS

Planning Committee

23 rd February 2021	Pages 5 – 9
16 th March 2021	Pages 10 – 14
6 th April 2021	Pages 15 – 19
27 th April 2021	Papers to follow

Environmental Services Committee

13 th April 2021	Pages 20 - 22
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Staffing Committee

20 th April 2021	Pages 23 - 24
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Strategy and Finance Committee

20 th April 2021	Pages 25 – 28
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- £2000 to be earmarked for a Carbon Reduction report
- £183 +VAT for Carbon Reduction vinyl footprints for Brooke House

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, Mill Park Improvements 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 2021/22

- The Council had 27 members elected at the 2019 election, with 26 seats still maintained the Council exceeds the required criteria of two thirds of 18 elected members for 2021/22
- The Town Clerk is CiLCA qualified

Full Council is recommended to resolve to adopt the use of the General Power of Competence for 2021/22 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. Standing Orders

To NOTE that standing orders were approved and adopted at the meeting of Full Council on 16th February 2021

15. Financial Regulations

To NOTE that the Financial Regulations will be taken to the Strategy and Finance Committee in June 2021

16. Temporary Scheme of Delegation

To approve a temporary scheme of delegation to the Town Clerk and to extend the 6 month meeting rule for Councillors – papers attached

17. Green Champion

To elect a Councillor to become the Green Champion as recommended by the Carbon Reduction Action Plan

18. Received Income Transactions

To note received income transactions from the 1st January to 28th February 2021 (available for inspection at Brooke House)

19. Paid Expenditure Transactions

To agree paid expenditure transactions from the 1st January to 28th February 2021 inclusive (available for inspection at Brooke House).
To authorise the Mayor to sign these as a correct record

20. Meetings Schedule for 2021/22 year

To note the meetings schedule for 2021/22 - 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

The date of the next meeting is 29th June at 7.30pm

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.