



# Bracknell Town Council

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TO: ALL TOWN COUNCILLORS

5<sup>th</sup> May 2020

Dear Councillor,

You are required to attend the Annual Meeting of the Council to be held remotely via Zoom on **Tuesday 12<sup>th</sup> 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](mailto: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:

|   |  |
|---|--|
| <b>South Hill Park Trust</b> ( <i>Charity number 265656 Company no 1104422</i> )<br><i>1 Observer</i> | Cllr Michael Gbadebo or Cllr Paul Bidwell (contested)<br><i>Substitute Observer Cllr Mike Gibson</i> |
| <b>Community Associations:</b>  |  |
| 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  |

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

|   |  |
|---|--|
| <b>Local Organisations:</b>                                 |  |
| Age Concern   | Cllr Lizzy Gibson or Cllr Danielle Turner (contested)      |
| Bracknell Twinning Association<br>Mayor + 2 representatives | Cllr Diana Henfrey<br>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 Danielle Turner (contested)     |
| Bracknell in Bloom  | Cllr Isabel Mattick<br>Cllr Roger Meakes<br>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**

25<sup>th</sup> February 2020

Pages 4-7

17<sup>th</sup> March 2020

Pages 8-10

7<sup>th</sup> April 2020

Pages 11-13

28<sup>th</sup> April 2020

Pages 17-20

### **Staffing Committee**

28<sup>th</sup> April 2020

Pages 21-22

### **Environmental Services Committee**

March 2020 meeting was cancelled due to Covid-19

### **Strategy and Finance Committee**

21<sup>st</sup> 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 1<sup>st</sup> January to 28<sup>th</sup> February 2020 (available for inspection at Brooke House).

## **16. Paid Expenditure Transactions**

To agree paid expenditure transactions from the 1<sup>st</sup> January to 28<sup>th</sup> 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.*