



# Bracknell Town Council

## Full Council Agenda 28<sup>th</sup> June 2022

Jackie Burgess, Town Clerk

23<sup>rd</sup> June 2022

### To all Town Councillors

Dear Councillors,

You are required to attend this Full Council Meeting on 28<sup>th</sup> June 2022 at 7.30pm in the Council Chamber at Brooke House.

Please note that this is a face to face meeting and if Councillors attend virtually this will not be counted as attendance and they will not be able to vote.

The meeting is open to the press and the public, who may join either in person or virtually via the link below:

Microsoft Teams meeting

[Click here to join the meeting](#)

Yours sincerely,

*Jackie Burgess*

Town Clerk

### Agenda

<b>1</b>	<b>To Receive Apologies</b>
<b>2</b>	<b>Declarations of Interest</b>
	2.1 To receive declarations of interest from Councillors on items on the agenda 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any) 2.3 To grant any requests for dispensation as appropriate
<b>3</b>	<b>Minutes</b>
	To approve as a correct record the minutes of the meeting held 10 <sup>th</sup> May 2022 (pages 1 – 7) – papers attached
<b>4</b>	<b>Matters Arising from the Minutes</b>
	To discuss any matters arising from the minutes not discussed elsewhere on the agenda <ul style="list-style-type: none"><li>Open Spaces Leases – the final areas for the 3 new leases have now been agreed (Barry Square, Beedon Drive, Deepfield Road) the BTC solicitor is doing a final check of the documents and then they will be ready for the Town Mayor to sign and for the BTC seal to be added.</li></ul>
<b>5</b>	<b>Mayor's Announcements</b>
	The Town Mayor will give a report at the meeting



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	<b>Committee Reports</b>
<b>6</b>	<b>Planning Committee</b>
	<p>Chair Councillor Alvin Finch 10<sup>th</sup> May 2022 Pg 11 17<sup>th</sup> May 2022 Pg 12 – 16 14<sup>th</sup> June 2022 Pg 22 – 27</p> <ul style="list-style-type: none"><li>Full Council is asked to consider adding the road name 'Burgess' <i>Suffix to the bank of names</i></li></ul> <p>Andrew Radgick (Bracknell Forest Historical Society) was talking to an elderly resident recently who has lived her entire life in this area. During the conversation, she mentioned she would like to see a road named Burgess. The name would recognise her late uncle, Edward Burgess, who started an engineering firm in Bracknell in 1926. The firm continued in the town until 1984, when it was taken over and moved to Worcestershire. At its height, it employed sixty local men, so made a considerable contribution to the local economy, especially during the difficult times of the 1930s.</p>
<b>7</b>	<b>Environmental Services Committee</b>
	<p>Chair Councillor Anna Kempster 10<sup>th</sup> May 2022 Pg 9 24<sup>th</sup> May 2022 Pg 17 – 19</p>
<b>8</b>	<b>Strategy and Finance Committee</b>
	<p>Chair Councillor Chris Turrell 10<sup>th</sup> May 2022 Pg 8 14<sup>th</sup> June 2022 Pg 28 – 30</p> <ul style="list-style-type: none"><li>To note the internal auditors report 2021-22</li><li>Birch Hill Toilets Update – Tenders for the refurbishment of Birch Hill Toilets have been received. The changing places grant has been approved at £40,000 so the cost of the works to BTC will be just under £50,000. Full Council to approve this project moving forward at this reduced cost to BTC</li></ul>
<b>9</b>	<b>Staffing Committee</b>
	<p>Chair Councillor Chris Turrell 10<sup>th</sup> May 2022 Pg 10 7<sup>th</sup> June 2022 Pg 20 – 21</p> <ul style="list-style-type: none"><li>To approve the recommendation from the Committee to amend the job role of the Office Manager to Deputy Clerk with the relevant remuneration</li></ul>
<b>10</b>	<b>Annual Governance Accountability Return (AGAR) 2021-22</b>
	<p>To approve the Mayor to sign the AGAR as recommended by the Strategy and Finance Committee.</p> <ul style="list-style-type: none"><li>Section 1 (page 4) – Annual Governance Statement section 1 – Strategy and Finance Committee recommend that Council answer yes to all the questions detailed and for the Town Mayor and Town Clerk to sign the document</li><li>Section 2 – Accounting Statements 2021-22 – Strategy and Finance Committee have reviewed all the figures and recommend the Town Mayor and Town Clerk sign the document for sending to the external auditors</li></ul>



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<b>11</b>	<b>Financial Statements 2021-22</b>
	To approve the financial statements as recommended by the Strategy and Finance Committee and recommend the Town Mayor sign as a correct record
<b>12</b>	<b>Financial Regulations</b>
	The financial regulations were scrutinised by the Strategy and Finance Committee and it is recommended that these are adopted by Full Council
<b>13</b>	<b>Standing Orders</b>
	The changes to the Standing Orders were scrutinised by the Strategy and Finance Committee and it is recommended that these are adopted by Full Council
<b>14</b>	<b>Terms of Reference</b>
	The Terms of Reference for all Committees and Working Groups are attached. Full Council is asked to approve these documents which have been scrutinised by the individual committees and working groups
<b>15</b>	<b>CIL Report</b>
	To approve the CIL Report for 2021-22 as recommended by Strategy and Finance Committee
<b>16</b>	<b>Received Income Transactions</b>
	To note received income transactions as reviewed by Budget Monitoring for the period 1st February 2022 to 31 <sup>st</sup> March 2022 inclusive (available for inspection via the Town Clerk)
<b>17</b>	<b>Paid Expenditure Transactions</b>
	To authorise the Mayor to sign the paid expenditure transactions as reviewed by Budget Monitoring for the period 1st February 2022 to 31 <sup>st</sup> March 2022 inclusive (available for inspection via the Town Clerk)

Date of the next Meeting: **11<sup>th</sup> October 2022 7.30 pm Council Chamber Brooke House**

### 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 to the Monitoring Officer for a decision.*