



Bracknell Town Council

Strategy and Finance Committee Minutes 16th June 2020

Attendance

Councillors Present	Paul Bidwell, Gill Birch, Jennie Green, Isabel Mattick, Sanjeev Prasad, David Roberts, Malcolm Tullett, Chris Turrell
Councillors Co-opted	Alvin Finch, Diana Henfrey
In Attendance	Jackie Burgess (TC), Rachel Gordge (SAO), Allan Moffat (RFM)

The meeting opened via Zoom at 7.30pm and closed at 9.08pm

SF1057	Declarations of Interest
	There were no declarations of interest
SF1058	Minutes
	The minutes of the Strategy and Finance Committee held on 21 st April 2020 and 12 th May 2020 were proposed by Councillor Chris Turrell. It was RESOLVED that the recommendations contained therein are received and adopted as a correct record and signed by the Chair
SF1059	Matters Arising from the Minutes
	SF1309 Bracknell Matters – The Town Clerk gave an update regarding the Printroom Group and the Bracknell Matters. It is not possible to get an edition out before July at the earliest due to heavy workloads. This can then be a printed version and the lockdown may have eased more by then meaning that there is room for more content regarding the facilities and services offered by BTC SF1365 Standing Orders – updated Standing Orders from the SLCC have not been finalised. These will be brought to a future meeting NOTED
SF1060	Financial Statement and Annual Return for 2019/20
	It was proposed by Councillor Chris Turrell to recommend to Full Council on 23 rd June 2020 that the full Financial Statement and Annual Return report for 2019/20 be ratified. This was seconded by Councillor Isabel Mattick APPROVED
SF1061	To receive the final report from the Internal Auditor for the year ended 31st March 2020
	The Town Clerk introduced the Internal Auditor report for the year ended 31 st March 2020. There was one point lost for lack of proof of when the AGAR was published to the BTC website. This is a common point loss in many Council's this year as this is relatively new criteria. This will be recorded every year to show proof in the future APPROVED
SF1062	Financial Year 2020/21
	The Committee assessed the financial report and the following decisions were made: 1. Café – Great Hollands and Jocks Lane shops will be re-opened for takeaway purchases including hot drinks, cold drinks, limited wrapped ice creams and wrapped snacks. Social distancing will be enforced and there will be a



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	<p>separate entrance and exit. Staff will use PPE which will be provided for them APPROVED</p> <p>2. Avis – The fee for 35 car parking spaces that Avis use will be pro-rated by the amount of time they have not been using it due to Covid-19, this will be charged at the higher rate of £2.67 per space per day APPROVED</p> <p>3. Great Hollands Bowls Club – The fee for the 5 bowling rinks will be reduced to £4000 from £5594 as they have lost income due to Covid-19. They have applied for grants and if they are successful they will pass some of the funding onto us APPROVED</p> <p>4. Supplier Payments – Councillor Green and Councillor Kirke have been added to the Bank Mandate in order to continue the review of the supplier payments. During Covid-19 and working with the Internal Auditor it was agreed that a list of payments required would be sent to the Leader and Deputy Leader of the Council for authorisation and then to be processed by the Town Clerk. The Budget Monitoring Working Group will continue to review all payments APPROVED</p> <p>5. Virement from Events budget to Emergency Grant Funding – The virement of £1,100 from the Events budget to the Emergency Grant Funding (£5000 total budget) to allow for additional emergency funding applications following Covid-19 was APPROVED</p>
SF1063	Cloud Back up of BTC Server
	The recommendation of a 1 Terabyte Cloud 'Vault' from a company called Carbonite with full support for an annual cost of £800 and managed through the IT Consultant was discussed. Councillor Roberts requested details to be sent to him for further assessment. It was APPROVED that the recommendation be taken to Full Council on 23 rd June 2020 with further details
SF1064	Budget Monitoring
	The Chair of the Budget Monitoring Working Group gave an update. The Working Group has scrutinised the VE Day budget and the purchases made before Covid-19 and this can all be used and carried forward to future events. The Covid-19 expenditure has also been reviewed
SF1065	BTNP Steering Group
	Work is continuing with the next meeting scheduled for 24th June 2020
SF1066	Jealotts Land Share
	Silva Homes have now committed to remain a partner in the Land Share for the foreseeable future. The future aim of Jealotts Hill Land Share is to register it as a CIC but at the moment this is not viable. It is recommended that BTC commit to continue contributing £8,500 per year to Jealotts Hill Land Share until March 2023. This recommendation will be taken to Full Council on 23 rd June 2020 APPROVED
SF1067	Risk Registers
	The Risk Register was discussed and NOTED . It was agreed that the Covid-19 risks will be added onto the normal Risk Register as it is now an ongoing risk. This will be



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	updated by the next Strategy and Finance Meeting on 8 th September 2020
SF1068	Events 2020
	The online events that have been celebrated through social media and the BTC website were NOTED Rachel Gordge was thanked for organising the online events and for her enthusiasm in managing the social media. The Councillors were asked to share all posts to increase visibility to the public
	CONFIDENTIAL BUSINESS
SF1069	South Hill Park Trust
	Councillor Tullett gave an update on South Hill Park Trust. SHP is asking for £500,000 in charitable donations online in order to keep running. They have applied for a loan of £50,000 and have also applied for several grants. SHP is trying to increase their online presence. Some documents need to be requested to satisfy the terms of the BTC grant that is given to them including: <ul style="list-style-type: none">• Accounts and full balances for the last year• Insurance documents regarding the safety of the building• Loan details SHP will be kept on the agenda at Strategy and Finance as a running item. The Town Clerk will send the meeting notes and reports to the S&F Committee and will request the above documents.
SF1070	Silva Homes
	Silva Homes are refurbishing their depot and has asked if the can store their equipment such as ride on machinery at Braybrooke for the 20 weeks. They will pay £500 per week and will install two new cameras for security APPROVED

The date of the next meeting is 8th September 2020

Sign:	
Date:	