



# Bracknell Town Council

## Strategy and Finance Committee Minutes 20<sup>th</sup> April 2021

### Attendance

Councillors Present	Paul Bidwell, Gill Birch, Jennie Green, Isabel Mattick, Sanjeev Prasad, Malcolm Tullett, <b>Chris Turrell</b>
In Attendance	Jackie Burgess (TC), Rachel Gordge (SAO), Member of the public

The meeting opened via Zoom at 7.30pm and closed at 8.55pm

<b>SF1390</b>	<b>Declarations of Interest</b>
	There were no declarations of interest
<b>SF1391</b>	<b>Minutes</b>
	The minutes of the Strategy and Finance Committee held on 2 <sup>nd</sup> February 2021 were proposed by Councillor Chris Turrell and seconded by Councillor Malcolm Tullett. It was <b>RESOLVED</b> that the recommendations contained therein are received and adopted as a correct record and signed by the Chair
<b>SF1392</b>	<b>Matters Arising from the Minutes</b>
	<b>SF1307 Covid Update</b> – The NHS are releasing the coffee shop and toilets at Great Hollands pavilion and the coffee shop will be re-opening on 1 <sup>st</sup> May 2021 following a deep clean. They will continue to use the hall as a Lateral Flow Centre. Restrictions <b>on BTC staff are slowly being released as per the Government guidelines</b> <b>SF1318 Grants 2021/22</b> - The thank you letter from the Look in Café was NOTED. It was also advised that BTC could be eligible for a grant to help cover the losses from coffee shops, sports pitches and hall hire. The Town Clerk is applying via BFC
<b>SF1393</b>	<b>Great Hollands Car Park</b>
	It was <b>NOTED</b> that a pre-app for the Great Hollands car park (60 spaces) has been submitted to receive guidance
<b>SF1394</b>	<b>Braybrooke Scout Hut</b>
	It was <b>NOTED</b> that a planning application has been submitted for the scout hut at the back of Braybrooke. If approved the lease between BTC and the Scouts will be brought back to Strategy and Finance for approval. The cost for BTC for the scout hut with shared classroom will be minimal
<b>SF1395</b>	<b>Carbon Reduction Report</b>
	<ul style="list-style-type: none"><li>The quote for the Carbon Reduction report was discussed. If agreed, the report can aid in more successful grant applications. It was proposed by Councillor Chris Turrell to earmark the fees of £2000 for a Carbon Reduction report subject to research by the Carbon Reduction Working Group and Environmental Services Committee regarding the consultant. This was seconded by Councillor Isabel Mattick <b>APPROVED</b></li><li>It was proposed by Councillor Malcolm Tullett to agree the funding of £183 +VAT for the vinyl footprint posters for Brooke House. This was seconded by Councillor Jennie Green <b>APPROVED</b></li></ul>



# Bracknell Town Council

## Strategy and Finance Committee Minutes 20<sup>th</sup> April 2021

<b>SF1396</b>	<b>Asset of Community Value</b>
	Committee was notified that an asset of community value has been applied for at Great Hollands. If the land was ever put up for sale, local residents would be given first choice for raising the funds to buy the piece of land <b>NOTED</b>
<b>SF1397</b>	<b>LTA Grant for Great Hollands</b>
	The grant for £12,000 for new gates at Great Hollands tennis courts from the LTA was successful. The gates have been installed and now members can book online to obtain the gate code. The Town Clerk is also preparing an application for a loan to replace the flood lights <b>NOTED</b>
<b>SF1398</b>	<b>Allan Moffat's Retirement</b>
	It was proposed that a celebration be held in honour of Allan's retirement in July 2021 (once guidance allows). The purchase of a £200 copper beech tree planted in honour of Allan's work and a plaque were agreed. The new RFM will advise on where and when it is best to plant it, ideally at The Elms. If the tree needs to be planted quickly then a socially distanced event will be held with 6 people present. Councillors would like to donate to Allan's retirement gift and the Town Clerk will send out the BACS details <b>APPROVED</b>
<b>SF1399</b>	<b>CIL</b>
	The CIL report was reviewed. The Town Clerk gave an update on CIL funds and the wish list. Two items will be added as they were missed from the previous meeting – play equipment for older children and a natural barrier at Barry Square. The North Lake path item will be removed as this can be done from the pathways budget rather than CIL funds
<b>SF1400</b>	<b>Budget Monitoring</b>
	The chair of the Budget Monitoring Working Group gave an update. BTC has maintained a good balance as there has not been much spending or income during the pandemic. Some reserves may be able to be replaced at year end
<b>SF1401</b>	<b>BTNP Steering Group</b>
	The Neighbourhood Plan is being submitted to BFC. The next stage is a decision statement and then setting a date for the referendum which is likely to be late June or early July. Thanks were given to the Town Clerk, Chris Turrell and Diana Henfrey on the completion of this long and complicated project
<b>SF1402</b>	<b>Risk Assessment</b>
	The risk assessment was reviewed. A list of approved suppliers needs to be added for easy access in the event of a supplier issue. It was advised that the following amendments happen: <ul style="list-style-type: none"> <li>• Where we can add alternative plans in the event of a risk, they should be detailed</li> <li>• Add a separate item to Operations 6.9 detailing Supply Chain issues specifically due to Covid-19</li> </ul> It was confirmed that the insurance is still not covering the pandemic (1.7), this is



# Bracknell Town Council

## Strategy and Finance Committee Minutes 20<sup>th</sup> April 2021

	being challenged by the brokers. It was also advised that as office staff are still working from home that the Deck construction is causing minimal disruption (2.3)
<b>SF1403</b>	<b>IT Consultant</b>
	Frank Kay has worked as the IT Consultant for BTC for many years without a fee increase. He has decided to retire and has agreed to help with the smooth transition to a new IT provider. It was confirmed by Councillors that modernisation is required, and that Cloud based solutions are the next step for BTC. It was advised that costs will be higher due to the modernisation and change to a larger IT Company as Frank did not charge market value for his services. It was decided that Officers should get quotes, SLAs and details of the services provided from a selection of IT Companies and that a one-off Strategy and Finance Committee meeting could be called if required to decide upon the way forward
<b>SF1404</b>	<b>Hybrid Meetings</b>
	Based on the outcome from the court case deciding if Councils can continue to host virtual meetings, hybrid meetings could be the future. It was <b>NOTED</b> that quotes are being received for conferencing equipment for the Council Chamber at Brooke House, this will enable hybrid meetings moving forward if the legislation allows. Councillors discussed this and decided that regardless of the legislation, modernising is essential and that conferencing equipment would allow Council to invite more speakers and outside bodies and public to meetings and that they could do this virtually which would help to reduce our Carbon Footprint
<b>SF1405</b>	<b>Bracknell Matters</b>
	It was <b>NOTED</b> that a paper copy of the Bracknell Matters is planned to be delivered by 11 <sup>th</sup> June 2021
<b>SF1406</b>	<b>Community Events Working Group</b>
	An update was given by the chair of the Community Events Working Group including: <ul style="list-style-type: none"><li>• Provisional bookings have been made for the Remembrance Parade</li><li>• Virtual art and arts outside are being researched</li><li>• There could be some budget requests for these events at the next meeting</li></ul> The next meeting is the 12 <sup>th</sup> May 2021
	<b>Confidential Business</b>
<b>SF1407</b>	<b>South Hill Park Trust</b>
	The meeting of the SHP Trust was positive. As previously requested, a commission service is being looked at between BTC and SHP Trust where BTC can ask for the grant funds to be spent on specific things at the centre. BTC and SHP will look at working on an outside arts project. The SHP Trust meetings will be scheduled after the Strategy and Finance Committee meetings so that the ideas of the committee can be taken forwards. Well done to those involved in moving this matter forward. This could be linked in with the ideas of the Community Events Working Group
<b>SF1408</b>	<b>Birch Hill Toilets</b>
	The updated lease has not been received. It was advised that the Town Clerk sent



# Bracknell Town Council

## Strategy and Finance Committee Minutes 20<sup>th</sup> April 2021

	BFC the details of a Changing Places Grant which must be applied to by a Primary Authority, and it is suspected that this is causing a delay. Three quotes have been received for renovation of the toilets, but they were not very detailed. The Town Clerk will continue to chase BFC for the updated lease and in the meantime environmentally friendly solutions to the toilets will be researched along with more detailed quotes
<b>SF409</b>	<b>Grant Request</b>
	Bees Community and Schools Programme have requested an emergency grant for £500 due to Covid-19 impacts. It was agreed that this grant can be approved if it can be proven that it will be spent in Bracknell. A follow up request of a report on what the funds were spent on will be required.

*The date of the next meeting is 15<sup>th</sup> June 2021*

Sign:	
Date:	