



# Bracknell Town Council

## Strategy and Finance Committee Minutes 15<sup>th</sup> June 2021

### Attendance

|                       |   |
|-----------------------|---|
| Councillors Present   | Paul Bidwell, Gill Birch, Sanjeev Prasad, Malcolm Tullett, <b>Chris Turrell</b> |
| Substitutes           | Dai Roberts   |
| Councillors Apologies | Jennie Green, Isabel Mattick  |
| In Attendance         | Jackie Burgess (TC), Rachel Gordge (SAO)  |

### The meeting opened via Zoom at 7.30pm and closed at 9.12pm

|               |   |
|---------------|---|
| <b>SF1066</b> | <b>Declarations of Interest</b>   |
|               | There were no declarations of interest  |
| <b>SF1067</b> | <b>Minutes</b>  |
|               | The minutes of the Strategy and Finance Committee held on 20 <sup>th</sup> April and 4 <sup>th</sup> May 2021 were approved. It was <b>RESOLVED</b> that the recommendations contained therein are received and adopted as a correct record and signed by the Chair   |
| <b>SF1068</b> | <b>Matters Arising from the Minutes</b>   |
|               | <b>SF1307 Covid Update</b> – The cafes are running as a takeaway with the public toilets open. All staff have access to PPE and sun cream for the hot weather. Sports for Schools have been cancelled due to advice from PHE. Surge testing is starting in some areas of Sandhurst. If this moved into Bracknell BTC may receive requests to use our carparks   |
| <b>SF1069</b> | <b>Allan's Retirement</b>   |
|               | A request for £2000 budget was requested to organise Allan's retirement event. This was <b>APPROVED</b><br>As the Government Guidance has changed, a new date is needed. This will be discussed at the next Community Events Working Group  |
| <b>SF1070</b> | <b>Annual CIL Report</b>  |
|               | The CIL report was reviewed. Additional wish list details are to be added including the cost and further details about the projects.<br>A CIL Policy is required to set out and clarify all CIL processes. The CIL Working Group will review this<br><b>CIL Idea:</b> <ul style="list-style-type: none"><li>• Shades for areas of some play grounds – this is to be taken to Environmental Services</li></ul> |
| <b>SF1071</b> | <b>Budget Monitoring Working Group</b>  |
|               | The Budget Monitoring Working Group has thoroughly inspected the budget papers and there were no queries  |
| <b>SF1072</b> | <b>BTNP Steering Group</b>  |
|               | There have been a few meetings with BFC and they are working on the BTNP. There should be a decision setting the date for a referendum shortly. The next publication  |



# Bracknell Town Council

## Strategy and Finance Committee Minutes 15<sup>th</sup> June 2021

|               |   |
|---------------|---|
|               | of the Bracknell Matters will align with this date so that it can be announced. There will also be a Social Media campaign to go alongside the BTNP. Nearer to the time, a briefing for all Members will take place   |
| <b>SF1073</b> | <b>Risk Assessment</b>  |
|               | The Risk Assessment Register was reviewed: <ul style="list-style-type: none"><li>• An updated list of suppliers will be collated by Ian and Jackie and added to the register.</li><li>• The word 'Covid' is to be replaced with the word Pandemic so that it is more generalised</li><li>• An alternative list of suppliers is to be added to cover any supply chain issues</li></ul>         |
| <b>SF1074</b> | <b>SHP Trust</b>  |
|               | This item was moved into Confidential Business under the Local Government Act 1972 due to information regarding to finances being discussed   |
| <b>SF1075</b> | <b>Community Events Working Group</b>   |
|               | The chair of the working group gave an update from the previous minutes: <ul style="list-style-type: none"><li>• No summer of Fun will be taking place</li><li>• There will be a flag hoisting for Armed Forces Day and Merchant Navy Day</li><li>• A Diwali event is being discussed with some local community groups</li><li>• The Town Mayor will be invited to the next meeting</li></ul> |
| <b>SF1076</b> | <b>Birch Hill Toilets</b>   |
|               | A meeting was held in May to push the project forwards. The lease changes requested have been made and BFC are now applying for a Changing Places Grant for the toilets on our behalf. Further details should be received by the end of June 2021   |
| <b>SF1077</b> | <b>Open Spaces Lease</b>  |
|               | The Open Spaces Master Lease was reviewed after being recommended by the BTC Solicitor. The Master Lease was proposed by Councillor Chris Turrell and Seconded by Councillor Malcolm Tullett <b>APPROVED</b>  |
| <b>SF1078</b> | <b>Financial Regulations</b>  |
|               | The Financial Regulations were reviewed as some more detailed explanations have been added <b>APPROVED</b>  |
| <b>SF1079</b> | <b>Annual Governance Accountability Return (AGAR)</b>   |
|               | The Committee reviewed the AGAR including recommending YES to all the questions in Section 1 on page 4 and reviewed the figures on Section 2, page 5. The AGAR was <b>APPROVED</b> for recommendation to Full Council on 29 <sup>th</sup> June 2021 at a face to face meeting (time to be confirmed)  |
| <b>SF1080</b> | <b>Financial Statement</b>  |
|               | The Committee reviewed the Financial Statement and it was <b>APPROVED</b> for recommendation to Full Council on 29 <sup>th</sup> June 2021 at a face to face meeting (time to   |



# Bracknell Town Council

## Strategy and Finance Committee Minutes 15<sup>th</sup> June 2021

|               |   |
|---------------|---|
|               | be confirmed)   |
| <b>SF1081</b> | <b>Internal Auditor Report for the year ended 31<sup>st</sup> March 2021</b>  |
|               | The report from the Internal Auditor for the year ended 31 <sup>st</sup> March 2021 was <b>NOTED</b>  |
|               | <b><i>Confidential Business</i></b>   |
| <b>SF1082</b> | <b>South Hill Park Trust</b>  |
|               | The next meeting of the SHP Trust is later this month however further information has been relayed. An incorrect story has been leaked to the news regarding staff pensions at SHP. BTC need to be aware that there may be some issues or queries raised regarding this   |
| <b>SF1083</b> | <b>Connectivity and IT Performance</b>  |
|               | The Committee assessed the report submitted thoroughly. The report requested the approved budget of £20,000 to be used to upgrade the IT hardware, Software, internet connection and IT Support. After scrutinisation of the report the project was agreed and Officers were given authority to begin the project. Well done to Rachel for creating such a thorough report. It was proposed by Councillor Malcolm Tullett that this project be approved and taken to Full Council for ratification with the initiation of the project in the meantime. This was seconded by Gill Birch<br><b>APPROVED</b> unanimously |

*The date of the next meeting is 21<sup>st</sup> September 2021*

|       |  |
|-------|--|
| Sign: |  |
| Date: |  |