



Bracknell Town Council

Strategy & Finance Tuesday 11th June 2024

Date	Tuesday 11th June 2024
Time	19:30 – 20.44
Location	Council Chamber, Brooke House
Present	Councillors: Kwabena Adu-Quaye, Guy Gillbe , Anna Keen, Donna Sidebotham (Sub), Jodie Watts (Sub), Megan Wright
Apologies	Councillors: Roy Bailey, Graham Firth, Kathryn Neil
Officers	Jackie Burgess, Rachel Gordge

Minutes

SF65/24 ATTENDANCE

Apologies were received from Councillors Graham Firth, Roy Bailey, and Kathryn Neil. Councillors Donna Sidebotham and Jodie Watts attended as substitutes.

SF66/24 DECLARATIONS OF INTEREST

- Councillor Anna Keen declared an interest in the CIL item as she works for Garth Hill College.
- There were no other declarations of interest.

SF67/24 MINUTES

The committee reviewed the minutes of the meetings held on 7th May and 14th May 2024. Councillor Guy Gillbe proposed the approval of both sets of minutes as a correct record, which was seconded by Councillor Anna Keen. The minutes were subsequently approved by the committee.

Decision: The minutes of the meetings held on 7th May and 14th May 2024 were approved as a correct record

SF68/24 MATTER ARISING FROM THE MINUTES

- The Town Clerk advised that there would be a delay in the Bracknell Matters publication due to the pre-election period for the 4th of July elections.
- There were no other matters arising from the minutes

SF69/24 CLERK'S REPORT

- It was NOTED that the biodiversity audits of Mill Park, Great Hollands Rec, Jocks Lane, and Braybrooke have taken place, and the committee is awaiting the reports.
- The establishment of a Bracknell History Working Group was discussed and NOTED, with the recommended membership being taken to the Full Council. The group will be open to the public.

- It was NOTED that the Environmental Services Committee requested that the Full Council disband the Community Events Working Group and instead have a standing agenda item feeding into the committee, with changes to the Environmental Services Committee Membership.

SF70/24 FINANCE REPORTS

The committee reviewed the financial reports at the end of Month 1. Councillors asked questions and received clarifications from the Town Clerk. The Financial Reports were accepted as a correct record and approved by the committee.

Decision: The financial reports at the end of Month 1 were approved.

SF71/24 INTERNAL AUDITOR'S REPORT

The Internal Auditor's reports for 2023-24 were reviewed by the committee. The reports were NOTED. The Town Clerk and Finance Officer were congratulated on a clean audit and thanked for their hard work to achieve this.

SF72/24 ANNUAL GOVERNANCE ACCOUNTABILITY RETURN (AGAR) 2023-24

The committee reviewed the Annual Governance and Accountability Report (AGAR) for 2023-24, including pages 4-6.

It was proposed by Councillor Guy Gillbe:

- To recommend that Full Council answers YES to questions 1-9 and approves the accounts on the 25th of June 2024.
- To recommend that the Town Mayor signs the AGAR which will then be sent to the External Auditor.

This was seconded by Councillor Megan Wright and approved by the committee.

Decision: The committee recommended that Full Council answers YES to questions 1-9 and approves the accounts on the 25th of June 2024. It was also recommended that the Town Mayor signs the AGAR which will then be sent to the External Auditor.

SF73/24 FINANCIAL STATEMENTS 2023-24

The Financial Statements for 2023-24 were reviewed by the committee. The statements help Councillors and residents to understand the financial position of Bracknell Town Council. It was proposed by Councillor Guy Gillbe that the Financial Statements be recommended for approval at Full Council and signed by the Town Mayor. This was seconded by Councillor Donna Sidebotham and approved by the committee.

Decision: The Financial Statements for 2023-24 were recommended for approval at Full Council and to be signed by the Town Mayor.

SF74/24 FINANCIAL REGULATIONS

- The committee noted that the Financial Regulations have been rewritten by NALC and a thorough review of the Council's Financial Regulations will be undertaken during 2024-25, including the Investment Strategy. Details of the review will be brought to a later meeting.
- It was noted that the Council may need to look at BALC and NALC membership in the future as model documents are becoming password protected and currently Bracknell Town Council are not members. Bracknell Town Council is a member of the Local Government Association (LGA). Councillors were encouraged to request Councillor related training provided by NALC or the LGA as there is a Councillor training budget.

SF75/24 STANDING ORDERS

The committee noted that any changes to the Standing Orders will be brought to Committee once the Financial Regulations have been reviewed.

SF76/24 BUDGET MONITORING WORKING GROUP

The committee discussed the request to reinstate the Budget Monitoring Working Group. Membership would include one of the signatories of the weekly payments. It was proposed by Councillor Guy Gillbe to recommend reinstatement of the Budget Monitoring Working Group quarterly to Full Council. This was seconded by Councillor Jodie Watts and approved by the committee.

Decision: The committee recommends approval of the reinstatement of the Budget Monitoring Working Group to Full Council.

SF77/24 GREAT HOLLANDS TILL UPGRADE

The committee reviewed the proposal to purchase a Point of Sale (POS) till for Great Hollands Coffee shop. It was proposed by Councillor Guy Gillbe to recommend to Full Council to purchase the POS Till. This was seconded by Councillor Donna Sidebotham and approved by the committee.

Decision: The committee recommends approval of the proposal to purchase a Point of Sale (POS) till for Great Hollands Coffee shop to Full Council.

SF78/24 PUMP TRACK

- The committee discussed the pump track project and recommended to Full Council to suspend Standing Order 18 to allow Council to use a preferred supplier for the pump track project and one supplier for three play areas to be refurbished. This was proposed by Councillor Guy Gillbe and seconded by Councillor Jodie Watts.
- It was proposed by Councillor Guy Gillbe to recommend to Full Council to use the Officers recommendation for the preferred supplier. This was seconded by Councillor Donna Sidebotham and approved by the committee.
- The track plans were reviewed and it was recommended that a bike rack be installed near the pump track and skate park.

Decision: The committee recommended that Full Council approve the suspension of Standing Order 18 to allow Council to use a preferred supplier for the pump track project and one supplier for three play areas to be refurbished.

Decision: The committee recommended approval of the use of the Officers recommendation for the preferred supplier to Full Council.

SF79/24 PLAY EQUIPMENT

- The committee discussed a request from the Environmental Services Committee to approve £80,500 from CIL funding to refurbish the play areas at Ennerdale, Latimer, Mill Park and Jocks Lane.
- It was proposed by Councillor Guy Gillbe to recommend approval of the CIL funding for the play area upgrades including accessible play equipment and keeping as many well-established trees as possible at Jocks Lane to Full Council. This was seconded by Councillor Jodie Watts.
- The Town Clerk has applied for S106 funding, which if successful could be used for the Ennerdale project and then some CIL funding could be replaced.
- Officers will hold an online consultation for Jocks Lane play area plans to ensure that the public are in agreement.

Decision: The committee recommended approval of £80,500 from CIL funding to refurbish the play areas at Ennerdale, Latimer, Mill Park and Jocks Lane to Full Council.

SF80/24 CIL REPORT

- The committee reviewed the current CIL report
- Councillors were reminded to send new CIL funding ideas to the Town Clerk
- The following new ideas were discussed:
 - A flagship public gym equipment inspired by equipment at Bits Park in the Lake District - a potential joint project with Bracknell Forest Council to create a master plan that is installed over a few years.
 - Councillor Anna Keen is happy to facilitate the consultation on older equipment at Braybrooke with Garth Hill College and it was requested that the item to be moved into the approved list.

SF81/24 DATE OF THE NEXT MEETING

The next meeting on the 17th September 2024 in the Council Chamber at Brooke House was noted.

Signed:

Dated: