



Bracknell Town Council

Strategy and Finance Committee Tuesday 17th October 2023

Date	Tuesday 17th October 2023
Time	19:30 - 21:30
Location	Council Chamber, Brooke House
Present	Guy Gillbe, Roy Bailey, Graham Firth, Anna Keen, Megan Wright, Kwabena Adu-Quaye
Apologies	Kathryn Neil, Donna Sidebotham
Substitutes	Jodie Watts
Officers	Jackie Burgess, Rachel Gordge

Minutes

SF65 / 23 ATTENDANCE

Apologies: Kathryn Neil, Donna Sidebotham
Substitutions: Jodie Watts

SF66 / 23 DECLARATIONS OF INTEREST

There were no declarations of interest

SF67 / 23 MINUTES

The minutes of the meeting held on 20.06.2023 were reviewed and proposed for approval as a correct record by Councillor Anna Keen. This was seconded by Councillor Megan Wright

APPROVED

SF68 / 23 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes

SF69 / 23 CCLA FUND PRESENTATION

Lee Jagger from the CCLA Fund presented to the Committee about the purpose of the fund and the investments made. The presentation was followed by a question and answer session for the Councillors.

SF70 / 23 CLERK'S REPORT

To receive an update from the Town Clerk on the following items:

- Birch Hill Toilets – BTC was ready to arrange a formal opening but there was a fire so repairs are required. A replacement door is being organised by BFC as the timer has failed.

- Jealott's Hill Landshare – A joint meeting was held at BFC where key stakeholders are planning to set up a CIC and work on ways to re-open the site as soon as possible. BTC is holding funds from the grant that was awarded in May 2023 and is expecting to receive a request to release the rest of the funds once the CIC is established.
- Officers have applied for the Police Commissioner Community Fund and the Decarbonisation Fund – BTC was successful in the PCC grant application of £5000 for youth provisions in BTC parks. The award ceremony is in Milton Keynes and Cllr Jodie Watts would like to attend. Officers will arrange this.
- Unauthorised encampments – There were 2 unauthorised encampments on BTC land within 2 days. Bailiffs were called and managed the situation with support from the Town Clerk. The Town Clerk purchased 11 signs to show the bailiffs were enforcing all BTC land.
- Annual Governance Accountability Return (AGAR) – BTC received a clean audit for 2022-23, and the Clerk and Finance Officer were congratulated for their hard work on this.
- Bracknell Town Council Website – Councillors will review the website to ensure it is still fit for purpose. Officers were asked to research quotes for upgrading the website to allow it to integrate with our new IT systems. In the meantime one title requires changing – play area repairs.

SF71 / 23 FINANCES

The three reports provided by the Town Clerk were reviewed and Councillors asked questions. The reports were **NOTED**

SF72 / 23 BUDGET ITEMS

The draft budget for 2024-25 was reviewed and the Committee discussed the items on the budget and the precept levels for 2024-25. The Town Clerk explained the reserves and recommended a short-term working group be formed to discuss the budget in more detail before it is taken to the Committee for final approval in early 2024. The Town Clerk will share the projected figures for all eventualities of precept increase to inform the Councillors' decision-making.

SF73 / 23 RISK REGISTER

- The Risk Register, which details overall risks and mitigations of those risks to the operation was reviewed and NOTED and will be reviewed over the year.
- The Committee adopted the Risk Register from October 2023 - October 2024 with reviews will be held during the year as required **APPROVED**

SF74 / 23 ANNUAL GRANT APPLICATIONS

The Committee reviewed the process for assessing the Annual Grant Applications and discussed the options below.

1. Create a Grants Working Group

2. Officers to review the applications and report recommendations to the S&F Committee
3. To have an additional S&F meeting to review the applications and decide the awards which will feed into the 2024/25 Budget

Councillors proposed that option 2, with Officers reviewing the applications and then sending a summary to Councillors on the Committee for their notes and questions. Officers will then either bring recommendations to the next S&F meeting or an additional meeting will be arranged if there is a lot of information to discuss

APPROVED

SF75 / 23 LOCAL COUNCIL AWARD SCHEME

The criteria for Bracknell Town Council to apply for Quality Status was discussed.

- BTC already meets most of the criteria for the Foundation Award of this scheme **NOTED**
- It is recommended that Officers list the work required to meet the Foundation Award and Quality Award and bring the list to Full Council where it can be decided which award to apply for
- Costs: £50 registration fee plus £100 accreditation fee **NOTED**

SF75.1 / 23 BRACKNELL MATTERS

The Bracknell Matters was discussed and the Committee recommends the following to Full Council:

To move to three electronic Bracknell Matters editions per year with 1000 of each being printed to be distributed between the office, coffee shops, libraries and community centres across Bracknell to ensure it is still accessible for people without online access. Councillors could also give them out at their Surgeries. Approx cost of £1000 for printing. It would also be uploaded to the Bracknell Town Council website and a link would be put on the Facebook page.

SF76 / 23 PARKING

It was agreed that officers could move their cars to The Avenue car park on evenings where meetings may overrun 8pm for safety purposes **APPROVED**

SF77 / 23 SOUTH HILL PARK

The Quarterly Written Report from South Hill Park was **NOTED**

SF78 / 23 COMMUNITY EVENTS WORKING GROUP

The upcoming events were **NOTED**:

- 12th November Remembrance Parade and Church Service
- Multi-Cultural Event in Winter or Spring - Jocks Lane
- 6th June 2024 80 year anniversary of D-Day
- 17th June 2024 75 year anniversary of Bracknell New Town

SF79 / 23

CCLA FUNDS

Following the CCLA presentation Councillors discussed the CCLA fund and the request for the Clerk to move funds where deemed appropriate into the CCLA fund was **APPROVED**

Councillors requested that reports of the return on these investments be brought to each S&F meeting.

SF80 / 23

CIL

The CIL report was NOTED The Clerk asked the Councillors to email any new ideas for CIL funding

NOTED

SF81 / 23

CONFIDENTIAL - SOUTH BERKSHIRE HOCKEY CLUB

Confidential

South Berkshire Hockey Club has requested to end their lease early. The works required on the lease have been agreed upon by the club. It was agreed for Officers to move forward with ending the lease and exploring options for a new lease with the sub-tenant **APPROVED**

SF82 / 23

CONFIDENTIAL – BROOKE HOUSE LEASES

The tenants at Brooke House are assigning their lease to another organisation as previously agreed by Council **NOTED**

**Date of the next Meeting: The next meeting is being moved to the 6th February
APPROVED Council Chamber Brooke House**

Sign:

Date: