



# Bracknell Town Council

## Full Council Tuesday 7<sup>th</sup> November 2023

Dear Councillors,

All Bracknell Town Councillors are summoned to attend this **Full Council** in the **Council Chamber** on the **Tuesday 7th November 2023 at 19:30 - 21:30**.

Please note that this is a face-to-face meeting and if Councillors attend virtually this will not be counted as attendance and they will not be able to vote.

The meeting is open to the press and the public, who may join either in person or virtually.

Yours sincerely,

*Jackie Burgess*

Jackie Burgess  
Town Clerk

### Agenda

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#### **FC135/23 - Attendance**

To receive apologies

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#### **FC136/23 - Declarations of Interest**

2.1 To receive declarations of interest from Councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

2.3 To grant any requests for dispensation as appropriate

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#### **FC137/23 - Minutes**

To approve as a correct record the minutes of the meeting held on 27th June 2023

#### **Attachments**

[Meeting minutes - 2023-06-27](#)



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## **FC138/23 - Matter Arising from the Minutes**

To discuss matters arising from the minutes not discussed elsewhere on the agenda

- SF104/22 Thames Water at Jocks Lane - The works at Jocks Lane have been completed and the grass has been re-seeded
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## **FC139/23 - Mayor's Announcements**

To receive an update from the Town Mayor

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## **FC140/23 - Planning Committee**

Committee Chair to present the minutes of the meetings for approval from the following dates:

- 4th July 2023
- 25th July 2023
- 15th August 2023
- 5th September 2023
- 26th September 2023
- 17th October 2023

### **Attachments**

[2023-07-04 - Planning Committee - Minutes.pdf](#)

[2023-07-25 - Planning Committee - Minutes.pdf](#)

[2023-08-15 - Planning Committee - Minutes\(1\).pdf](#)

[2023-09-05 - Planning Committee - Minutes\(1\).pdf](#)

[2023-09-26 - Planning Committee - Minutes.pdf](#)

[2023-10-17 - Planning Committee - Minutes.pdf](#)

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## FC141/23 - Environmental Services Committee

Committee Chair to present the minutes of the meetings for approval from the following dates: 26th September 2023

- Environmental Services recommends that BTC accepts the Public Rights of Way charge from BFC of £2236 per year from 2024

### Attachments

[2023-09-26 - Environmental Services Committee - Minutes.pdf](#)

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## FC142/23 - Strategy and Finance Committee

Committee Chair to present the minutes of the meetings for approval from the following dates: 17th October 2023

- The Strategy and Finance Committee recommends that the Risk Register is adopted
- The Strategy and Finance Committee recommends approval that BTC move to three electronic Bracknell Matters editions per year with 1000 paper copies printed each time and distributed at public place such as libraries, GP surgeries, Community halls and cafes
- The Strategy and Finance Committee recommends approval that the Town Clerk is able to move funds into and out of the CCLA fund where deemed necessary
- The Strategy and Finance Committee recommends that the Town Clerk moves forward with ending the Hockey Club lease early
- To note that the Brooke House tenants have assigned their lease to another organisation as previously agreed
- To note that the
- Strategy and Finance Committee and Officers will be reviewing the Budget and Annual Grant Applications and will bring recommendations to the next Strategy and Finance Meeting.

### Attachments

[Bracknell Town Council Risk Assessment matrix 2023 October .pdf](#)

[BM Figures V2.pdf](#)

[2023-10-17 - Strategy and Finance - Minutes.pdf](#)

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## **FC143/23 - Staffing Committee**

Committee Chair to present the minutes of the meetings for approval from the following dates: 5th September 2023

The Town Clerk is delighted to report that the Deputy Town Clerk has completed her CILCA portfolio and has passed all modules. As previously agreed the Town Clerk and the Staffing Committee Chairman will carry out her appraisal and review her responsibilities and remuneration.

### **Attachments**

[2023-09-05 - Staffing Committee - Minutes.pdf](#)

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## **FC144/23 - Thames Valley Community Fund Award**

Officers have been successful in a grant application under the Police and Crime Commissioner to prevent future crime in Berkshire. £5000 has been awarded to fund youth workers until April 2024 in BTC parks. Councillor Jodie Watts attended the award ceremony on the 2nd of November and will give a short update at the meeting. The Town Clerk is working with The Wayz to secure this project moving forwards.

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## **FC145/23 - Annual Governance Accountability Return (AGAR)**

Following the submission of the AGAR for 2022-23, BTC has received a clean audit from the External Auditors. Special thanks to the Finance Officer for her work on the year end accounts.

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## **FC146/23 - Terms of Reference**

The Terms of Reference for all Working Groups are attached. Full Council is asked to approve these documents which have been reviewed by the individual Working Groups.

### **Attachments**

[Terms of Ref - Carbon Footprint.pdf](#)

[Terms of Ref - Community Events Group.pdf](#)



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## **FC147/23 - Local Council Award Scheme**

To decide which level of the Local Council Award Scheme BTC should apply for.

The criteria and work required to meet each level is detailed on the spreadsheet attached.

Registering for the membership is a one off fee of £50 and then each application costs £100.

Councils can apply for any level of the award at any time. Once Council has decided which level to apply for, Officers will work towards fulfilling the criteria and will bring the documents to Full Council for approval of the final application.

### **Attachments**

[Foundation Award Criteria.pdf](#)

[Quality Award Criteria.pdf](#)

[Quality Gold Award Criteria.pdf](#)

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## **FC148/23 - TV Grant Scheme**

To receive information on the current TV Grant Scheme. The 2020 minute detailing the TV Grant changes and the report that was submitted to Council are attached for information.

### **Attachments**

[TV Grant Report Nov 2023 .pdf](#)

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## **FC149/23 - CIL Report**

- To note the current CIL report

### **Attachments**

[CIL DOCUMENT 2023-24.pdf](#)

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# **Bracknell Town Council**

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## **FC150/23 - Received Income Transactions**

To note received income transactions as reviewed by the Strategy and Finance Committee for the period 1st April 2023 to 31st August 2023 inclusive (available for inspection via the Town Clerk)

## **FC151/23 - Paid Expenditure Transactions**

To authorise the Mayor to sign the paid expenditure transactions as reviewed by the Strategy and Finance Committee for the period 1st April 2023 to 31st August 2023 inclusive (available for inspection via the Town Clerk)

**Date of the next Meeting: 13<sup>th</sup> February 2024 at 7.30pm Council Chamber Brooke House**