



Bracknell Town Council

Council Tuesday 1st October 2024

Date	Tuesday 1 October 2024
Time	19:30 – 20.37
Location	Council Chamber, Brooke House
Present	Councillors: Paul Bidwell, Ellen MacHale, Cherise Welch, Kathryn Neil, Anna Keen, Jeffrey Gillbe, Mary Temperton, Elizabeth Mary Baker, Iskandar Jefferies, Roy Bailey, Cath Thompson, Jenny Penfold, Guy Gillbe, Donna Sidebotham, Gerry Webb, Kathleen Nugent, Simon Carter, Graham Firth, Janet Cochrane, Caroline Egglestone (Left at 8.18pm), Lucy Young, Megan Wright, Jodie Watts
Apologies	Councillors: Helen Purnell, Ryan Frost, Kwabena Adutwum-Quaye
Virtual	Councillor Imara Wright
Officers	Jackie Burgess, Rachel Gordge

Minutes

FC66/24 ATTENDANCE

Apologies were received from Councillors: Ryan Frost, Helen Purnell, and Kwabena Adutwum-Quaye. Councillor Imara Wright was present virtually and requested a dispensation for the six-month attendance rule due to her studies abroad. It was proposed by Councillor Roy Bailey to make a resolution that Councillor Imara Wright will be absent from meetings in person until June 2025 but will attend virtually where possible and will be available for residents to contact over email. This was seconded by Councillor Mary Temperton. The resolution was approved under legislation Local Government Act 1972 s.85(1) and (2).

Decision: Councillor Imara Wright has authorisation to be absent from meetings in person until June 2025 due to her studies in Paris.

FC67/24 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC68/24 MINUTES

The minutes of the meeting held on 25th June 2024 were reviewed. There were no questions or amendments, and the minutes were proposed as a correct record by Councillor Jodie Watts, seconded by Councillor Roy Bailey. The proposal was approved unanimously by the Council.

Decision: The minutes of the meeting held on 25th June 2024 were approved as a correct record.

FC69/24 MATTER ARISING FROM THE MINUTES

The Town Clerk provided updates on several matters arising from the previous minutes:

- **Biodiversity Audit Reports:** The audits have been completed, and the final reports are expected by mid-October.
- **AGAR and Internal Auditor's Report:** The External Auditor's report was received with a clean audit for the year, thanks to the efforts of the Town Clerk and Finance Officer.
- **Financial Regulations and Standing Orders:** This is an ongoing process and will be discussed in a future meeting.
- **Local Council Award Scheme:** The qualifications for the scheme are being amended, and officers will attend training on 17th October. Councillors Guy Gillbe and Graham Firth expressed interest in attending this training session.
- **Meeting with McDonald's:** A meeting has been arranged to discuss the Access Road at Mill Pond, with Cllrs Carter and Nugent attending.

Task: Send the link for the Local Council Award Scheme training session to Councillors Guy Gillbe and Graham Firth. *@Jackie Burgess*

FC70/24 MAYOR'S ANNOUNCEMENTS

The Town Mayor, Councillor Elizabeth Mary Baker, provided updates on various activities and events she had attended:

- **Holland and Barrett Store Refurbishment:** The store was chosen as one of six in the UK for refurbishment, highlighting Bracknell as a thriving town.
- **Ways Youth Centre:** The centre received an award for its commitment and support to young people, including those with autism and moderate learning difficulties.
- **Home-Start Bracknell AGM:** The charity's new initiatives, such as the 'More than Words' speech therapy group, were highlighted.
- **Summer of Fun:** The Town Council's free activity days for families were a great success, with significant efforts from the Council staff.

The Mayor expressed appreciation for the staff's hard work and the positive impact of these events on the community.

The Deputy Town Mayor, Councillor Ellen Mac Hale, provided updates on various activities and events she had attended:

- **Keep Mobile AGM:** Chatted with users of the service and heard the value of the charity
- **Summer of Fun:** Excellent and well organised events
- **Beyond Sight Games:** A sports day taster organised by Berkshire Vision for the visually impaired including swimming, cycling, football and archery

FC71/24 PLANNING COMMITTEE

Councillor Janet Cochrane presented the minutes of the Planning Committee meetings held on 2nd July, 23rd July, 13th August, 3rd September, and 23rd September 2024. There were no questions, and the minutes were proposed as a correct record by Councillor Janet Cochrane and seconded by Councillor Jenny Penfold. The Council approved the minutes unanimously.

Decision: The minutes of the Planning Committee meetings held on 2nd July, 23rd July, 13th August, 3rd September, and 23rd September 2024 were approved as a correct record.

FC72/24 ENVIRONMENTAL SERVICES COMMITTEE

Councillor Kathleen Nugent presented the minutes of the Environmental Services Committee meeting held on 10th September 2024. There were no questions, and the minutes were proposed as a correct record by Councillor Kathleen Nugent. Councillor Nugent also proposed the removal of Councillor Jeffrey Gillbe from the committee. The proposals were seconded by Councillor Jodie Watts. The Council approved the minutes unanimously.

Additionally, it was noted that the Jocks Lane Consultation had been reviewed, and play equipment would be ordered following 62% positive feedback.

Decision: The minutes of the Environmental Services Committee meeting held on 10th September 2024 were approved as a correct record.

Decision: The removal of Councillor Jeff Gillbe from the Environmental Services Committee was approved.

Task: The Jocks Lane Consultation was reviewed, and play equipment will be ordered following 62% positive feedback @Jackie Burgess 07.10.2024

FC73/24 STRATEGY AND FINANCE COMMITTEE

Councillor Guy Gillbe presented the minutes of the Strategy and Finance Committee meeting held on 17th September 2024. He highlighted the Council's strong financial position and the establishment of the Budget Monitoring Working Group. Bracknell History Working Group has commenced meetings, and a budget of £50 was approved for printing purposes. The committee also agreed to establish a 70th Anniversary Working Group to plan celebrations for Bracknell Town Council's anniversary. It was noted that the strategic plan will be reviewed along with Council policies

There were no questions, and the minutes were proposed as a correct record by Councillor Guy Gillbe and seconded by Councillor Anna Keen. The Council approved the minutes unanimously.

Decision: The minutes of the Strategy and Finance Committee meeting held on 17th September 2024 were approved as a correct record.

FC74/24 STAFFING COMMITTEE

The minutes from the Staffing Committee meeting held on 10th September 2024 were presented for approval. Councillor Anna Keen emphasised the committee's ongoing efforts to ensure effective recruitment, induction, health and safety training, asset management, managing appraisals, and grievances. Councillor Keen recommended the approval of a service level agreement with Bright HR to provide HR support. This recommendation was included in the minutes, and the proposal to approve these minutes was seconded by Councillor Roy Bailey and passed unanimously.

Decision: The minutes of the Staffing Committee meeting held on 10th September 2024 were approved as a correct record.

Decision: The approval of a service level agreement with Bright HR to provide HR support was recommended and resolved.

FC75/24 COMMITTEE LIST 2024-25

There have been some changes to the committee list, which have been individually approved through Full Council. Notably, the addition of the Bracknell History Working Group and the TV Grants Working Group was highlighted. Councillor Elizabeth Mary Baker proposed the approval of the updated committee list, and the motion was seconded by Councillor Guy Gillbe. The proposal was unanimously approved.

Decision: The updated Committee List for 2024-25 was approved.

FC76/24 BROOKE HOUSE OFFICE LEASE

The discussion on the Brooke House office lease was led by the town clerk. The lease is approaching its final years. Councillor Mary Temperton suggested forming a working group to explore the possibility of building a new office, potentially on the Elms car park site. This proposal was put forward as part of the Council's 70th-anniversary celebrations and would include the organisation of an event. The formation of the working group was seconded by Councillor Megan Wright and unanimously approved. Councillors were invited to express their interest in joining the group. The Town Clerk will set up the first meeting for the working group.

Decision: The formation of a working group to explore the possibility of building a new office on the Elms car park site and a 70th anniversary event was approved.

Task: Set up the first meeting for the working group to explore the possibility of building a new office on the Elms car park site. *@Jackie Burgess*

FC77/24 WEBSITE

The Council discussed the website redesign project whilst scrutinizing three detailed quotes. The Town Clerk provided details on the three proposals, highlighting their respective experience with Council websites, their one-off and ongoing costs. Following an in-depth discussion it was proposed by Councillor Guy Gillbe to proceed with Aubergine, recognising their specialism in the sector and competitive quote. This was seconded by Councillor Kathleen Nugent. This was unanimously approved by Council.

Decision: The Council decided to proceed with Aubergine for the website redesign project.

FC78/24 CIL REPORT

The current CIL report was noted.

There was a brief discussion on the potential use of CIL funds for building a new Council office. It was agreed that further research would be conducted to confirm the eligibility of using CIL funds for this purpose as it needs to be for the benefit of the community.

Councillors were reminded to send new CIL funding ideas to the Town Clerk.

Councillor Welch and Councillor Egglestone will write a report and speak to Highways at BFC regarding a road crossing project.

FC79/24 BUS SAFETY

Councillor Donna Sidebotham presented her ideas on improving bus safety, particularly for women who are the primary bus users during the day but avoid buses at night due to fear. She proposed several measures to enhance safety, including:

- Panic buttons or loud alarms at bus stops
- Staggered stops to help people get home sooner
- More visible, less closed in and better lit bus stops
- A code word to use to alert bus drivers of a situation

There was a discussion on the feasibility and potential costs of these measures.

Councillor Guy Gillbe will take this query to BFC and come back to Council with a written answer on this query

FC80/24 BIN QR CODES

Councillor Donna Sidebotham proposed the implementation of QR codes on bins to facilitate easier reporting of issues such as overflowing bins. She highlighted the success of a similar system in Surrey Council, which allows residents to quickly report problems by scanning a QR code. It was noted that some bins in Bracknell already have QR codes, and the Council agreed to investigate why this system was not implemented more widely. The discussion also touched on the potential costs and administrative challenges of managing individual QR codes for each bin. It was suggested that a more general QR code directing users to a reporting form might be more feasible but Councillor Mary Temperton agreed to research the implementation of QR codes on bins at BFC.

FC81/24 BRACKNELL TOWN COUNCIL RISK ASSESSMENT MATRIX

The Council reviewed the Bracknell Town Council Risk Assessment Matrix, which had been scrutinised by the Strategy and Finance Committee. The matrix was recommended for approval by Councillor Mary Temperton and seconded by Councillor Roy Bailey. This was unanimously approved.

Decision: The Council approved the Bracknell Town Council Risk Assessment Matrix.

FC82/24 RECEIVED INCOME TRANSACTIONS

The Council noted the received income transactions as reviewed by the Strategy and Finance Committee for the period from 1st May 2024 to 31st July 2024 inclusive. There were no questions or comments.

FC83/24 PAID EXPENDITURE TRANSACTIONS

The Council authorised the Mayor to sign the paid expenditure transactions for the period from 1st May 2024 to 31st July 2024 inclusive, as reviewed by the Strategy and Finance Committee. The motion was proposed by Councillor Mary Temperton, seconded by Councillor Guy Gillbe, and unanimously approved.

Date of the next Meeting: 10th December 2024 at 7.00pm in the Council Chamber at Brooke House

Sign:

Date: