



# SANDHURST TOWN COUNCIL

COUNCIL OFFICES  
SANDHURST MEMORIAL PARK  
YORKTOWN ROAD  
SANDHURST, BERKSHIRE  
GU47 9BJ

Executive Officer  
Angela Carey

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Strategy & Policy Committee Meetings are open to the Public and Press.

Dear Councillors N. Allen (Chairman), Mrs J. Bettison (Vice Chairman), D. Birch, B. Brooks, Mrs S. Davenport, R. Mossom, P. Panesar, M. Sanderson

You are hereby summoned to attend a meeting of the **Strategy & Policy Committee** to be held in **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 26th May 2022 at 7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Executive Officer)

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## 1. Apologies for absence

To receive and approve apologies for absence.

## 2. Members' interests

To receive any declaration of interests from Members on the business to be transacted.

## 3. Minutes of Strategy & Policy Committee

To receive and confirm the Minutes of the proceedings of the Strategy & Policy Committee Meeting held on 24th March 2022 (pages 1243-1246) as a true and correct record.

## 4. Health and Safety

To receive a verbal update confirming of any incident in the period (non-injury), and any other Health and Safety related items. (Decision item)

## 5. Internal Audit

To receive and accept the Audit Reports for internal controls. (Annexe 1) (Decision item)

## 6. Policy for Leaseholders using contractors on STC property

To receive and consider the recommendation from the Leisure Committee concerning a new policy for leaseholders using contractors on property owned by STC (Annexe 2). (Decision item)

## 7. Little Sandhurst Community Hall

To receive an update on the facility and to consider any relevant actions required (Annexe 3) (Decision item)

**8. Thames Valley Police Update**

To receive an update following a meeting with TVP. (Information item)

**9. Press and Publicity**

To plan press and publicity messages for the forthcoming period if required. (Decision item)

**10. Date of next meeting**

The date of the next meeting to be confirmed as 28th July 2022.  
(Procedural item)

**11. Exclusion of Press and Public**

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for a discussion of confidential business.  
(Decision item)

**12. Sandhurst Youth Worker**

To receive an update on Sandhurst Youth. (Decision item)



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**28 March, 2022**

**The Executive Officer**

**Sandhurst Town Council**

**Council Offices**

**Sandhurst Memorial Park**

**Yorktown Road**

**Sandhurst**

**Berkshire**

**GU47 9BJ**

Dear Ang

**Interim Internal Audit Report**

**Sandhurst Town Council – November 2021 to February 2022**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2021-22 Annual Governance and Accounts Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2021
- The Accounts and Audit (England) Regulations 2015 (as amended).



*March 28, 2022*

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- Details of total payments authorised at meetings are recorded in the Minutes
- Investments are deposited into different bank accounts to reduce the risk to the Town Council
- All records continue to be up to date and easy to follow
- The budgeting process continued to be monitored throughout the year
- Bank reconciliations are carried out promptly each month and were accurate
- The Council takes an active scrutiny role
- VAT claims are made regularly
- All income records are appropriate and recorded correctly
- All expenditure items could be traced and are recorded correctly in the financial ledger
- The requirements of the Transparency Code Regulation 2015 are followed by the Town Council.

### **Recommendations**

- No formal recommendations have been made from this health check review.

### **Other matters to be brought to the Council's attention**

- We are pleased to note that the Financial Risk Assessment 2021/2022 was approved at the Town Council meeting on 03 March 2022. We are satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2021/2022 to comply with the requirements for the External Auditor. We will also tick "Yes" to Control Objective C on the Annual Internal Audit Report 2021/2022. The 2021/2022 risk assessment should now be uploaded on to the Council website for information.

### **Conclusion**

Based on the tests we have carried out at this interim internal audit, in our view, the internal control procedures in operation are, in all significant respects, appropriate to meet the needs of Sandhurst Town Council.

*March 28, 2022*

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**Next visit**

The next internal audit visit has been arranged for **Monday 6 June 2022**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- Asset Register
- VAT claims
- Budget 2021/2022
- Transparency Code Regulation 2015
- End of Year Procedures

**Next Steps**

This report should be noted and taken to the next meeting of the Strategy and Policy Committee.

Tim Light FMAAT

Internal auditor

Annexe 2: Contractors on the Park	
Meeting: Strategy & Policy Committee	Date: 26 <sup>th</sup> May 2022
Agenda item: 6	Author: Executive Officer

### **Purpose of report**

To apprise the committee of policy for contractors on the park that are not arranged via STC as recommended by the Leisure Committee.

### **Background**

The need for STC adopting a policy for contractors working on the park that have been engaged by leaseholders has been highlighted recently when damage was done to the park by a contractor that was undertaking work for a leaseholder.

In the past any damage was billed to the tenant, and it was their responsibility to collect the payment from the contractor. This was due to the fact that the contractor would not have been on the park if they had not entered into the agreement, and this should not cause extra work for STC. This has always been adhered to until a recent incident. This has resulted in the need to formalise the procedures of allowing contractors to undertake work on the park.

<b>SANDHURST TOWN COUNCIL</b>
<b>Policy for Leaseholders engaging Contractors</b>

This policy sets out the guidelines and conditions for leaseholders engaging contractors to undertake work on any property owned by Sandhurst Town Council.

Sandhurst Town Council would like to inform all leaseholders on the park of the following requirements when engaging outside contractors to complete work on their behalf on property belonging to Sandhurst Town Council.

- Permission must be obtained from Sandhurst Town Council prior to work commencing.
- It is the leaseholders responsibility to ensure that the contractors hold current Public Liability Insurance with a minimum amount of £10 million.
- It is the leaseholders responsibility to ensure that the area being worked on by the contractors is kept safe for members of the public.
- It is the leaseholders responsibility to ensure that the contractors have their access requirements met.
- Should any damage occur to the property of Sandhurst Town Council this must be reported immediately. STC will undertake any necessary repairs and the associated costs will be invoiced to the leaseholder. It will be their responsibility to settle any associated costs with their contractor.
- Any such invoices will be subject to the Bad Debts Policy if not settled in full.

### **Recommendation**

To consider the recommendation from the Leisure Committee.

Annexe 3: Little Sandhurst Community Hall	
Meeting: Strategy & Policy Committee	Date: 26 <sup>th</sup> May 2022
Agenda item: 7	Author: Executive Officer

**Purpose of report**

To apprise the committee of the previous costings that were acquired for the Community Hall.

**Background**

The process of transferring the Community Hall is now in the hands of the solicitors and should be completed soon. Therefore, STC need to consider what is required to get the facility fit for purpose in order to hire it out.

Previously this committee considered the attached quotes and agreed that the suggested extras are purchased. Obviously a large amount of time has passed and these quotes will need refreshing and I am sure that many will have increased in price. This may have an impact on the original budget that was set for this.

**Recommendation**

To consider the suggested items and approve the process of purchasing the items and engaging with contractors.

<b>ANNEXE 3 -Little Sandhurst Community Hall</b>			
<b>Costings - November 2019</b>			<b>Average quote</b>
<b>Entry System with fobs</b>			
Contractor A	Price includes 10 fobs	Quote for 2 doors	£3567.00 + VAT
Contractor B	Price includes 10 fobs	1 door	£1693.54 + VAT
Contractor C	Fobs charged at £37.20 per 10	1 door	£1153.94 + VAT
			<b>£2138.16 + VAT</b>
<b>Door Automation</b>			
	Automation main door		£3386.00 + VAT
			<b>£3386.00 + VAT</b>
<b>CCTV</b>			
Contractor A		4 cameras	£3327.00 + VAT
Contractor B		3 cameras	£1991.30 + VAT
			<b>£2659.15 + VAT</b>
<b>Alarm</b>			
Contractor A		7 sensors	£3268.00 + VAT
Contractor B		7 sensors	£1349.50 + VAT
Contractor C		6 sensors	£1996.50 + VAT
<b>ALL QUOTES RECEIVED ARE SITE UNSEEN</b>			<b>£2204.67 + VAT</b>
<b>WIFI</b>			
Existing supplier	Installation fee £49.99		
	Line Rental	£12.10 per month	
	Desk phone	£50.00	£50.00
	Fibre 80 mbps 20 mbps upload	£44.00 per month	
	Fibre 80:20 Mbps	£35.00 per month	
	Draytek router £110.00		
	<b>Monthly total</b>	<b>£91.10</b>	
	<b>Initial outlay</b>	<b>£209.99</b>	<b>£209.99</b>
<b>Television</b>			
50" smart tv		£419.00 - £499.00	£499.00
<b>Blinds</b>			
Contractor A	3 windows 1200 x 1350	Vertical Blinds 127mm	£444.00
	1 window 1200 x 1050	Vertical Blinds 127mm	£139.00
	1 window 1770 x 1350	Vertical Blinds 127mm	£199.00
	2 windows 630 x 1350	Vertical Blinds 127mm	£246.00
		<b>£1028.00 + VAT</b>	
Contractor B	3 windows 1200 x 1350	Vertical Blinds 127mm	£285.00
	1 window 1200 x 1050	Vertical Blinds 127mm	£86.66
	1 window 1770 x 1350	Vertical Blinds 127mm	£125.00
	2 windows 630 x 1350	Vertical Blinds 127mm	£136.66
		<b>£633.32 + VAT</b>	<b>£830.66 + VAT</b>
<b>Tables</b>			
8 x 122cm x 69cm		£592.00 + VAT	
Trolley		£195.00 + VAT	£787.00 + VAT
<b>Chairs x 40</b>			
Black		£478.00 + VAT	
Trolley		£219.00 + VAT	£697.00 + VAT
<b>Fridge</b>			
Under counter		£189.99 inc VAT	
Free standing		£149.99 inc VAT	£189.99
<b>Hot water boiler</b>			
2 years parts & labour		£315.00 + VAT	£315.00 + VAT
<b>Signage for Car Park</b>			
		£53.50 inc VAT	£53.50
<b>Office</b>			
Desk		£122.00 + VAT	
Chairs x 4		£88.00 + VAT	£210.00 + VAT
<b>Approximate total cost for initial set up of Little Sandhurst Community Hall</b>			<b>£ 14530.12 + VAT</b>