



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, Mrs S. Davenport, Mrs H Hill, Mrs M Mossom, R. Mossom, P. Panesar.

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 27th July 2023 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)

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 1st June 2023 (pages 1417-1420) 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.

- a) Legionella (Decision item)
- b) Cricket Club electric supply to pump (Decision item)

5. Neighbourhood Plan

To receive an update on Neighbourhood Plan Working Group and determine next actions if required. (Decision item)

6. Staffing Update

To receive an update on the current staffing position at Sandhurst Town Council. (Information item)

7. Internal Audit

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

8. Request for political parties to be included on Councillors photographs.

To receive a request from a Councillor for political parties to be included on the website and in any further publications next to Councillors photographs and to include a bio for each Councillor on the website. (Decision item)

9. Mayors Newsletter

To receive a request from a Councillor to consider reviewing the content and creation of the Sandhurst Pride Magazine (Annexe 2). (Decision item)

10. Leisure Committee non-voting members reports

To discuss Councillors representing clubs that they are members of in the Leisure Committee Meeting (Annexe 3). (Decision item)

11. Amendment to the Terms of Reference for the Climate Change Working Group

To receive a recommendation from the Environment Committee to amend the Terms of Reference for the Climate Change Working Group (Annexe 4). (Decision item)

12. Sandhurst Boys & Girls FC Tournament Fees

To consider a request from the Sandhurst Boys and Girls Football Club for a reduction in the fee charged for their recent tournament. (Annexe 5). (Decision item)

13. Nursery proposal

To consider a request for a Nursery to hire Little Sandhurst Community Hall at a regular user rate rather than a commercial rate and to have a storage area outside (Annexe 6). (Decision item)

14. Flat Renovations

To receive an update on the quote received from one contractor (Annexe 7). (Decision item)

15. Press and Publicity

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

16. Date of next meeting

The date of the next meeting to be confirmed as 28th September 2023. (Procedural item)

17. 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)

18. Lease

To consider and approve the draft document of the new lease arrangements further to resolution 2894 (Annexe 8). (Decision item)

LIGHTATOUCH

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13 June, 2023

The Executive Officer

Sandhurst Town Council

Council Offices

Sandhurst Memorial Park

Yorktown Road

Sandhurst

Berkshire

GU47 9BJ

Dear Ang

**Final Internal Audit Review:
Sandhurst Town Council – covering March 2023 and Year End procedures**

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 2022-23 Accountability and Governance Annual Return (AGAR).

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

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2022
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2022/2023 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The final internal audit visit was arranged with the Executive Officer and carried out on Tuesday 13 June 2023. The Deputy Executive Officer has also provided back-up information from RBS Omega Software for the period March 2023 and End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

As we have carried out Interim Internal Audit reviews throughout 2022/2023, we are also using the information already recorded from these to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

As part of this final Internal Audit Review, we checked:

Bank Reconciliations including Petty Cash and Indemnity Deposits

- the Bank Reconciliation at 31 March 2023 was re-performed and no errors were noted.

Income and Expenditure

- all income and expenditure items as at 31 March 2023 were confirmed and details are accurate to the records held by Council.

VAT Reimbursement

- the Executive Officer has submitted a VAT claim to HMRC for the period January 2023 – March 2023 in the sum of £15784.11 which was submitted in April 2023.

Risk Assessment 2022/2023

- the risks of the Town Council were reviewed and approved in February 2023 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2022) is met.

Town Council Minutes

- Minutes of the Council were checked for approvals and decisions made and approval of payments was checked for March 2023.

Asset Register

- The Asset Register at 31 March 2023 was reviewed and additions for 2022/23 were agreed.

End of Year Procedures 2022/2023

A full check was carried out on the End of Year documentation provided by the Executive Officer to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2021/22 and 2022/2023 shown on Section 2 of the AGAR as required by the External Auditor.

The 2021/2022 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2022.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT
Internal Auditor.

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| Annexe 2: Mayors Newsletter | |
| Meeting: Strategy & Policy Committee | Date: 27th July 2023 |
| Agenda item: 9 | Author: Angela Carey |

Purpose of report

To apprise the committee of a request from a Councillor to review the content and processes concerning the Mayors Newsletter – Sandhurst Pride.

Background

I have received a request from a Councillor to suggest the following actions concerning the newsletter-

- More inclusive of all aspects of life in Sandhurst
- Submissions from groups and the wider community beyond what the Mayor has done
- Councillor involvement in layout and creation
- Dates for submission and publication planned in

Currently the Sandhurst Pride is the Mayors Newsletter and therefore primarily contains articles from the Mayor and other STC councillors. It also includes STC events. There is a section in each magazine where clubs that use our facilities write an article about their organisation.

The magazine is created by STC office staff with the articles provided by the Mayor and Councillors and the layout is tweaked by our printers. The newsletter is delivered three times a year – after the election of the new Mayor in May, after the Remembrance Service in November and after the Mayors Civic Service in February/March.

Recommendation

To discuss and consider the suggestions.

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| Annexe 3: Leisure Committee non-voting members reports | |
| Meeting: Strategy & Policy Committee | Date: 27th July 2023 |
| Agenda item: 10 | Author: Angela Carey |

Purpose of report

To apprise the committee of the need to discuss the current procedure that is in place for the Leisure Committee.

Background

There has been a long standing (prior to my employment at STC) procedure that Councillors do not speak on behalf of clubs that they are members of during the Leisure Committee Meetings as they have an affected interest. This rule has been adhered to under both the previous Chairman Cllr John Porter and the current Chairman Cllr Mrs Jean Bettison.

During the last Leisure Committee Meeting a Councillor wanted to deliver a report on behalf of the club that they are Chairman for. The Chairman of Leisure did say that it was not appropriate, but she would allow it on this one off occasion.

The Councillor has complained that they should be allowed to speak on their clubs behalf.

This procedure is not set out in standing orders or in a policy as it is a procedure that falls in line with having an affected interest.

Recommendation

To continue with the procedure of not allowing Councillors to represent their clubs at the Leisure Committee Meeting due to the affected interest that they have. If club representatives are not present, they are able to provide a written report to the Executive Officer who will read it out on their behalf. This has been done recently on behalf of the Sandhurst Sports Club.

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| ANNEXE 4: Climate Change Working Group- Terms of Reference | |
| Meeting: Strategy & Policy Committee | Date: 27 th July 2023 |
| Agenda item: 11 | Author: EO |

1. Purpose of report

To apprise the Committee of the recommendation from the Environment Committee to amend the terms of reference for the Climate Change Working Group.

2. Background

The Terms of Reference for the Climate Change Working Group currently state that the group are composed of –

Chair of the Environment Committee

Open to any Councillor

Open to any interested resident, at the discretion of the Chairman

Open to representatives of the local Resident Associations.

The current Chairman of the Environment Committee has declined to be a member of the Climate Change Working Group.

The Environment Committee would like to recommend that the Terms of Reference are amended to –

A minimum of three members of the Environment Committee

Open to any Councillor

Open to any interested resident, at the discretion of the Chairman

Open to representatives of the local Resident Associations.

3. Recommendation

To approve the amendment as recommended by the Environment Committee.

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| Annexe 5: Sandhurst Boys & Girls Football Club Tournament Fees | |
| Meeting: Strategy & Policy Committee | Date: 27th July 2023 |
| Agenda item: 12 | Author: Angela Carey |

Purpose of report

To apprise the committee of a request from SB&G FC for a reduction in their tournament fees.

Background

The SB&G FC held their tournament on 6th & 7th May 2023. During the day on Saturday SB&G FC cancelled the rest of the tournament due to heavy rain. Unfortunately following their decision Sunday was very sunny.

The cost of the tournament is £750.00. This is subsidised by STC and includes the preparation of the pitches and the use of the pitches for the weekend. The Chairman has asked that the club is only charged for one day and not two. He has said that the cancellation of the tournament has cost them a large sum in lost revenue. He says that the rain in the lead up to the tournament and on the Saturday made the pitches unplayable.

The head groundsman checked the condition of the pitches frequently throughout the week and deemed them playable. All of the preparation work was completed as they were in a condition to be used for the tournament.

Recommendation

As STC did not cancel the tournament the full charge should be payable.

Other hirers that have been in positions where they did not continue with bookings outside of the 4 week cancelation period have been charged and therefore STC should remain fair to all users.

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| Annexe 6: Request for a Nursery to hire Little Sandhurst Community Hall | |
| Meeting: Strategy & Policy Committee | Date: 27th July 2023 |
| Agenda item: 13 | Author: Angela Carey |

Purpose of report

To apprise the committee of a request from a Nursery to hire Little Sandhurst Community Hall.

Background

A request has been received from a Nursery to hire out Little Sandhurst Community Hall. Whilst hiring requests would not normally need to be agreed by the S&P Committee this potential hirer has some requests that need to be considered and approved-

- The charges have been disputed by the Nursery. The charge for commercial hire is £47 per hour as this is a commercial business. The Nursery believe they should pay the Community Fee of £15. The Community fee is only given for charities and clubs such as the NCT group and Brownies or Scouts, etc. There is a fee for regular users which is £21 per hour.
- A request has been made to use the office included in that fee. The office hire fee is £10 per hour.
- They would like to bring their own microwave and toaster to use at the facility.
- They would like to have an outside storage facility for their equipment. The cost for this would be covered by them.
- Permission for pictures to be put on the walls.

Initially the applicant would like to run Toddler Groups twice a week from 9am – 12pm from September to November. The session charges will be £5 per adult and £2 per child. The Nursery will start once they have had their OFSTED visit. The hire will be 9am – 4pm Monday to Friday. The charge for the nursery fees has not yet been disclosed.

Recommendation

Consider and discuss the fees that STC would charge for the facility. I would suggest that the office charge still stands as this is an extra facility and could not then be hired out to anyone else during the week.

Should the request for electrical items be approved I would suggest they are all pat tested by the hirer and that the proof of this is provided to STC.

Should the outside storage request be approved the location and size of the storage must be approved by STC and any liability and costs involved would be solely the hirers responsibility.

I would suggest that pictures should not be allowed to be put up as this is a new facility. The hirer could provide their own pinboard screens to display pictures should they wish, at their own expense.

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| Annexe 7: Flat refurbishment | |
| Meeting: Strategy & Policy Committee | Date: 27th July 2023 |
| Agenda item: 14 | Author: Angela Carey |

Purpose of report

To apprise the committee of an estimate received from a contractor for the flat refurbishment.

Background

An estimate has been provided for the refurbishment of the caretakers flat –

Description of Service To Be Provided Amount •

Supply 1 x skip for waste Kitchen • Remove all wall tiles and wallpaper • Remove all appliances, kitchen units, work tops and flooring • Supply and fit new kitchen.

Supply and fit wall tiles Bathroom • Remove all wall tiles, electric shower, bath, vanity unit and flooring • Supply and fit new bathroom suite (vanity unit and basin, bath with screen over and new shower unit) WC • Remove existing WC and replace for new on a like for like basis.

Flooring • Lift and dispose of all flooring throughout the property.

Decorating • Remove wall paper where necessary, prepare walls and wood work as required, paint all walls, ceilings and wood work throughout, including downstairs lobby

Doors •

Check, ease and adjust all doors and replace downstairs front door and lock.

Total £19920 + VAT

There will be further costs on top of this estimate for electric works, carpets, garage door.

Despite contacting several local contractors, the above is currently the only one to respond and visit the site.

Recommendation

Discuss the estimate.