



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
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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 28th September 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 27th July 2023 (pages 1437-1440) 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. Neighbourhood Plan

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

6. External Audit

To receive the report from the external auditors (Annexe 1). (Information item)

7. Internal Audit

To consider the continuation of the services of our existing internal auditor (Annexe 2). (Decision item)

8. Request from the Environment Committee for a budget to fund solar panels.

To receive a request from the Environment Committee for a budget of £70,000 to fund the solar panel project. (Decision item)

9. STC Action Plan

To request that each Committee produce their priorities for 2023/24 in consultation with their committee for the renewal of the STC action plan. (Decision item)

10. Leisure Committee non-voting members reports

To receive an update further to resolution 3004 clarifying the position of Councillors representing clubs that they are a member of at Council/Committee Meetings (Annexe 3). (Decision item)

11. Flat Renovations

To receive an update on the resolution 3007 concerning the flat refurbishment. (Decision item)

12. Lights in the office

To consider a quote to replace the broken lights in the office with LED lights. (Annexe 4). (Decision item)

13. Insurance Renewal

To receive the annual insurance renewal policy (Annexe 5). (Information item)

14. Standing Orders

- a) Further to resolution 3026 to discuss the scope of urgent decisions. (Decision item)
- b) To consider an amendment to Section 1 item f (Annexe 6). (Decision item)
- c) To discuss an addition to standing orders to clarify the position of Councillors attending meetings of Committees that they are not a member of. (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 26th November 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. Sandhurst Youth

To receive an update from trustees/ representatives and to receive the termly report from Sandhurst Youth (Confidential Annexe 7). (Information item)

19. Grant Applications

a) to consider a grant application from Sandhurst Youth (Confidential Annexe 8). (Decision item)

b) to consider a grant application from Sandhurst Tug of War (Confidential Annexe 9). (Decision item)

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

SANDHURST TOWN COUNCIL – BE0065

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

07/09/2023

ANNEXE: 2 – Internal Audit Quote	
Meeting: Strategy & Policy	Date: 28th September 2023
Agenda item: 7	Author: Angela Carey

1. Purpose of report

To appraise the Strategy & Policy Committee of the possible continuation of the current internal auditor.

2. Background

To review the current service of STCs internal audit provider-

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.
- Site visits or working remotely by arrangement.

Matters arising and recommendations will be discussed with the Executive Officer/Responsible Finance Officer and a written report will be issued each internal audit visit.

INTERNAL AUDIT FEE

£1725 per annum based on a minimum of two mid-year reviews and a year-end review.

Included in the quoted fee above is an advice service on standard financial matters throughout the year. This price is the same as 2022/23.

3. Recommendation

The committee is requested to consider continuing with the current provider.

ANNEXE 3: Leisure Committee non-voting members reports	
Meeting: Town Council	Date:28 September 2023
Agenda item: 10	Author: Angela Carey

1. Purpose of report

To appraise the Sandhurst Town Council of the reply from the monitoring officer as requested by this committee.

2. Background

Following a request by the Strategy & Policy Committee to seek the advice of the Monitoring Officer on the subject of Councillors speaking on behalf of clubs that they are a member of during Committee meetings, I can confirm that the procedure that the Leisure Committee have been following which discourages Cllrs from speaking on behalf of clubs is correct. We have been informed that-

The Code of conduct (paragraph 8.5) states that *"if you have an affected interest in a matter you must not seek improperly to influence a decision about it."*

In a scenario where a Councillor with an Affected Interest is presenting a report it is difficult to see how improper influence is avoidable.

Irrespective of whether there is a Disclosable or Affected Interest in existence, any decision taken could in any event be challenged and potentially set aside on the basis of perceived bias or predetermination.

3. Recommendation

The advice of the Monitoring Officer is followed and the existing practise of Councillors not being given permission to report on behalf of any clubs that they are a member of continues.

ANNEXE 4: Lights in the office	
Meeting: Town Council	Date:28 September 2023
Agenda item: 12	Author: Angela Carey

1. Purpose of report

To appraise the Sandhurst Town Council of the current situation with the lights in the office.

2. Background

When the lights were upgraded to LED a decision was taken to leave the lights in the office until the refurbishment was being done.

Unfortunately, there are several units that are now beyond repair and need replacing.

As there are not any immediate plans for the refurbishment, I have obtained a quote from our electricians for them to replace the existing lights with LED ones.

The price to disconnect and remove the existing light fittings and to replace all 12 with new LED light fittings is £1544.17 & VAT.

3. Recommendation

To discuss the replacement of the lights.

ANNEXE 5: Insurance Policy	
Meeting: Strategy & Policy Committee	Date:28th September 2023
Agenda item: 13	Author: Angela Carey

- Sandhurst Town Council utilise an insurance broker Gallaghers. The current insurance policy is with Hiscox and that covers main obligations. (Employer's Liability £10m; Public liability £10m; Fidelity Guarantee for employed staff £150,000; plus vehicles.)
- Supplementary cover taken for Products Liability and Pollution £10m; and Officials indemnity for Councillors.
- The policy cover is reviewed by council officers no later than July in each year, to check detail of cover is appropriate for coming year.
- STC currently have a 3 year contract with Hiscox Insurance (ends 30/9/2024). This year's renewal cost is £15,919. This is an increase of £1237 from last years premium.
- The insurance for the vehicle that is used on the road is renewed at £1185. This is an increase of £161.

ANNEXE 6: Amendment to Standing Orders	
Meeting: Town Council	Date:28 September 2023
Agenda item: 14 b	Author: Angela Carey

1. Purpose of report

To appraise the Sandhurst Town Council of a request for an amendment to standing orders section 1 item f.

2. Background

A request was received from Cllr C Ives to amend an item in section 1 of Standing Orders.

Section 1 item f currently reads –

If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

The amended model Standing Orders (2022) read –

If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

It has been suggested by Cllr N Allen that the wording is changed to read –

If an amendment to the original motion is carried (proposed and seconded), the amendment becomes the substantive motion upon which further amendment(s) may be moved.

3. Recommendation

To discuss the amendment.