

28th September 2023

Minutes of the proceedings of the Strategy and Policy Committee held this day in the Kitty Dancy Room, Sandhurst Community Centre Complex, Sandhurst commencing at 7.30pm and finishing at 9.01pm.

PRESENT

Chairman: Cllr N Allen

Councillors: Mrs J Bettison, Mrs S Davenport, Mrs H Hill, P Panesar, D Birch.

IN ATTENDANCE

Executive Officer (Angela Carey)

Cllr P Bettison

Cllr P Thompson

APOLOGIES FOR ABSENCE (Agenda item 1)

Apologies for absence were received and accepted from Councillor:

Mrs M Mossom (Business)

R Mossom (Business)

MEMBERS' INTERESTS (Agenda item 2)

There were no declarations of interest on the business to be discussed.

MINUTES OF THE STRATEGY AND POLICY COMMITTEE (Agenda item 3)

It was proposed by Cllr N Allen and the following was

**RESOLVED
3051**

that the Minutes of the Strategy and Policy meeting held on 27th July 2023 (pages 1437-1440) be received as a true and correct record and that they be confirmed and signed by the Chairman.
(Unanimous)

HEALTH AND SAFETY (Agenda item 4)

No incidents were reported. Further to resolution 3000 the Committee were updated on the quote received from one company concerning Legionella testing. Quotes have been requested from two companies to compare with the current company however only one has been received. The company that provided the quote were more expensive than the current provider and could not quote for remedial work until they had tested to see what was required. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3052**

that the remedial work is undertaken by our current provider and quotes be obtained from 2 to 3 other companies upon the renewal of the contract.
(Unanimous)

ACTION: EO

NEIGHBOURHOOD PLAN (Agenda item 5)

The Committee received an update from Cllr D Birch on the Neighbourhood Plan Working Group. The first meeting of the working group is scheduled for 4th October 2023 and there have been 10 volunteers to be part of the



group. BFC have assigned a planning officer to STC. A quote has been obtained from a local Planning Consultant that has been used by two local parishes for their Neighbourhood Plans for consideration by this committee. This company have been the only one approached for a quote as they are familiar with how BFC operate having worked with local parishes and they come highly recommended. Financial Regulations 1.1 a ii - allows an exception to multiple quotes being needed as this is a specialist service being provided by a planning consultant. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr D Birch and the following was

**RESOLVED
3053**

that Oneill Homer are appointed as Planning Consultant for the Neighbourhood Plan and Cllr D Birch will liaise with them about their attendance to the next meeting of the working group. (Unanimous)

ACTION: EO

EXTERNAL AUDIT (Agenda item 6)

The response of the external auditors to the 2022/23 submission was received for information. There are no matters for concern. Cllr N Allen congratulated the Executive Officer on the high standard of the external audit report.

INTERNAL AUDIT (Agenda item 7)

The Committee were asked to consider the continuation of the service of the current internal auditor. Further to discussion it was proposed by Cllr D Birch and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3054**

that Tim Light, trading as Lightatouch Internal Audit Services continue to be appointed as Internal Auditor for STC. (Unanimous)

REQUEST FROM THE ENVIRONMENT COMMITTEE FOR A BUDGET TO FUND SOLAR PANELS (Agenda item 8)

The Committee received a request from the Environment Committee for a budget of £70,000 to fund the solar panel project. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs S Davenport and the following was

**RESOLVED
3055**

that the request is approved. (Unanimous)

ACTION: EO

STC ACTION PLAN (Agenda item 9)

The Committee were asked to consider the renewal of the STC Action Plan as the current one is now out of date. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr D Birch and the following was

**RESOLVED
3056**

that the updating of the Sandhurst Action Plan remains the responsibility of the Chairmen who will work with committees for content. This content will then be presented back to the S&P Committee to form part of the overall plan. (Unanimous)

ACTION: EO/CHAIRMEN OF COMMITTEES



LEISURE COMMITTEE NON-VOTING MEMBERS REPORTS (Agenda item 10)

Further to resolution 3004 the advice of the Monitoring Officer at BFC was sought concerning 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.

Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

RESOLVED 3057

that the advice of the monitoring officer is followed and that the existing practises continue.

ACTION: EO

FLAT RENOVATIONS (Agenda item 11)

Further to resolution 3007 the committee were advised of a second quote that had been received, the cost was almost double the amount of the first quote. The first contractor has confirmed that he will not give guarantees on his work but will provide a snagging service on completion. Any white goods will have manufacturers guarantees. A payment would be expected halfway through the project and then the remainder will be paid on completion.

Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

RESOLVED 3058

that the original contractor is given the project, subject to providing a copy of the public liability certificate showing cover for £10 million.
(Unanimous)

ACTION: EO

LIGHTS IN THE OFFICE (Agenda item 12)

The Committee were asked to consider the need for replacement lights in the office. The replacement of these lights was originally going to be done as part of the office refurbishment, however several units are now beyond repair and need replacing. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

RESOLVED 3059

that all of the existing lights in the office and lobby are replaced with LED lights and a budget of £1600 is added to the LED lights existing budget line.
(Unanimous)

ACTION: EO



INSURANCE RENEWAL (Agenda item 13)

An update was given on the renewal of the insurance cover. STC have a three-year agreement with Hiscocks which ends in September 2024. There has been an increase of £1237 to the premium for the year. The vehicle insurance has also increased by £161.00.

STANDING ORDERS (Agenda item 14)

- a) Further to resolution 3026 the S&P Committee were asked to consider the scope of the Urgent Decisions procedure. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3060**

that a decision can be made under the Urgent Decision Procedure provided that the action conforms with the approved policy and is within budget limitations.

ACTION: EO

- b) The Committee were asked to consider amending the wording of Standing Orders Section 1 item F as it has been suggested that the wording is misleading and has not been updated in line with the amendment to Model Standing Orders of 2022. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr D Birch and the following was

**RESOLVED
3061**

that the wording in Standing Orders is amended to 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. This will then be presented to Full Council for approval. (Unanimous)

ACTION: EO

- c) The Committee considered an addition to Standing Orders to clarify the position of Councillors attending meetings of Committees that they are not a member of. NALC guidance and the processes at BFC were discussed. Further to discussion it was proposed by Cllr N Allen and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3062**

that Councillors not a member of the Committee will be invited to sit at the table with Committee members. They will be asked to identify themselves at the beginning of the meeting to inform members of the public that they are not Committee members. They may participate in discussion at the Chairmans discretion, but they will not be allowed to vote on any agenda item. Non members must leave the meeting during the exclusion of press and public. This amendment will be added to Standing Orders and presented to Full Council for approval. (Unanimous)

ACTION: EO

PRESS AND PUBLICITY (Agenda item 15)

There were no requests to be added to the press and publicity forward plan.

DATE OF NEXT MEETING (Agenda item 16)

The date of the next meeting was confirmed as 23rd November 2023.



EXCLUSION OF PRESS AND PUBLIC (Agenda item 17)

It was proposed by Cllr N Allen and seconded by Cllr D Birch and the following was

**RESOLVED
3063**

that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press would be excluded for discussion regarding the engagement, terms of service and conduct of employees where publicity might be prejudicial to the special nature of the business.

SANDHURST YOUTH (Agenda item 18)

Cllr Mrs J Bettison declared an interest as she is a trustee of Sandhurst Youth. Cllr Mrs J Bettison did not participate in the discussion.

The termly report was received and an update from Sandhurst Youth concerning the ongoing complaint that had been raised was delivered.

GRANT APPLICATIONS (Agenda item 19)

Cllr Mrs J Bettison declared an interest as she is a trustee of Sandhurst Youth. Cllr Mrs J Bettison did not participate in the discussion or vote on item 19a.

- a) The Committee were asked to consider a grant request received from Sandhurst Youth, further to resolution 2964 to support the costs of the organisation for 2023/24. Further to discussion it was proposed by Cllr Mrs S Davenport and seconded by Cllr Mrs H Hill and the following was

**RESOLVED
3064**

that due to the change in circumstances of how STC would support the funding of Sandhurst Youth the amount of £17000 was agreed for the financial year 2023/24. (Unanimous)

ACTION: EO

- b) The Committee were asked to consider a grant request received from Sandhurst Tug of War, to assist them to compete in a national competition in Switzerland. Further to discussion it was proposed by Cllr Mrs S Davenport and seconded by Cllr Mrs J Bettison and the following was

**RESOLVED
3065**

that an amount of £1000.00 is awarded. (Unanimous)

ACTION: EO

**SIGNED AND DATED BY
CHAIRMAN**

