

# SANDOWN TOWN COUNCIL

You are hereby summoned to a Meeting of Sandown Town Council to be held on **MONDAY, 17 MAY 2021** commencing at **6.00 pm** for the transaction of the business set out in the agenda below:



Town Clerk:

A handwritten signature in black ink, appearing to be 'R. Smith', written over a light blue horizontal line.

**Dated:** 11 May 2021

## PUBLIC ACCESS TO THE MEETING

Due to Covid-19 guidelines public access to the meeting will be very limited and anyone wishing to attend is asked to notify the clerk who will allocate places in order of application. The meeting will also be recorded.

## COUNCILLORS' SURGERY

There will be no informal Councillors Surgery prior to the meeting of the Town Council due to ongoing Covid-19 restrictions. However, all electors are welcome to contact the councillors to personally discuss any local item of concern.

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**PUBLIC QUESTION TIME** – 15 minutes are available for members of the public to speak on matters relating to the agenda.

Members of the public not in attendance, at the invitation of the Chairman are entitled to send a written representation on issues affecting the Town. Representations should be no longer than 150 words and will be read at the meeting in order of receipt. If more than one person wishes to make a representation on the same topic, they should nominate one person to make that representation on their behalf. Any questions asked shall not require a response or debate. The Chairman has the right to decide if a question or statement is inappropriate and will not be accepted. Written representations must be received no later than 48 hours prior to the start of the meeting.

### **1-2021/2022 APOLOGIES**

To receive any apologies for absence

### **2-2021/2022 TO ELECT A TOWN MAYOR**

### **3-2021/2022 TO RECEIVE THE TOWN MAYORS' DECLARATION OF OFFICE**

### **4-2021/2022 TO ELECT A DEPUTY MAYOR**

### **5-2021/2022 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE**

### **6-2021/2022 TO RECEIVE ALL MEMBERS DELCARATION OF OFFICE**

### **7-2021/2022 DECLARATIONS OF INTERESTS**

1. To receive any declarations of pecuniary and non -pecuniary interests
2. To receive and consider granting any written requests for dispensations.

**8-2021/2022 MINUTES OF THE LAST MEETING** To approve the minutes of the meeting held on 15 February 2021. (Paper A)

**9-2021/2022 REVIEW AND ADOPTION OF NALC MODEL STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS.**

**10-2021/2022 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES**

1. HR Arrangements
2. Policies (Paper B)
  - (a) Absence and Sickness Policy
  - (b) CCTV Policy
  - (c) Complaints Procedure
  - (d) Communications Policy
  - (e) Dignity at Work – Bullying and Harassment
  - (f) Disciplinary Policy
  - (g) Document Retention Policy
  - (h) Equality and Diversity Policy
  - (i) GDPR Policy
  - (j) Grant Award Policy
  - (k) Grievance Procedure
  - (l) Health and Safety Policy
  - (m) Lone Worker Policy
  - (n) Publication Schedule -Freedom of Information
  - (o) Recording Policy
  - (p) Redundancy Policy
  - (q) Staff Recruitment and Retention
  - (r) Training and Development Policy
  - (s) Vexatious Complaints Policy
  - (t) Volunteer Policy

**11-2021/2022 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES (IWALC/HALC)**

**12-2021/2022 TO RECEIVE THE EXTERNAL AUDIT REPORTS FOR**

**(A) 2017/2018** (Paper C)

**(B) 2018/2019** (Paper D)

**(C) 2019/2020** (Paper E)

**13-2021/2022 FINANCES**

1. To approve the Payments and Receipts lists as presented for
  - (a) February 2021 (Paper F)
  - (b) March 2021 (Paper G)

2. To receive and note the verified bank reconciliations for
  - (a) February 2021 (Paper H)
  - (b) March 2021 (Paper I)
3. To receive and approve the year-end report for the period ending 31 March 2021 (Paper J)
4. To receive report and note the Internal Auditors report for the period ending 31 March 2021 (Paper K)
5. To receive approve the 2020/2021 Accounting Statements (Paper L).
6. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment. (Paper M)
7. To receive approve the 2020/2021 Annual Governance Statements and confirm dates for exercise of public rights. (Paper N)
8. To approve the Payments and Receipts lists as presented for April 2021 (Paper O)
9. To receive and note the verified bank reconciliations for April 2021 (Paper Q)
10. To receive and note the verified bank reconciliations for April 2021 (Paper R)
11. To receive and note the expenditure against budget through April 2021 (Paper S)
12. To Agree New Signatories

#### **14-2021/2022 BEACH SAFTEY PROJECT**

1. Commission Safety Service (Budget £15,000)
2. Beach Safety Equipment Etc.
3. Beach Management Zone
  - (a) To note the decision made virtually regarding Buoys in the Bay (Paper T)
  - (b) Current Correspondence
4. Blue Flag Application
5. Inshore Rescue
6. Future Paper
7. Accessible Wheel Chair

#### **15-2021/2022 WORKING PARTIES**

1. Events Working Party
  - (a) Decorative Lighting
  - (b) Memorial Commemoration
  - (c) Church Service
  - (d) Thank you to Covid Volunteers
  - (e) Remembrance Day

- (f) Christmas arrangements
- (g) Hanging Baskets 2022
- 2. Toilets
- 3. Sandham Gardens
- 4. CCTV

**16-2021/2022 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED**

- 1. Green Towns -Planters Licence
- 2. Sandham Gardens Actions
- 3. Community Payback
  - (a) Los Altos
  - (b) The Broadway

**17-2021/2022 TO RECEIVE ANY PLANNING APPLICATIONS**

To consider any relevant planning applications.

**18-2021/2022 TO RECEIVE REPORTS FROM**

- 1. The Town Clerk – including:
  - (a) Playground Inspections
  - (b) Legionella Tests
  - (c) Electrical Tests
  - (d) Risk Assessments
- 2. Town Councillors
- 3. To note Isle of Wight Council Ward Reports
- 4. Outside Bodies

**19-2021/2022 DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.**

Proposed dates –  
Monday, 19 July 2021  
Monday, 20 September 2021  
Monday, 15 November 2021  
Monday, 8 February 2022  
Monday, 15 March 2022.  
Monday, 16 May 2022.

**20-2021/2022 EXCLUSION OF PUBLIC AND PRESS**

To consider passing a resolution that under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 21-21/22 on the grounds that there is likely to be

disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**21-2021/2022 TOILET CLEANING AND MAINTANCE**

**PUBLIC QUESTION TIME** – 10 minutes are available for members of the public to speak on any matters relating to town business. Any written questions received and not considered in the earlier session will be prioritised.