

SANDOWN TOWN COUNCIL



You are hereby summoned to a Meeting of Sandown Town Council to be held on **MONDAY, 9 MAY 2022** at Main Hall, The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG, following the conclusion of the Annual Town Meeting for the transaction of the business set out in the agenda below:

Town Clerk: Richard Priest

Dated: 28 April 2022

PUBLIC ACCESS

Attendees are encouraged to undertake a lateral flow test prior to attending the meeting. While there is no legal requirement to self-isolate, if you are unwell, please do not attend the meeting as other attendees could be vulnerable.

COUNCILLORS' SURGERY

The informal Councillors' Surgeries held prior to this meeting of the Annual Town Meeting, will commence at **5:45 pm** in the Broadway Centre. All electors are welcome to attend this informal session to meet those Town Council and Isle of Wight Council Ward councillors attending to discuss personally any local item of concern. No matters can be put forward to the agenda below unless previously notified to the Clerk but may be considered for future meetings.

AGENDA

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

Members' of the public at the invitation of the Chairman are entitled to speak once on issues affecting the Town for no longer than 3 minutes. If more than one person wishes to speak on the same topic, they should nominate one person to speak 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 & will not be accepted. All persons present will act respectfully towards every other person present or they will be excluded. Members of the public are respectfully asked to remain silent on commencement of the meeting & throughout.

1-2022/2023 APOLOGIES

To receive any apologies for absence

2-2022/2023 TO ELECT A TOWN MAYOR

3-2022/2023 TO RECEIVE THE TOWN MAYORS' DECLARATION OF OFFICE

4-2022/2023 TO ELECT A DEPUTY MAYOR

5-2022/2023 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE

6-2022/2023 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.

7-2022/2023 MINUTES OF THE LAST MEETING

To approve the minutes of the meeting held on 14 March 2022
(Paper A)

8-2022/2023 HR COMMITTEE

- (a) Terms of Reference (Paper B)
- (b) Membership

9-2022/2023 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS. (Paper C)

10-2022/2023 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES (Paper D)

- (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

11-2022/2023 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- (a) County Association
- (b) Revetment Working Party
- (c) South Wight Health and Wellbeing Board
- (d) Any other bodies

12-2022/2023 FINANCES

2021/2022

1. To approve the Payments and Receipts lists as presented for March 2022 (Paper E)
2. To receive and note the verified bank reconciliations for March 2022 (Paper F)
3. To receive and note the expenditure against budget through 31 March 2022 (Paper G)
4. To receive and approve the year-end report for the period ending 31 March 2022 (Paper H)

Annual Accounts

5. To receive report and note the Internal Auditors report for the period ending 31 March 2022 (Paper I)
6. To receive approve the 2021/2022 Accounting Statements (Paper J).
7. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment. (Paper K)
8. To receive approve the 2021/2022 Annual Governance Statements and confirm dates for exercise of public rights. (Paper L)

2022/2023

9. To approve the Payments and Receipts lists as presented for April 2022 (Paper M)
10. To receive and note the verified bank reconciliations for April 2022 (Paper N)
11. To receive and note the expenditure against budget through April 2022 (Paper O)
12. To consider the grant application from Blue Seas Protection (Paper P)
13. Insurance cover.
14. Southern Water Community Funding Projects.

13-2022/2023 WORKING PARTIES (Paper Q)

To appoint the members of the working parties (six per party) and consider updates from working parties

- (a) Public Realm (Assets)
- (b) Public Realm (Projects)
- (c) Events
- (d) Engagement and Communication

14-2022/2023 2022/2023 MEETING DATES

- 18 July 2022.
- 19 September 2022
- 21 November 2022
- 6 February 2023
- 20 March 2023
- 15 May 2023 (Annual Meeting)

15-2022/2023 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

To consider any environmental issues raised by the Isle of Wight Council, Environment Agency or other statutory body.

16-2022/2023 TO RECEIVE ANY PLANNING MATTERS

To consider any relevant planning applications.

17-2022/2023 TO RECEIVE REPORTS FROM

1. The Town Clerk (Paper R)
2. Town Councillors
3. Outside Bodies

18-2022/2023 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 20-2022/2023 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 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.

19-2022/2023 STAFFING MATTERS

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.