

SANDOWN TOWN COUNCIL



Minutes of the Meeting of Sandown Town Council held on **Monday, 17 May 2021** at **6.00pm** at The Broadway Centre, Sandown, Isle of Wight PO36 9GG.

PUBLIC QUESTION

Questions were asked following the election of the new Mayor and their Deputy.

Mrs Jean Jones asked a question in relation to the council sourcing grant funding to support its activities. The Mayor responded he would like to see a review of how the council secured grant funding and councillors playing in this activity.

Mr Colin Midmore asked if papers could be published prior to the meeting; the papers should have been available on the council's website having been published Friday, and this would be looked into.

Present: Cllrs Gary Young (Departing Mayor), Paddy Lightfoot (Mayor), Heather Humby (Deputy Mayor), Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Robert May, Ian Ward, Toby Wilcock.

1-2021/2022 APOLOGIES

No councillors were absent.

2-2021/2022 TO ELECT A TOWN MAYOR

Cllr Baldry nominated himself for Mayor, the nomination was not seconded.

Cllr Ward nominated Cllr Paddy Lightfoot as Mayor, the nomination was seconded by Cllr Wilcock. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements, the result of which was unanimously in favour of the proposal and Cllr Paddy Lightfoot was duly elected and took the chair.

RESOLVED:

THAT Cllr Paddy Lightfoot be elected as Mayor of Sandown Town Council.

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

Cllr Lightfoot's Declaration of Acceptance of Office of Mayor was received.

4-2021/2022 TO ELECT A DEPUTY MAYOR

Cllr Andre nominated Cllr Heather Humby as Deputy Mayor, the nomination was seconded by Cllr Alex Lightfoot. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements, all councillors voted in favour of the proposal, with the exception of Cllr Humby who abstained, and Cllr Humby was duly elected.

RESOLVED:

THAT Cllr Heather Humby be elected as Deputy Mayor of Sandown Town Council.

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

Cllr Heather Humby's Declaration of Acceptance of Office of Deputy Mayor was received.

6-2021/2022 TO RECEIVE ALL MEMBERS DECLARATION OF OFFICE

Cllrs Paddy Lightfoot, Heather Humby, Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Robert May, Ian Ward, Toby Wilcock confirmed their acceptance of office.

7-2021/2022 DECLARATIONS OF INTERESTS

1. To receive any declarations of pecuniary and non -pecuniary interests

Cllr Debbie Andre declared an interest in any matters relating to the Isle of Wight Council.

Cllr Sue Betts declared an interest in items relating to the Bay and beach as secretary of Blue Seas Protection.

2. To receive and consider granting any written requests for dispensations.

8-2021/2022 MINUTES OF THE LAST MEETING

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; Two councillors abstained, all councillors voted to approve the minutes subject to a minor amendment.

RESOLVED:

THAT the minutes of the meeting held on 15 February 2021 be approved subject to a typographical error in the spelling of "platinum" in the heading of minute 49-2020/21.

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

Discussion took place regarding the proposed NALC Model Standing orders. The use of “he” throughout the document was raised, with “they being proposed as more acceptable terminology”, along with the accessibility issues relating to the method of voting outlined in the document which was being addressed by though councillors voting by a show of hands which were confirmed verbally.

Cllr Alex Lightfoot proposed the Model Standing Orders and proposed Financial Regulations be adopted which was seconded by Cllr Ward. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; All councillors voted to adopt the documents.

RESOLVED:

THAT the Standing Orders and Financial Regulations (attached to and forming part of these minutes) be adopted by Sandown Town Council.

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

Cllr Paddy Lightfoot proposed that the polices be approved enbloc with subject to the Vexatious Complaints Policy being reviewed and brought back to Council in two months, and noted that the approval of all policies was a necessary HR function to protect employees.

Cllr Andre proposed an amendment to the proposal that the Vexatious Complaints Policy is not approved suggesting that there should be a right of appeal to the Local Government Ombudsman included in the policy. Officers advised there was no provision for this in Law.

Cllr Humby seconded the amendment.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (3), Against (9), Abstentions (0).

The amendment fell.

Councillors then voted on the substantive motion by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the following policies (attached to and forming part of these minutes) be adopted by Sandown Town Council, subject to the Vexatious Complaints Policy (s), being reviewed and brought back to Council in two months:

(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 (ISLE OF WIGHT ASSOCIATION OF LOCAL COUNCILS - IWALC/HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS - HALC)

Discussion took place regarding the positives and negatives of the different local council bodies. Members noted that the council could not become a full HALC member as it was not their local association and this lead to limitations in terms of support, access to materials and additional costs in relation to training. The perceived political agenda of IWALC was raised as a concern.

Cllr Alex Lightfoot tabled a proposal that the council re-join IWALC which was seconded by Cllr Humby.

Councillors then voted on the substantive motion by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (3), Abstentions (0).

RESOLVED:

THAT Sandown Town Council re-join the Isle of Wight Association of Local Councils.

12-2021/2022 TO RECEIVE THE EXTERNAL AUDIT REPORTS FOR 2017/18, 2018/19 AND 2019/20.

The council considered the reports from the External Auditor in relation to the 2017/18, 2018/19 and 2019/20 financial years. Mrs Sally McConkey, who had raised a challenge in relation to the 2017/18 accounts made a statement regarding her correspondence with the auditors and suggested she now considered the accounting practices and levels of transparency to be acceptable.

Cllr Alex Lightfoot proposed the results as detailed in the external audit reports be accepted which was seconded by Cllr Andre.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the council accept the results reported in the External Auditors Report for the financial years 2017/18, 2018/19 and 2019/20.

13-2021/2022 FINANCES

1. To approve the Payments and Receipts lists as presented for

(a) February 2021

Clarification was provided that the absence of figures in the net and VAT columns of voucher #361 was not material as business rates were outside scope and therefore the net and the total were the same. Cllr Alex Lightfoot proposed the Payments and Receipts lists for February 2021 be approved which was seconded by Cllr Humby.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (10), Against (0), Abstentions (2).

RESOLVED:

THAT the Payments and Receipts for February 2021 be approved.

(b) March 2021

Cllr Andre questioned the payments to Community Action. Officers advised this was the payroll providers the council had used since January 2020 to ensure segregation of duties as was best practice.

Cllr Alex Lightfoot proposed the Payments and Receipts lists for March 2021 be approved which was seconded by Cllr Andre.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the Payments and Receipts for March 2021 be approved.

2. To receive and approve the year-end report for the period ending 31 March 2021

Cllr Alex Lightfoot proposed the year-end report for the period ending 31 March 2021 be approved which was seconded by Cllr Ward.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the year-end report for the period ending 31 March 2021 be approved.

3. To receive and note the verified bank reconciliations for February 2021 and March 2021.

The verified bank reconciliations for February and March 2021 were noted.

4. To receive report and note the Internal Auditors report for the period ending 31 March 2021.

The Internal Auditors report for the period ending 31 March 2021 was noted.

5. To receive approve the 2020/2021 Annual Governance Statements and confirm dates for exercise of public rights.

Cllr Humby proposed the 2020/2021 Annual Governance Statements and dates for exercise of public rights be approved which was seconded by Cllr Andre.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the 2020/2021 Annual Governance Statements and dates for exercise of public rights be approved.

6. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment.

The report was noted subject to a change to the spelling of licences.

7. To Agree New Signatories

Cllrs Alex Lightfoot, Heather Humby, Paddy Lightfoot and Debbie Andre were confirmed as the new signatories.

8. To receive approve the 2020/2021 Accounting Statements.

Cllr Ward proposed the 2020/2021 Accounting Statements. be approved which was seconded by Cllr Alex Lightfoot.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the year-end report for the period ending 31 March 2021 be approved.

9. To approve the Payments and Receipts lists as presented for April 2021

Cllr Humby proposed the Payments and Receipts lists for April 2021 be approved which was seconded by Cllr Ward.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (7), Against (0), Abstentions (5).

RESOLVED:

THAT the Payments and Receipts for March 2021 be approved.

10. To receive and note the verified bank reconciliations for April 2021

The verified bank reconciliation for April 2021 was noted.

11. To receive and note the expenditure against budget through April 2021

The expenditure against budget through April 2021 was noted.

14-2021/2022 BEACH SAFETY PROJECT

1. Commission Safety Service (Budget £15,000)

Members were advised, following consultation with members and residents, provision had been made in the budget for beach safety

service and agreement was being sought to commission a safety service with a revenue value of up to £15,000 for the current year following the withdrawal of the RNLI service the previous year due to their assessment of risk at the beach. Council also noted that the service was linked to the Blue Flag award which Sandown has secured.

Cllr Alex Lightfoot proposed agreement be given to follow a commissioning process in relation to a beach safety service which was seconded by Cllr Ward.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (12), Against (0), Abstentions (0).

RESOLVED:

THAT the agreement be given to follow a commissioning process in relation to a beach safety service

2. Beach Safety Equipment Etc.

Members noted that there was also provision in the budget for capital equipment in relation to beach safety which would be taken forward as part of a wider project.

3. Beach Management Zone

The Isle of Wight Council had approached the Town Council regarding providing funding to support the placement of buoys in the Bay. The Isle of Wight Council is proposing they provide the capital funding for the buoys and that the revenue funding for the installation/removal and associated maintenance costs be funded by the relevant town or parish council. The estimated the cost to Sandown Town Council would be £5,831.88 annually for nine buoys.

The buoys would help address significant concerns raised by the public and councillors in relation to Jet-Ski use in the Bay and incidents relating to dangerous behaviour of Jet Ski users, enable the enforcement of byelaws and linked to the Blue Flag.

Members noted that the Isle of Wight Council received a little short of £87,000 from Sandown's longshoreman and it was suggested that some of this should be spent on Sandown's beaches.

Cllr Andre proposed the virtual decision be ratified which was seconded by Cllr Alex Lightfoot.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the decision to provide revenue funding for the Isle of Wight Council buoys in Sandown Bay be ratified.

4. Other Beach Safety Items

The council considered the verbal report from the clerk in relation:

- Blue Flag Award
- Inshore Rescue
- Accessible Wheelchair (secured via a grant bid).

Members noted work in relation to the Blue Flag would be ongoing and that a paper would be brought back to council providing more information on the wider beach safety project.

15-2021/2022 WORKING PARTIES

A number of working parties had been proposed to take forward various projects agreed in the budget.

Cllr Paddy Lightfoot proposed any decisions in relation to working parties be delayed until after the new council had reviewed and agreed its objectives and priorities, and that these should be agreed as a matter of urgency. The proposal was seconded by Cllr Humby.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (12), Against (0), Abstentions (0).

RESOLVED:

THAT any decisions in relation to working parties be deferred until the council agrees a plan outlining its objectives but that these be established as a matter of urgency.

16-2021/2022 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

Members received an update on a number of environmental issues including:

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

Cllr Betts reminded members that Sandown was home to two species in the International Union for Conservation of Nature's Red List and that there were beach cleans on the first Sunday of each month that councillors could join.

In relation to Los Altos, members noted a request from Cllr Andre requested consideration be given to turning part of the park into allotments as there was a two year waiting list.

17-2021/2022 TO RECEIVE ANY PLANNING APPLICATIONS

The following planning applications were considered.

Reference 21/00980/DIS
Address Belgrave Hotel 14 - 16 Beachfield Road Sandown Isle Of Wight
Proposal Condition compliance application on 20/00412/FUL relating to conditions 3 (foul and surface water drainage), 4 (wheel cleaning) and 5 (materials and finishes)

Reference 21/00963/FUL
Address 45 Station Avenue Sandown Isle Of Wight PO36 9BW
Proposal Demolition of outbuilding; alterations; proposed single storey and first floor extension to form family annex

Reference 21/00936/RVC
Address Little Elm Yaverland Road Sandown Isle Of Wight PO36 8QB
Proposal Variation of condition 7 on P/00462/99 to allow annex to be short term let separately

Reference 21/00913/1APA
Address 17 Drabbles Lane Sandown Isle Of Wight PO36 9ER
Proposal Prior notification for proposed single storey side extension

Cllr Brothers declared an interest in the final applications as she owned a neighbouring property.

No further comments were returned in relation to the applications.

18-2021/2022 TO RECEIVE REPORTS FROM

1. The Town Clerk

The clerk provided an oral report, welcoming the councils new members and providing information in relation to key issues including:

- An update on the councils public toilets including an outline of the Procurement Process, working group priorities, expected completion of St Johns, issues with the charging points, license requirement for Eastern Gardens and retaining the current provision during works ongoing vandalism, plans for monitoring both interim and ongoing service and maintenance arrangements, further stakeholder engagement.
- Other information included:
 - Working with Community Payback
 - Community Bus
 - Centenary of Memorial
 - Special 100th event at Centre
 - Accessibility
 - Change in law regarding Business Rates – Toilets
 - Work with Churches
 - Grants Received
 - Playground Inspections
 - Legionella Tests
 - Electrical Tests
 - Risk Assessments
 - Volunteer Hub
 - Pop-up Foodbank
 - Hampers for Home
 - Accessible Wheelchair
 - Maintaining Support for Vulnerable Groups in Lockdown.
 - Covid Safe Centre Costs
 - Business Grants Secured

2. Town Councillors

Cllr Humby requested a future item on reinstating a “Citizen of the year” and “Child of the year report.

Cllr Ward provided a report to be circulated (attached to and forming part of these minutes).

3. To note Isle of Wight Council Ward Reports

Cllr Andre and Cllr Ward provided reports for circulation (attached to and forming part of these minutes)

4. Outside Bodies

Cllr Humby informed members that Sandown Forum planned to resume meetings from September and provided information on the body for new councillors.

Cllr Andre provided an update on the activities of the South Wight Health and Wellbeing forum advising she would share the notes of the last meeting when they were distributed.

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.

Six formal council meetings were proposed, which met the legal requirement for an annual meeting and three ordinary meetings.

Members debated the number of meetings scheduled, with some members requesting meetings be held monthly. The points raised included the resource implications of holding meetings, the fact the outcomes also had to be actioned by officers, and the fact additional meetings could be called as required but the council had not agreed its objectives at this time and therefore did not have a clear view of when it would need to meet.

Cllr Ward proposed the suggested meeting dates be agreed to ensure members had dates in their diaries, which was seconded by Cllr Hicks:

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (5), Against (5), Abstentions (2).

It was therefore necessary for the Chairman to use his casting vote and it was:

RESOLVED:

THAT under a meeting of full council be held on the following dates:

Monday, 19 July 2021

Monday, 20 September 2021

Monday, 15 November 2021

Monday, 7 February 2022

Monday, 14 March 2022.

Monday, 16 May 2022.

20-2021/2022 u EXCLUSION OF PUBLIC AND PRESS

Cllr Alex Lightfoot proposed the public and press be excluded for the reasons outlined below. The proposal was seconded by Cllr Andre:

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (12), Against (0), Abstentions (0).

RESOLVED:

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 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 MAINTENANCE

Members received a confidential update on various issues relating to the cleaning and maintenance of the toilets.

Council was also informed on another matter relating to a local service which was embargoed and could not be discussed publicly.

PUBLIC QUESTION TIME – Public Questions were taken prior the exclusion of the Public and Press.

Mr Alan Jones made a statement in regard to the notice board on Albert Road. It was noted that the board was not a town council asset.

Mr Colin Midmore asked where the budget provision for beach safety was allocated and was advised it was part of the monies allocated for Town Improvement.

DRAFT