



SANDOWN TOWN COUNCIL – MEETING MINUTES – 15 MAY 2023

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 15 MAY 2023** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

Present: Debbie Andre, Frank Baldry, Emily Brothers, Ian Fletcher, Jenny Hicks, Heather Humby, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward, Toby Wilcock.

Also Present: Richard Priest (Clerk), Jennifer Armstrong (RFO), and seven members of the public.

PUBLIC QUESTIONS:

A member of the public asked a question in relation The Bay Regeneration and how it would relate to the derelict buildings in the town, requesting all the information relating to the status and action taken in relation to the buildings be centralised. The Mayor responded that the Isle of Wight Ward Councillors had been asked to provide an update on all the buildings affected in their wards later in the meeting.

Concerns were raised by a member of the public that changes to the different lease options, at Browns, had not been made available to all interested parties. Cllr Andre responded she would be happy to discuss the matter with the resident, clarified the revised options by Isle of Wight Council and advised 26 expressions of interest had been received.

1-2023/2024 APOLOGIES

None received.

2-2023/2024 TO ELECT A TOWN MAYOR

Cllr Ward nominated Cllr Alex Lightfoot as Mayor and Cllr A Lightfoot accepted. Cllr Fletcher seconded the nomination.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows. and it was:

For (11)

Against (0)

Abstentions (1)

RESOLVED:

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

3-2023/2024 TO RECEIVE THE TOWN MAYORS' DECLARATION OF ACCEPTANCE OF OFFICE

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

4-2023/2024 TO ELECT A DEPUTY MAYOR

Cllr Frank Baldry nominated Cllr Ian Fletcher as Deputy Mayor. Cllr Fletcher accepted. Cllr Wilcock seconded the nomination.

Cllr Hicks nominated herself as Deputy Mayor. Cllr Humby seconded the nomination.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows. and it was:

For Cllr Ian Fletcher (8)

For Cllr Jenny Hicks (3)

Abstentions (1)

RESOLVED:

THAT Cllr Ian Fletcher be duly elected as Deputy Mayor.

5-2023/2024 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE

Cllr Ian Fletcher's Declaration of Acceptance of Office of Deputy Mayor was received.

6-2023/2024 DECLARATIONS OF INTERESTS

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

Cllrs Debbie Andre and Ian Ward declared interests as members of the Isle of Wight Council.

Cllr Alex Lightfoot declared a personal interest as he had been attending public meetings regarding the proposed Sandown Christmas Funday.

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

No requests for written dispensations had been received.

7-2023/2024 MINUTES OF THE LAST MEETING

A proposal to approve the minutes of the meeting held on 20 March 2023 was moved and duly seconded.

Cllr Brothers raised questions regarding minute 87-2022/2023 and was reminded that the staffing matters in question were confidential in nature and therefore would not be minuted in detail.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the minutes of the meeting held on 20 March 2023 be approved as a true record.

8-2023/2024 HR COMMITTEE

(a) Terms of Reference

The Terms of Reference for the HR Committee were reviewed, and a number of amendments were discussed. Following debate, the removal of the Chair's casting vote

was rejected, as a decision could not be made if a member abstained. Similarly, a proposal to appoint a substitute at full council was not seconded and fell.

The proposal to make the following amendments was moved, duly seconded and unanimously approved. Councillors' votes were confirmed verbally to meet accessibility requirements; the amendments were become the substantive motion and the results were as follows and it was:

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

RESOLVED:

THAT the following amendments be made to the Terms of Reference for the Human Resources Committee:

That provision for a substitute to be appointed by the chair

That Quorum for the committee be Three.

That provision for a Locum to clerk the meeting in addition to the Clerk or Deputy Clerk be included.

(b) Membership

Cllr Brothers nominated Cllr Andre which was seconded by Cllr Humby. However, a proposal was moved, and duly seconded that the item be discussed following the exclusion of the public and press due to ongoing staffing matters.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the appointment of members to the Human Resources Committee be deferred until after item proposing the exclusion of the public and press.

9-2023/2024 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS.

Members considered the Standing Orders and Financial Regulations which were based on NALC Model documents.

A proposal to approve and adopt the documents as presented was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the Standing Orders and Financial Regulations be approved and adopted as presented.

10-2023/2024 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES.

Members noted that the HR Committee was responsible for the review of several of the polices under the committees terms of reference and officers planned to review a

number of the policies moving forward to ensure they were reflective of NALC guidelines.

A proposal was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT be approved the following policies en bloc, with individual polices to be amended and brought back to council as required:

- (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) Volunteer Policy

11-2023/2024 REVIEW OF THE COUNCIL'S APPOINTMENTS AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

(a) County Association (Isle of Wight Association of Local Councils)

Cllr Paddy Lightfoot nominated Cllr Fletcher, who accepted. Cllr Baldry seconded the nomination.

Cllr Andre nominated Cllr Brothers, who accepted. The nomination was seconded by Cllr Humby.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For Cllr Ian Fletcher (7)

For Cllr Emily Brothers (5)

Abstentions (0)

RESOLVED:

THAT Cllr Ian Fletcher be the council's IWALC representative.

(b) Revetment Working Party

Cllr Andre nominated Cllr Humby, who accepted. Cllr Brothers seconded the nomination.

Cllr Hicks nominated herself which was seconded by Cllr Wilcock.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

Cllr Humby

For (12), Against (0), Abstain (0)

Cllr Hicks

For (6), Against (3), Abstain (3)

RESOLVED:

THAT Cllrs Heather Humby and Jenny Hicks represent the council on the Bay Revetment Working Party.

(c) South Wight Health and Wellbeing Forum.

Cllr Ward nominated himself and the nomination was seconded by Cllr Andre.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows, and it was:

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

RESOLVED:

THAT Cllr Ian Ward be the council's representative at the South Wight Health and Wellbeing Forum.

(d) Any other bodies

Members were reminded that all councillors were welcome to attend Sandown Forum meetings.

12-2023/2024 FINANCES

2022/2023

1. To approve the Payments and Receipts lists as presented for March 2023.

Cllr Brothers requested an update on the provision to staff of a debit card for use when making purchases on behalf of the council, with vouchers being provided following receipt of a grant and to families at a local school, and that she did not consider staff claiming

expenses a proper accounting practice. Reassurance was provided that there were robust financial procedures in place, and that claiming back expenses was a standard accounting practice and that all payments were verified and signed by two councillors. The changes to the banking mandates required for a card to be obtained had been requested but the bank did not respond quickly to such changes.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the payments and receipts for March 2023 be approved.

2. To receive and note the verified bank reconciliations for March 2023.

The verified bank reconciliations for March 2023 were noted.

3. To receive and note the expenditure against budget through March 2023.

The expenditure against budget through March 2023 was noted.

4. To receive and approve the year-end report for the period ending 31 March 2022

A proposal to approve the 2022-2023 Year End report was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (12), Against (0), Abstentions (1).

RESOLVED:

THAT the year-end report for the period ending 31 March 2023 be approved.

Annual Accounts

5. To confirm any conflicts of interest with BDO and the council.

Members were advised a new external auditor had been appointed which was BDO. Councillors confirmed there were no conflicts of Interest. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT it be formally minuted that no councillor had a conflict of interest with BDO.

6. To receive report and note the Internal Auditors report for the period ending 31 March 2023.

The Internal Auditors report for 2022/2023 was considered with members noting that the Internal Auditor was satisfied with all aspects of the council procedures examined. The following recommendations were noted:

- Ensure the authorisation of the AGAR is carried out in the required order.
- Consider closing the petty cash account as it has been dormant for several years

- Consider detailing high value items from the asset register, such as the mayoral chain and ships bell, on the insurance cover, rather than including them in a block cover *(members were advised that the insurance company had been contacted regarding this already)*
- A certification stamp for invoices is considered good practice and maybe something to be discussed in the future for full transparency. However, the current system appears to work well and is robust.

A proposal to accept and note the report was moved and duly seconded and councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the report of the Internal Auditor for the financial year 2023/2023 be accepted and noted.

7. To receive approve the 2022/2023 Annual Governance Statements and confirm dates for exercise of public rights.

The RFO advised councillors that a positive response had been entered for all assertions in the Annual Governance and Assurance. If members agreed with the affirmations, all aspects of the document could be approved en bloc. If any criteria were not being met, they would need to be dealt with individually.

The dates for the exercise of public rights were noted.

A proposal to approve all aspects of the document en bloc was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the Annual Governance Statements 2022/2023 be approved and the dates for exercise of public rights for the year-ending 31 March 2023 be confirmed.

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

A proposal to approve the proposed asset register was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the Asset Register be approved.

9. To receive approve the 2022/2023 Accounting Statements

A proposal to approve the proposed accounting statements was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the Accounting Statements for 2022/2023 be approved.

2023/2024

10. To approve the Payments and Receipts lists as presented for April 2023

A proposal to the payments and receipts for April 2023 be approved was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the payments and receipts for April 2023 be approved.

11. To receive and note the verified bank reconciliations for April 2023

The verified bank reconciliations for April 2023 were noted.

12. To receive and note the expenditure against budget through April 2023

The expenditure against budget through April 2023 was noted.

13-2023/2024 TOWN CLERK REPORT

Council noted the report from the Clerk who highlighted:

- Work on the Bay place plan had started well but there were going to be resource implications as Sandown Town Council was proving much of the support to facilitate the project.
- It was expected that the Sandown Conservation Area Management Plan would be published shortly but related work would need to tie up with other regeneration projects.
- The success of Coronation projects with the school were noted.
- Support for the Historical Association continued with use of the Broadway Centre being the quid pro quo for their help management of the chronicle archives.

Questions were raised in relation to safeguarding matters and vulnerable groups at the centre. It was noted that this was a HR matter and would be considered by the HR Committee in due course under their terms of reference.

14-2023/2024 WORKING PARTIES

The report had been published and circulated prior to the meeting, and the notes from the meetings circulated afterwards. The report included a number of recommendations from the working parties to council:

a) Changing Places

The old Eastern Gardens Toilet Block had been approved as a site for funding to convert the facilities into a changing places unit. Before costings, which would need to be obtained through a tender process with the initiatives approved suppliers, could be undertaken council were asked to agree the virement of monies to create a budget for the project and enable work to begin. Clarification was provided that any final decision would be brought back to council.

A recommendation in the report was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT match funding comprising of unspent monies relating to the beach cost code be brought forward, in addition with monies from the general reserve, to support the Changing Places project.

b) Christmas Funday Support

A group of local residents with the support of local businesses had in recent years organized a Christmas Fun Day. The event was funded through fundraising. Since there were unused grant monies and the coronation event the council had planned to support had been cancelled, it was proposed these monies be brought forward to support this years event.

RESOLVED:

THAT £1,000 of the 2022/2023 unspent grant and event monies be used to support the Christmas Funday.

c) Eastern Gardens Toilet Charges

The Public Realm (Assets) Working Party recommended that, in order to reduce the burden on residents, the charge for using the facilities be increased from 20p to 50p during the tourist season and to coincide with the beach showers being in use and the beach safety service in July and August.

Concerns were raised regarding increasing costs during the cost of living crisis and also regarding antisocial behaviour following the introduction of charges, though the latter had occurred previously and could be addressed through the CCTV onsite.

Confirmation was provided that charges did not apply to radar key users. Members also noted that the contactless system was not expected to generate income for some time as there were set-up fees, monthly charges and bank clearing fee's to take into account.

A proposal to increase the charges was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the charge for Eastern Gardens Toilets be increased to 50p through July and August.

15-2023/2024 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

None received.

16-2023/2024 TO RECEIVE ANY PLANNING MATTERS

The following applications were considered:

- [23/00757/HOU](#) - 72 Fitzroy Street
- [23/00690/FUL](#) - 14 High Street Sandown
- [23/00438/FUL](#) - Melville Hall, Melville Street

No comments were made.

17-2023/2024 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

The Isle of Wight Councillor Ward Councillors were invited to provide updates on the derelict buildings in their wards.

Cllr Andre advised that she was sorry to report she had been unable to obtain an update from Isle of Wight Council officers and indicated this was because Sandown Town Council had chosen not to fund any planning officer hours and there was an 18-month backlog of work. Cllr Andre would continue to push for the update and would have the clerk circulate any response received.

Councillor Ward advised that in relation to the Ocean Hotel a court date regarding ongoing enforcement action would be set by the end of May and confirmed on 5 June 2023.

Regarding the White Building on the corner of Fitzroy street, the last interested party had not taken the purchase forward and the building remained unsold. A section 215 order had been issued but was sat with the Legal Department. A further update had been requested but was not considered a priority by Isle of Wight Council.

Cllr Brothers updated members on activities in her role as IWALC representative. A hybrid meeting of the Bus and Rail Users Group has been held. Points of note included the extension of the road works on Lake Hill, which were scheduled for completion by 10 June 2023 and changes to the Island Line timetable to bring it in line with Hover Craft and Wightlink departures.

The IWALC executive had held a workshop in relation to challenges with local government funding, with a further meeting to be held in July. A revised SLA to feed into the Isle of Wight Council's Constitution had been presented to the Cabinet.

Cllr Andre proposed a vote of thanks for Cllr Brothers work as the IWALC representative before delivering her own report. Issues with Jet Skiers in the Bay remained a problem.

One of the local PSCO's had specialist training in this area and would be meeting with Yaverland Sailing club members who had also raised concerns regarding better enforcement. Cllr Ward advised at a recent meeting with the PCC it had been confirmed the police jurisdiction extended 12 miles off the coast.

Cllr Humby updated members on comments made during her regular surgeries including concerns about the state of the town. She also advised members the Historical Society would be holding an event about the High Street at 7:30pm on 31 May 2023 which would include historical photographs.

Cllr Humby also advised members that she had stepped down as Chair of the Sandown Forum. The group was now being chaired by Paul Coueslant and would meet quarterly at the Broadway Centre.

Cllr Baldry reported he had attended a recent meeting regarding the High Street Task Force initiative.

Cllr Betts had recently attended an event where Julian Wadsworth, the Bay Resilience Officer had spoken and advised he was undertaking great work.

Cllr Fletcher had submitted an FOI regarding on police armed response action on the Isle of Wight and in Sandown in January 2023. No response had been received and he had resubmitted the request.

Cllr Hicks reported that residents had informed her an additional bin was required on Leed Street. The Mayor responded she should liaise with Cllr Ward and Island Roads as the matter was a highways issue.

Cllr Ward advised that the Town Hall project had been halted when the property had been listed as an asset of community value. While the time limit for interested parties to make a representation had passed the cabinet member had extended this and the developer had withdrawn. A bid for funding was being drawn up.

Cllr Paddy Lightfoot reported a recent meeting regarding Dinosaur Isle. The museum was considered key to the regeneration of the Bay and the collection was second in the world only to that of the National History Museum. The recommendations that had been made to cabinet (which Cllr Andre advised had been approved) were that the museum remain in Sandown, that the council should seek a partner to support the management of the Collection (ideally the National History Museum who were interested) that a trust, likely to be the Hampshire Cultural Trust, with a commercial operation, operate the Museum and that Museum Estate and Development Fund (MEND) funding be applied for the results of which were expected at the end of the year.

Other issues discussed included wider development of the area including a proposal from Swim the Wight for a sea pool at Yaverland, an Artology Campus and Glamping by the Wildheart Trust.

The social capital of Browns had been noted and it had been stressed that stakeholders should be consulted with on any future plans.

Cllr Alex Lightfoot congratulated Ben Holbrook of Sandown Green Town Volunteers and the Carnival Association on receiving Coronation Champion Recognition for his services to the town.

18-2023/2024 MOTION WITHOUT NOTICE

A proposal was moved and duly seconded, that as provided for in standing order 9.13, the meeting be extended by 30 minutes. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (12), Against (0), Abstain (0)

RESOLVED

THAT the meeting be extended by 30 minutes.

19-2023/2024 MOTION WITHOUT NOTICE

A proposal was moved and duly seconded, that under standing order 21.1(vi) public question time be bought forward to allow questions before the exclusion of the public and press. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (12), Against (0), Abstain (0)

RESOLVED

THAT Public Question Time be bought forward.

PUBLIC QUESTION TIME

Reverend Mark William advised Council that the Bay through school had recently received a "Good" Ofsted rating. He also provided an update on works to the Lych Gate; the works had taken longer than expected as the oak under the roof had required replacement. Island Oak would be used and works should be completed shortly. He thanked the council for their support with the project.

A member of the public advised that the South Wight Health and Wellbeing Forum had folded. Cllr Ward advised he would look into this as it had not been communicated by the forum to the council.

20-2023/2024 EXCLUSION OF PUBLIC AND PRESS

A proposal was moved and duly seconded, that the public and press be excluded for the remaining business on the agenda. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (12), Against (0), Abstain (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 the following item of business, namely Agenda item numbers 8b, 19, 20 and 21 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 7, and 14 as defined in paragraphs 7, 9 and 10, 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.

21-2023/2024 UPDATE ON PIER STREET TOILETS

Members received an update on the current status of the development of Pier Street Toilets. Information regarding plans for the summer season had been requested from the Isle of Wight Council.

22-2023/2024 YAVERLAND TOILETS

Council were advised that the monies due in relation to Yaverland toilets business rates would now be paid while the demand was challenged to avoid any legal action.

23-2023/2024 STAFFING MATTERS

The Clerk provided an update on current staffing matters.

24-2023/2024 MOTION WITHOUT NOTICE

Cllr Brothers proposed, under standing order 21.1(xvii) that the meeting be closed which was duly seconded, Councillors' votes were confirmed verbally to meet accessibility requirements and the motion fell.

For (3)

Cllrs Brothers, Andre and Hicks.

Against (8)

Cllrs Baldry, Fletcher, Betts, May, Ward, Wilcock, P Lightfoot and A Lightfoot

Abstain (1)

Cllr Humby

25-2023/2024 HR COMMITTEE - MEMBERSHIP

Three councillors were nominated, and duly seconded, as members of the committee. Councillors' votes were confirmed verbally to meet accessibility requirements and the results were as follows:

Cllr Andre

For (4), Abstain (1), Against (7)

Cllr Wilcock

For (9), Abstain (1), Against (2)

Cllr Ward

For (11), Against (1), Abstain (0)

RESOLVED

THAT Cllrs Wilcock and Ward be appointed members of the HR Committee.

Update Regarding Derelict Buildings - 24-May-23

Update from planning officers, circulated by Cllr Debbie Andre on 24 May 2023 following the meeting:

The Savoy Site:

I note the site is overgrown however beyond the overgrowth lies a demolition site with differing levels associated with the previous basement of the former building which occupied the land. It is difficult to consider what would improve the appearance of the site. If the vegetation was removed this would expose the equally visually unpleasing demolition site which lies beyond. The landowners have not engaged with the authorities correspondences regarding their intentions with the land. I propose to discuss this site further with my colleagues to determine what, if anything, we can do further.

Tarvic2/St Moritz

The site remains subject to pre-application discussions

The Parkbury

This site is being led by the local neighbourhood team. It remains with the administrators (on the collapse of the Carlauren Group) and I have been advised they are engaging with the constabularies request for increased securing and monitoring etc. I note your comments regarding the presence of vermin which I will allow my colleagues in EH to pursue accordingly.

The Esplanade Hotel

The planning application remains ongoing. Legal also hold instructions from myself for the service of a section 215 notice but service is on hold whilst the application is being determined.