



SANDOWN TOWN COUNCIL – MEETING MINUTES – 20 MAY 2024

Minutes of the Annual General Meeting of Sandown Town Council held on **MONDAY, 20 MAY 2024** at 7:00 pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

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

Also Present: Richard Priest (Clerk), Jennifer Armstrong (RFO), Lorraine Ellis (Admin) and two members of the public.

PUBLIC QUESTIONS:

None Received.

PCSO Ash Webb provided an update on the Hampshire Alerts – Lets Talk initiative in conjunction with the Isle of Wight Council. Key issues for Sandown were antisocial behaviour, drug use, dog fouling, fly tipping and parking. A 49% drop on antisocial behaviour generally, following partnership working with Julian Wadsworth, was noted though as was typical in the summer months there was an increase in street drinking.

Issues with drinking in the seafront shelters and resulting antisocial behaviour were raised. Additional patrols were taking place to help address this and the increased police presence had led to a natural decrease in incidents without the need for direct action.

In relation to alcohol and drug misuse, Cllr Andre advised that the Isle of Wight Council would be recommissioning the drug and alcohol support service in the summer.

Questions were asked in relation to the Ocean Hotel. PC Kerry Tricky would be better placed to answer the questions, however, it was noted that the building could not be boarded until it had been cleared of squatters and those individuals appropriately relocated.

Council's expressed their thanks to PCSO Webb for his engagement with officers and work with the Council.

1-2024/2025 APOLOGIES

Apologies were accepted from Cllr Toby Wilcock.

2-2024/2025 TO ELECT A TOWN MAYOR

Cllr Ian Fletcher nominated Cllr Alex Lightfoot as Mayor for a second term and Cllr A. Lightfoot accepted. Cllr Heather Humby 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 (0)

RESOLVED:

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

3-2024/2025 TO RECEIVE THE TOWN MAYORS' DECLARATION OF ACCEPTANCE OF OFFICE

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

4-2024/2025 TO ELECT A DEPUTY MAYOR

Cllr Emily Brothers nominated Cllr Jenny Hicks as Deputy Mayor. Cllr Hicks accepted. Cllr Debbie Andre seconded the nomination.

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

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

For Cllr Hicks (3)

For Cllr Fletcher (8)

Abstentions (0)

RESOLVED:

THAT Cllr Ian Fletcher be duly elected as Deputy Mayor.

5-2024/2025 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE

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

6-2024/2025 DECLARATIONS OF INTERESTS

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

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

Cllr Andre also declared a pecuniary interest in matters relating to the Carnival Association as their land lord and in matters pertaining to Los Altos as her property backed onto the park.

Cllr Emily Brothers declared an interest as the East Wight parliamentary candidate for the Labour Party.

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

No requests for written dispensations had been received.

7-2024/2025 MINUTES OF THE LAST MEETING

Cllr Brothers proposed an amendment to the Minute 102-2023/2024 regarding an accident involving a child falling from the revetment. The Chair referred Cllr Brothers to Standing Orders 21.1, 23.2, and 9.9 noting that her amendment did not relate to a decision or accuracy but was a matter of style and wording, and therefore was not accepted.

A proposal to approve the minutes of the meeting held on 18 March 2024 was moved and duly seconded.

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

For (8), Against (3), Abstentions (0).

RESOLVED:

THAT the minutes of the meeting held on 18 March 2024 be approved as a true record.

8-2024/2025 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS.

Members noted that NALC had released revised financial regulations, but the release had been later than expected and they could not be updated in time for the meeting. Therefore, it was recommended that the Standing Orders be reaffirmed but that the financial regulations be adopted on the basis that revised regulations based on NALC'S updated model would be brought to a subsequent meeting for approval.

A proposal to reaffirm the documents as presented, with updated Financial Regulations to be presented at a subsequent meeting, 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 (0), Abstentions (0).

RESOLVED:

THAT the Standing Orders and Financial Regulations be approved and adopted as presented until revised Financial Regulations could be considered.

9-2024/2025 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES

Members were advised two policies had been updated. It was therefore recommended that the existing policies be reaffirmed en-bloc and that the new policies be considered and adopted.

Concerns were raised regarding the number of policies presented for approval. Members were reminded that the councils policies required approval annually, but members could discuss proposed amendments with officers at any time throughout the year. In further discussion, a suggestion was made that the Council was required to have a Whistle Blowing Policy, however, officers did not believe that this was a legal requirement.

En-bloc reaffirmation of policies A – Q in the agenda was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the following policies be reaffirmed en bloc:

- (a) Absence and Sickness Policy
- (b) CCTV Policy
- (c) Complaints (inc Vex) 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) Grievance Procedure
- (k) Lone Worker Policy
- (l) Publication Schedule -Freedom of Information
- (m) Recording Policy
- (n) Redundancy Policy
- (o) Staff Recruitment and Retention
- (p) Training and Development Policy
- (q) Volunteer Policy

Members were advised two policies had been updated. It was therefore recommended that the existing policies be reaffirmed en-bloc and that the new policies be considered and adopted.

The updated Health and Safety Policy and Grant Policy were considered. How the Health and Safety Policy applied to councillors was discussed and an amendment to Paragraph 2.1 to include councillors in the list of those responsible for Health and Safety was suggested.

This was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements.

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

RESOLVED:

THAT the Health and Safety Policy be amended to include "councillors" in Paragraph 2.1.

A further proposal, that the Grant Policy and amended Health and Safety Policy be adopted was moved. This was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements.

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

RESOLVED:

THAT the new Grant Award Policy and the revised Health and Safety Policy be adopted.

10-2024/2025 REVIEW OF THE COUNCIL'S APPOINTMENT TO THE COUNTY ASSOCIATION

Cllr Debbie Andre nominated Cllr Emily Brothers as representative to the County Association (Isle of Wight Association of Local Councils), who accepted. Cllr Heather Humby seconded the nomination.

Cllr Frank Baldry nominated Cllr Ian Fletcher as a representative to the County Association (Isle of Wight Association of Local Councils), who accepted. Cllr Ian Ward seconded the nomination.

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

For Cllr Ian Fletcher (6)

For Cllr Emily Brothers (5)

Abstentions (0)

RESOLVED:

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

11-2024/2025 FINANCES

2023/2024

1. To approve the Payments and Receipts lists as presented for March 2024

Cllr Debbie Andre declared an interest as the Cabinet Member for Public Health whose directorate had administered the Connect for Communities grant programme.

A motion, that the Payments and Receipts for March 2024 be approved, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2).

RESOLVED

THAT the Payments and Receipts for March 2024 be approved.

2. To receive and note the verified bank reconciliations for March 2024

The verified bank reconciliations for March 2024 were noted.

3. To receive and note the expenditure against budget through March 2024

The expenditure against budget through March 2024 was noted.

4. To receive and approve the year-end report for the period ending 31 March 2024

A proposal to approve the 2023-2024 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 (9), Against (0), Abstentions (2).

RESOLVED:

THAT the year-end report for the period ending 31 March 2024 be approved.

Annual Accounts

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

Councillors were asked to confirm they were not aware they had any no conflicts of Interest with BDO. Councillors' responses were confirmed verbally to meet accessibility requirements; no councillors declared a conflict of interest.

6. To receive report and note the Internal Auditors report for the period ending 31 March 2024

The Internal Auditors report for 2023/2024 was considered with members noting that the Internal Auditor was satisfied with all aspects of the council procedures examined. A member challenged the auditor's assertion that there were robust HR procedures in place and that an appraisal system was in place and operating, suggesting all appraisals should be considered by Council. Officers referred members to the Human Resources Committee Terms of Reference which outlined the appraisal process and reminded them of an employee's right to confidentiality. The report and recommendations were noted.

7. To receive approve the 2023/2024 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 Return except for any matters from the previous year's audit which remained open and therefore council could not confirm appropriate actions had been taken. If members agreed with the affirmations, all aspects of the document could be approved en bloc. The dates for the exercise of public rights were also noted as Tuesday, 4 June 2024 through Monday, 15 July 2024.

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 (9), Against (0), Abstentions (2).

RESOLVED:

THAT the Annual Governance Statements 2023/2024 be approved and the dates for exercise of public rights for the year-ending 31 March 2023 be confirmed noted as Tuesday, 4 June 2024 to Monday, 15 July 2024.

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 (9), Against (0), Abstentions (2).

RESOLVED:

THAT the Asset Register be approved.

9. To receive approve the 2023/2024 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 (9), Against (0), Abstentions (2).

RESOLVED:

THAT the Accounting Statements for 2023/2024 be approved.

2024/2025

10. To approve the Payments and Receipts lists as presented for April 2024

A proposal to the payments and receipts for April 2024 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 (9), Against (0), Abstentions (2)

RESOLVED:

THAT the payments and receipts for April 2024 be approved.

11. To receive and note the verified bank reconciliations for April 2024

The verified bank reconciliations for April 2024 were noted.

12. To receive and note the expenditure against budget through April 2024

The expenditure against budget through April 2024 was noted.

12-2024/2025 TOWN CLERK REPORT

Council noted the report from the Clerk who highlighted the Dental Bus service now available at the centre by appointments for residents and the HMS Sandown Bell project, thanking Cllr P. Lightfoot for his help with the project. Ward councillors requested further involvement in the Planning Enforcement and Information Screen Projects with officers advising work to date had been operational and would be shared with all councillors when further details were available.

13-2024/2025 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 which were discussed:

a) Railing Repainting

Members noted Cllr P. Lightfoot's work on a project to arrange for the repainting of the Esplanade railings. The Isle of Wight Council had confirmed they would give permission for the repainting once a plan of works and associated risk assessment had been drafted to both parties satisfaction. It was hoped that works would be undertaken prior to the summer season.

A proposal to spend up to £1,000 on the project from the Place Plan/Town Improvement Fund 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 (0), Abstentions (0)

RESOLVED:

THAT the payments and receipts for April 2024 be approved.

b) Beach Accessibility

Members considered the briefing paper on Beach Accessibility and the recommendations of the working party, noting that ring fenced grant monies had been secured to fund the beach matting. During debate it was suggested a Traffic Regulation Order could be a vehicle for delivering accessible parking. Members noted that there was funding allocation in the Isle of Wight councils capital budget for 50 such spaces.

A proposal in support of the recommendations with slightly altered wording 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 (0), Abstentions (0)

RESOLVED:

- i) THAT Two lengths of 25m x 1.5 m purchased to provide access to the beach from the Changing Places facility with two Roll-n-Stows to facilitate laying and lifting the matting.
- ii) THAT If the use of the matting is successful this year, council should consider budgeting for further matting and a ramp next year.
- iii) THAT the Town Council make representations to the Isle of Wight Council to provide accessible parking spaces and a drop off area to service the changing places facility and the beach.

c) Information Screen

The Mayor updated members on work with Sandown Community Association to install two electronic information screens, one at the Library and one at the Station. Grant monies from the Community Rail Partnership, would be passported to the Town Council who would undertake the project and adopt the assets. Agreements would be in place requiring monies be returned if unspent. Clarification was sought as to if the project had been on the work plan with members noting this was a new opportunity which was grant funded and would benefit the community.

A proposal to accept the passported monies and undertake the project 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 (0), Abstentions (0)

RESOLVED:

THAT Sandown Town Council accept the passported grant monies from the Community Rail Partnership and undertake the project to deliver two information screens on behalf of Sandown Community Association.

Cllr Brothers left the meeting at 20:21.

14-2024/2025 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

No statutory issues had been received. Cllr Andre drew members attention to a resolution recently passed by the Isle of Wight Council regarding sewage discharge, to work with stakeholders to ensure that sewage releases into the sea surrounding the Isle of Wight are zero by 2030 and this was discussed. Members noted that a briefing with Southern Water had been arranged.

15-2024/2025 TO RECEIVE ANY PLANNING MATTERS

The following applications were considered; no comments were returned:

[24/00664/DIS](#) - Old Town Hall Grafton Street, PO36 8JJ

Condition compliance application on 20/00455/FUL relating to condition 7 (surface water and foul drainage)

[24/00665/HOU](#) - 1 Meadow Way, PO36 8QD

Proposed alterations to include replacement raised roof creating gables ends to form additional accommodation at 1st floor level, three dormers on front and rear elevations, balconies on front and eastern side elevations; solar panels on existing roof and new boundary wall.

[24/00642/HOU](#) - 6 Whitecliff Close, PO36 8QH

Proposed single storey rear extension.

[24/00621/FUL](#) - 34 Broadway, PO36 9BY

Detached timber garage.

[24/00641/DIS](#) - Sandown Bay Holiday Centre, Yaverland Road, PO36 8QR

Condition compliance application on 21/00809/FUL relating to conditions 3 (contamination), 4 (foul & surface water drainage), 6 (external materials), 8 (bat box installation), 9 (landscaping scheme), 11 (cycle/waste facilities) and 12 (external lighting) to be discharged.

16-2024/2025 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

Cllr Heather Humby updated members on comments made during her regular surgeries including recent enquires relating to the dogs on beaches during the summer months. Members noted that the Public Space Protection Orders were due for review later in the year and there would be a period of consultation.

Cllr Sue Betts advised she had attended the Sandown Sprint and having enjoyed the event hoped to see it return.

Cllr Jenny Hicks requested an update on the signage for the revetment and was advised the designs were with the Art Team and it was hoped the signage would be in place before the summer.

Cllr Ian Ward provided an update on the Section 215 Court Order on the Ocean Hotel. Members noted that the building could not be secured until the individuals living on the site had been relocated. It was also noted that a fraud investigation involving the site was now underway.

Cllr Ian Ward also expressed his disappointment that so many negative comments had been made about the water quality on the Bay given the Island was a tourist destination. Cllr

Humby added that it had recently ranked as one of the top ten wild swimming sites in the country.

Cllr Paddy Lightfoot updated members on the progress of the Bay Place Plan. Interviews for the Arts and Culture representative would take place soon with the first Steering Group meeting was expected in the first week of June 2024.

17-2024/2025 MOTION WITHOUT NOTICE

A motion, under 21.1(vi) that the Public Question Time be brought forward on the agenda, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED

THAT Public Question Time be brought forward on the agenda.

PUBLIC QUESTION TIME

No public questions were asked.

18-2024/2025 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 (10), 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 19 and 20 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.

19-2024/2025 SANDHAM GROUNDS – SPORTS SPACES

Members were updated on the progress of the Football Foundation Grant for the provision of a sports Multi Use Games Area.

20-2024/2025 MOTION WITHOUT NOTICE

A motion, under 9.13(i) that the meeting be extended by 30 minutes, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED

THAT the meeting be extended by 30 minutes.

21-2024/2025 CCTV – CIVIC SPACE

Members considered the recommendation from officers to install CCTV at council properties and the quotations obtained to extend the current installation. Discussion took place regarding the potential impact of CCTV on antisocial behaviour across the sites which had increased significantly. Members noted that while some monies, £3,675.00. had been budgeted for the provision, prices had increased significantly since costings had been obtained.

A motion, that a £12,000 in addition to the £3,675.00 budgeted be allocated from the reserved for the project, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED

THAT that a £12,000 in addition to the £3,675.00 already budgeted be allocated from the reserved for the project.

Meeting Closed 21:21

DRAFT