



SANDOWN TOWN COUNCIL – MEETING MINUTES – 18 July 2022

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 18 July 2022** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

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

Also Present: PA to Councillor Brothers, Richard Priest (Clerk), and 6 members of the public.

The Mayor presented Jean Jones with a token of appreciation for her work with the Jubilee event at Browns Golf Course in June. The Mayor asked all present to stand for a minutes silence in memory of former Mayor Cllr Warner, and the late Town Crier John Davies.

PUBLIC QUESTIONS:

A resident raised concerns regarding the use of barbeques on the beach and possible infringement of byelaws. Members noted that this was an enforcement issue and Councillor Ian Ward said he would take this matter up in his role as ward councillor.

Mr Adrian Whittaker, as a Shanklin and Lake Councillor, requested a meeting between Lake Parish Council, Shanklin Town Council and Sandown Town Council. The Mayor confirmed that he had previously responded to Mr Whittaker and asked him to propose some dates for a meeting, but had not heard anything back as yet.

Mr Alan Jones requested information about the walkie-talkie project, and the Mayor confirmed meeting with the Beach Safety Service at the weekend, with the Clerk, and that walkie-talkie's were available to concessionaires, such as longshoremen on the beach, to improve communication.

Mr Alan Jones asked why so much time was being taken up at meetings with discussion about the minutes, and policies and procedures, and not considering issues of importance to the residents of Sandown.

A resident raised concerns over dog walkers on Yaverland Beach, and the frequency of bin collections. Cllr Ward clarified that Island Roads and Amey had different levels of responsibility under their contracts, and frequency of collection increased in the Summer. Cllr Andre said that issues could be reported through Fix My Street website, or directly to the Isle of Wight Council.

23-2022/2023 APOLOGIES

Apologies were received from Cllrs Sue Betts, Heather Humby and Toby Wilcock. The Mayor also noted absence of the RFO/Deputy Clerk and hoped that she recovered soon, and that this impacted on the resources available to the meeting.

24-2022/2023 DECLARATIONS OF INTEREST

Cllrs Debbie Andre and Ian Ward declared interests as members of the Isle of Wight Council. Cllrs Alex Lightfoot and Paddy Lightfoot declared a potential interest in a planning matter adjacent to their place of work.

25-2022/2023 MINUTES OF THE LAST MEETING

Cllr Brothers raised a point of order regarding the recording of decisions at the previous meeting; in respect of the election of the Mayor, attendance at the reconvened meeting on Monday 23 May 2022, the resolution to defer the appointment of members to the HR committee and approval of the committee's terms of reference until open HR issues had been resolved.

The Mayor asked how the proposed changes would provide greater clarity, stating the purpose of the minutes were to provide a public record of decisions made, providing a flavour of the debate.

Members noted the comments from the public of the about of time given to the discussion of the minutes of previous meetings. The clerk advised that a response had been given to the comments submitted in advance of the meeting, and that several hours had been taken listening to the audio of the previous meeting. The decisions recorded were an accurate record of the meeting.

A proposal to amend the minute 2-2022/2023 regarding the Election of the Chair was moved and duly seconded, and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and the proposed amendment fell:

For (4)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks, Robert May.

Against (5)

Cllrs Frank Baldry, Ian Fletcher, Ian Ward, Alex Lightfoot, Paddy Lightfoot.

Abstentions (0)

Cllr Brothers commented on the minute relating to the confidential item 22-2022/2023 Staffing Matters and suggested that the Clerks appraisal was not an appraisal but a personal statement. The Mayor explained the process followed; what had been presented to Council was the first part of the appraisal and that as it required a response from the Council due to issues raised, the Mayor needed to seek approval from the Council regarding a way forward, prior to completing his part of the appraisal. A proposal to amend the minute was moved and duly seconded, and a named vote was requested.

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

For (7)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (2)

Cllrs Frank Baldry, Ian Fletcher,

Abstentions (0)

RESOLVED

That minute 22-2022/2023 - Staffing Matters - be amended to reflect that the clerk had circulated his part of the appraisal, but the process had not yet been completed

Members noted that the PA to Councillor Brothers did not attend the reconvened meeting on Monday 23 May 2022, and a proposal to approve the minutes, subject to an amendment to reflect that Cllr Brothers PA was not in attendance at the reconvened meeting, and subject to the previously approved amendment to minute 22-2022/2023, was moved and duly seconded. A named vote was requested, and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8)

Cllrs Debbie Andre, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (1)

Cllrs Emily Brothers.

Abstentions (0)

RESOLVED

That the minutes of the meeting held on 18 July 2022, and reconvened on Monday 23 May 2022, be approved as a true record subject to amendment of attendance at reconvened meeting and minute 22-2022/2023.

26-2022/2023 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS

Cllr Brothers raised several issues regarding the recommendations proposed in the report relating to the proposed amendments and the responses provided by the Clerk. Members agreed to take recommendations outlined in paragraphs 3.1 and 3.2 of the report (attached to and forming part of these minutes) as a way forward, noting that any further amendments could be proposed at future meetings and a proposal to accept the recommendations was moved and duly seconded. A named vote was requested and

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

For (5)

Cllrs Frank Baldry, Ian Fletcher, Ian Ward, Alex Lightfoot, Paddy Lightfoot.

Against (4)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks, Robert May.

Abstentions (0)

RESOLVED

(i) THAT no changes be made to the following standing orders:

Standing Order 1.2 – inclusion of deadline for circulation of papers

Standing Order 15.9 - Changes to responsibility for chairing meeting and casting vote.

Standing Order 30 – Legal seal

Standing Order 31.2 – Ward councillors be copied on all Isle of Wight Council emails.

(ii) THAT the following amendments to the standing order be approved En Bloc:

Standing Order 7.4

Amend to “upon notification by the Isle of Wight council that a Counsellor or Non-Councillor with voting rights has breached the council's Code of Conduct, the Council shall consider what, if any, action to take.”

Standing Order 9.9

Remove.

Standing Order 18.3

Amend to “This Council’s practice is for each Councillor to verbally confirm their vote.”

Standing Order 20.8

Amend to include a provision for Register for rejection of motions with reason for rejection.

Standing Order 23.6.

Remove.

Standing Order 25.4

Amend to include proposed process for digital tender submission.

Members discussed the recommendations in paragraphs 3.3 and 3.4 of the report, and the Mayor noted that there are significant resource implications for securing external legal advice, and that proposals being made had contractual implications, and that contracts followed national guidance. Members noted that there had been previous costs following a HR issue and that the Council had a duty of care to the small staff team, whose

contracts included specific job descriptions. Members agreed to ask Cllr Brothers, as a member of the IWALC Executive, to get guidance from IWALC and circulate the correspondence in the first instance.

A proposal was moved and duly seconded, that Cllr Brothers contact IWALC regarding the proposed changes to standing orders and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Paddy Lightfoot, Robert May, Ian Ward.

Against (1)

Cllr Alex Lightfoot.

Abstentions (0)

RESOLVED

THAT Cllr Brothers contact IWALC to get guidance in relation to the proposed changes to the following Standing Orders and circulate correspondence to members, to inform future decision making on the matter:

Standing Order 13.7 – Clarification be sought on purpose and need for inclusion in Standing Orders.

Standing Order 20.6. – advice be sought on the HR implications and governance implications.

Standing Order 26.3 – advice be sought regarding HR implications and from union.

Standing Order 26.5 – clarity be sought on HR and code of conduct positions in relation to a councillor subject to complaint sitting on HR committee managing the maker of the complaint.

The final recommendation in the report (Paragraph 3.4) which recommended that the HR committee be suspended until such a time as legal advice has been obtained in relation to both ongoing HR issues and the amendment proposed to Standing Order 26.5 was debated.

Cllr Brothers asked that there be a further meeting within two weeks. The Clerk noted that there was a member of staff on sick leave and other annual leave was planned which had significant resource implications, in addition the advice being sought from IWALC had yet to be requested or received. Members discussed the potential legal and contractual implications of the proposed changes to contracts and Standing Orders.

A proposal was moved and duly seconded, that a meeting be arranged within two weeks to deal with the recommendation and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (3)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks

Against (6)

Cllr Frank Baldry, Ian Fletcher, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward,

Abstentions (0)

A proposal was then moved and duly seconded, that suspension of the HR committee and related matters be deferred to the September 2022 meeting of the Full Council and, that as the matter concerned ongoing HR issues, it be dealt with a confidential item. A named vote was requested, and councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8)

Cllrs Debbie Andre, Frank Baldry, Ian Fletcher, Jenny Hicks, Robert May, Alex Lightfoot
Paddy Lightfoot, Ian Ward

Against (0)

Abstentions (1)

Cllr Brothers

RESOLVED:

THAT the suspension of the HR committee, until such a time as legal advice has been obtained in relation to both ongoing HR issues and the amendment proposed to Standing Order 26.5, be deferred until the September 2022 meeting of full council.

27-2022/2023 FINANCES

1. Payments and Receipts May 2022.

Members discussed the approval of the Payments and Receipts list as presented for May 2022. A proposal was moved and duly seconded, that the payments and receipts list for May 2022 be approved and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT the payments and receipts for May 2022 be approved.

2. Payments and Receipts June 2022.

Members discussed the approval of the payments and receipts lists as presented for June 2022. A proposal was moved and duly seconded that the payments and receipts list for June 2022 is approved and named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT the payments and receipts for June 2022 be approved.

3. To receive and note the verified bank reconciliations for May and June 2022.

The verified bank reconciliations for May and June 2022 were duly noted.

4. To receive and note the expenditure against budget through June 2022.

The expenditure against budget through June 2022 was noted.

5. Pier Street Toilets

Members discussed the request for funding, from Isle of Wight Council (IWC) for the opening of Pier Street Toilets for the Summer Months.

The Mayor outlined the discussions with the IWC, who owned the Toilets, and the need to provide a facility for the anticipated volume of visitors for the summer season at this location. The Clerk reported on the number of calls received regarding Pier Street Toilets, including availability during Regatta. Cllr Brothers noted need for clarity over responsibilities at Town and County levels. The Clerk outlined the proposed virements within the budget to fund the activity, and members noted other pressures not budgeted for at the start of the financial year.

A proposal was moved and duly seconded that virement of funds be approved, and £4,000 be allocated for servicing Pier Street Toilets for the Summer months. A named vote was requested, and councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ward,

Against (0)

Abstentions (0)

RESOLVED

THAT monies be vired to support the opening of the Pier Street Toilets for the Summer, with £4,000 allocated for this activity.

28-2022/2023 MOTIONS FROM COUNCILLORS

Following a request from Cllr Andre, the Mayor brought forward item 11 the motion proposed by Cllr Debbie Andre which was:

This council commits to drawing up a Neighbourhood Plan. To this end, the clerk is instructed to submit an Expression of Interest in the current round of potential funding within the next two months, bearing in mind that the grant needs to be spent by 31 March 2023.

Furthermore, the clerk should work with Councillors to develop a project plan that scopes the work by setting objectives and key milestones, identifies resources and delivery options, proposes outcomes and evaluation. This project should be developed in consultation with local stakeholders, including, but not limited to, Isle of Wight Council (IWC) planning officers and IWALC, and with a view to deliver Sandown's Neighbourhood Plan with community partners. The project plan should be brought back to Full Council no later than September 2022.

Cllr Andre said that the Neighbourhood Planning training had been provided by IWALC and that members had attended, and that there was potential funding of up to £18,000 available to support the plan, which was different than a Town Plan. The proposal was to submit an expression of interest and use grant funding to develop a project plan to help scope out the work required for a neighbourhood plan, and the plan could take 2 to 3 years to produce.

Cllr Alex Lightfoot noted that the proposal would have significant resource implications, and that the IWC had not yet approved the Island Plan, the Sandown Conservation Area Management Plan had not been published or approved, and there were unfilled posts within the IWC's Planning department suggesting it would be difficult for the IWC to support the development of a local plan, given the grant, if secured, needed to be spent by 31 March 2023.

Members noted the capacity of current staffing arrangements, that the production of a plan required a specific skill set, and external recruitment would require funding. Members were supportive of a plan in principle but considered that a Place Plan may be more effective in the immediate future, and that a Place Plan could be supported externally once the High Street Task Force project was taken forward.

A proposal was moved and duly seconded that the Clerk be instructed to submit an expression of interest, and that any grant funding be used to secure external resources to scope out the project. A named vote was requested and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and the proposal fell.

For (2)

Cllrs Debbie Andre, Emily Brothers.

Against (7)

Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Abstentions (0)

29-2022/2023 HIGH STREETS TASK FORCE

Members discussed support for the High Street Task Force initiative. Cllr Ward noted discussions with the Island's Director of Regeneration, that Sandown was fortunate to have made presentations to be prioritised for this project, and the potential of support for a Place Plan and funding opportunities. Members noted that Ryde and Newport had Place Plans which helped secure external funding. The Clerk would clarify a date for the meeting of the Task force, as well as inclusion of local stakeholders organised by the project consultants.

A proposal was moved and duly seconded that the Town Council support the High Street Task Force initiative and named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ward,

Against (0)

Abstentions (0)

RESOLVED

THAT Sandown Town Council support the High Street Task Force Initiative.

30-2022/2023 WORKING PARTIES

1. Working Parties forward planning

Members discussed the paper circulated by the Mayor, which summarised the priorities set by all members when they met a year ago, at this time members agreed that working

parties would be the delivery method, and that the work streams would link to the budget. Cllr Hicks noted that she enjoyed being on the working parties and that she hoped to free up more time in the future to be more involved.

Cllr Brothers was worried about mission creep and that some items, such as arrangements for Remembrance Sunday and Commemorative events should be undertaken by the third sector and not the Town Council. Members responded that residents had expectations of the Town Council and it would be unlikely that a voluntary sector organisation would come forward to organise these events. Members agreed to ask the Working Parties to review their workstreams and report back to the next meeting.

A proposal was moved and duly seconded that the Working Parties Forward Plan be agreed and that Working Parties report back to the next meeting with more details on work streams. A named vote was requested, and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ward,

Against (0)

Abstentions (0)

RESOLVED:

THAT the proposed forward plan for the working parties be agreed and that Working Parties report back to the September 2022 meeting with more details on work streams.

2. Update from Working Parties

Members discussed the update written report which provided an update and the Chairs of each working party, with recommendations being taken forward in line with the budget. Cllr Alex Lightfoot indicated that initial planning had been undertaken for budget consultation with local residents in the Autumn, recognising there was a resource commitment, but details would be brought to the next meeting.

A proposal was moved and duly seconded that the Working Parties update be accepted and that details of the proposed Budget consultation be brought to the next meeting. A named vote was requested and councillors' votes were confirmed verbally to meet accessibility requirements; the results we as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT the update be accepted and details of the Budget Consultation be brought to the September 2022 meeting.

31-2022/2023 MOTION WITHOUT NOTICE

A proposal to extend the meeting by 30 minutes as provided by standing order 9.1.3(i) was made 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 (0)

RESOLVED

THAT the meeting be extended by 30 minutes.

32-2022/2023 TO RECEIVE ANY ENVIRONMENTAL ISSUES

No Environmental issues had been received.

33-2022/2023 To Receive any planning matters

1. To consider any relevant planning applications.

All planning applications had been circulated and no comments received.

2. To consider recent updates on the Ocean Hotel

Members discussed the recent Court Case, and local media coverage. Cllr Ward noted that he had attended Court and the respondents did not attend, and the Isle of Wight Council had started to prepare enforcement action following instruction from the Court. Members of the Town council endorsed the actions being taken by the Police and IWC.

34-2022/2023 To receive reports from

3. The Town Clerk

Members discussed the ongoing issue with the lights at Sandham Grounds, and the history behind the current situation, including health and safety concerns. The proposed funding of remedial work that would return six lights to the Island Roads Network was considered, and members noted that future issues could be addressed once the initial work is completed. The clerk outlined the how funds could be vired within the budget to fund the works and advised the details of the project had been circulated.

A proposal was moved and duly seconded that monies be vired within the budget to support the upgrade of six lights at Sandham Grounds by Island Roads. A named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT monies be vired within the budget to support the upgrade of six lights at Sandham Grounds by Island Roads.

Members discussed budgeted funding to develop youth projects at and from Sandham Grounds, it and unanimously agreed that the budget allocation of £5,000 be used as matched funding for the development of youth projects in partnership with IW Community Action, and the Police & Crime Commissioner.

4. Town Councillors

Cllr Brothers reported on a recent meeting of the Sandown Forum, and IWALC events, as well as appointment to IWALC Executive.

Cllr Andre reported on Cars Parking on Pavements issues, and that Enforcement was an issue.

Cllr Fletcher reported on accessibility issues with overgrowing hedgerows impact of pedestrian use of footpaths, and he had contacted Island Roads accordingly.

Cllr Ward reported on meeting with the Hants Maritime Unit and that they had recently spoken to Jet-Skiers causing issues in the Bay. It was noted that the Island's Bye-Laws could be varied to address the issue but this was a matter for the Isle of Wight Council. Cllr Ward also updated members on the situation at the Old Town Hall and that he had reported anti-social behaviour to the appropriate authorities. Cllr Ward had also met with the Police & Crime Commissioner and discussed projects of potential benefit to Sandown, as well as Blue Light project at Albany Prison.

Cllr Alex Lightfoot reported on opening of new business, Viv's Cooking, in Sandown High Street and stated it was good to see people wanting to invest in the Town.

The Mayor reported on correspondence regarding electric bikes and scooters. The scooter trials were likely to end in November 2022 and would be judged on commercial viability only (which may be significantly affected by any Government legislation allowing use of private electric scooters). The Government are the driving force behind the proposals to roll out electric bikes using the same providers as the scooter. The scheme has been agreed at Regional level and operational planning was in process with funding to be agreed prior to roll out. The Isle of Wight Council have confirmed that Sandown Town Council would be consulted over locations of the bike parking stations

35-2022/2023 DATE OF NEXT MEETING

The date of the next meeting is Monday 19 September 2022.

36-2022/2023 MOTION WITHOUT NOTICE

A proposal to extend the meeting by 30 minutes as provided by standing order 9.1.3(i) was tabled 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 (0)

RESOLVED

THAT the meeting be extended by 30 minutes.

PUBLIC QUESTION TIME

Mr Jones noted that if there was less time spent discussing the minutes and standing orders, the meeting would have finished within the allotted time and there would have been more time to discuss the Place Plan or Neighbourhood Plan. Mr Jones asked for clarification between the two types of plan, and Cllr Andre advised she would circulate details.

Meeting closed at 9.40pm

Cashed as of 31 July 2022				Balance Carried Forward			101,473.52
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
141	04/07/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
143	06/07/2022		Garden Tidy	Grass Cutting (SJP)	30.00	0.00	30.00
144	06/07/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
145	06/07/2022		Danfo (UK) Ltd	Cleaning	2986.25	597.25	3583.50
146	06/07/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
147	06/07/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
148	06/07/2022		Garden Tidy	Removal of Basket Swing	40.00	0.00	40.00
149	01/07/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
150	18/07/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
151	07/07/2022		Lifeline Alarms	Repair - Alarm Fault	0.67	0.13	0.80
152	18/07/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
153	18/07/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
154	18/07/2022		Focus Plumbing and Heating	Signage - Eastern Gardens	75.00	15.00	90.00
155	18/07/2022		Scribe	Accounting Software	950.00	190.00	1140.00
156	18/07/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
157	18/07/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
158	18/07/2022		Community Action Isle of Wight	Payroll	37.50	0.00	37.50
159	18/07/2022		Community Action Isle of Wight	Salaries	5349.99	0.00	5349.99
160	18/07/2022		Community Action Isle of Wight	Pension	859.33	0.00	859.33
161	18/07/2022		Community Action Isle of Wight	HMRC PAYE	1952.74	0.00	1952.74
162	18/07/2022		Lake Cleaning and Catering Supplies	Cleaning Materials	137.65	27.53	165.18
163	18/07/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
164	18/07/2022		Gallagher (Hisock Insurance Company Ltd	Insurance - Lifeguard	45.29	0.00	45.29
165	25/07/2022		Inspiration Fabrication	Lifeguard Base	7950.00	1590.00	9540.00
166	25/07/2022		Focus Plumbing and Heating	Yaverland - Toilet Repairs	85.00	17.00	102.00
167	11/07/2022		PWLB	Loan Repayment	11795.00	0.00	11795.00
168	18/07/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	94.16	4.71	98.87
169	18/07/2022		Corona Energy Retail 4 Ltd	Electricity	107.80	5.39	113.19
170	18/07/2022		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens	44.67	2.23	46.90
171	18/07/2022		Corona Energy Retail 4 Ltd	Electricity - Yaverland	32.61	1.63	34.24
172	27/07/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
173	27/07/2022		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)	197.00	39.40	236.40

174	27/07/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
175	27/07/2022		Island Roads	Hanging Basket Installation	441.27	88.25	529.52
176	23/07/2022		FW Marsh	Electrical Testing (Yaverland)	2185.65	437.13	2622.78
177	27/07/2022		Martin Ralph	Building Valuations	1250.00	250.00	1500.00
178	27/07/2022		Community Action Isle of Wight	Youth Provision Contribution	4166.67	833.33	5000.00
179	18/07/2022		Lifeline Alarms	Alarm - Replace battery	36.80	7.36	44.16
180	31/07/2022		Wightfibre	Broadband and Telephone	54.01	10.80	64.81
181	29/07/2022		Gallagher (Hisock Insurance Company Ltd	Insurance (All)	551.76	0.00	551.76
							47,263.77
				End Balance			148,737.29

Signed _____ Date _____

Signed _____ Date _____

Received as of 31 July 2022					
2022-2023 Receipts		Balance Carried Forward			397,989.83
Voucher	Date	Description	Net	VAT	Total
95	01/07/2022	Hall Hire	15.00	3.00	18.00
96	04/07/2022	Room Hire	48.00	9.60	57.60
97	04/07/2022	WC Income St Johns	31.45	0.00	31.45
101	05/07/2022	Room Hire	37.50	7.50	45.00
102	07/07/2022	Room Hire	60.00	12.00	72.00
103	07/07/2022	Room Hire	157.50	31.50	189.00
104	07/07/2022	Room Hire	157.50	31.50	189.00
105	07/07/2022	Room Hire	207.50	41.50	249.00
106	08/07/2022	Room Hire	157.50	31.50	189.00
107	04/07/2022	Room Hire	255.00	51.00	306.00
108	08/07/2022	Room Hire	48.00	9.60	57.60
109	14/07/2022	Room Hire	64.00	12.80	76.80
110	11/07/2022	Room Hire	120.00	24.00	144.00
111	11/07/2022	Bank Interest	1.67	0.33	2.00
112	13/07/2022	Room Hire	425.00	85.00	510.00
113	13/07/2022	Room Hire	425.00	85.00	510.00
114	13/07/2022	Room Hire	255.00	51.00	306.00
115	15/07/2022	Room Hire	0.00	0.00	0.00
116	15/07/2022	Room Hire	66.00	13.20	79.20
117	15/07/2022	Room Hire	82.50	16.50	99.00
118	15/07/2022	Room Hire	66.00	13.20	79.20
119	21/07/2022	Room Hire	210.00	42.00	252.00
120	21/07/2022	Room Hire	27.50	5.50	33.00
121	14/07/2022	WC Income St Johns	33.70	0.00	33.70

Voucher	Date	Description	Net	VAT	Total
122	26/07/2022	Room Hire	60.00	12.00	72.00
123	18/07/2022	WC Income St Johns	36.60	0.00	36.60
124	25/07/2022	WC Income St Johns	24.10	0.00	24.10
125	26/07/2022	Room Hire	60.00	12.00	72.00
142	31/07/2022	Interest	51.87	0.00	51.87
					3,785.12
			End Balance		401,774.95

Signed

Signed

Cashed as of 31 August 2022				Balance Carried Forward			148,737.29
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
182	01/08/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
183	02/08/2022		Business Stream	Water	97.76	0.00	97.76
184	05/08/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
185	08/08/2022		Community Action Isle of Wight	Payroll	37.50	0.00	37.50
186	08/08/2022		Community Action Isle of Wight	Salaries	5349.39	0.00	5349.39
187	08/08/2022		Community Action Isle of Wight	Pension	859.33	0.00	859.33
188	08/08/2022		Community Action Isle of Wight	HMRC PAYE	1953.34	0.00	1953.34
189	05/08/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
190	05/08/2022		Focus Plumbing and Heating	Unblock Toilets	85.00	17.00	102.00
191	08/08/2022		Lake Cleaning and Catering Supplies	Cleaning Materials	28.68	5.74	34.42
192	15/08/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
193	15/08/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
194	15/08/2022		Danfo (UK) Ltd	Cleaning	2986.25	597.25	3583.50
195	15/08/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
196	15/08/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
197	15/08/2022		PFK Littlejohn	Audit	800.00	160.00	960.00
198	15/08/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
199	15/08/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
200	15/08/2022		Vision ICT	Website Hosting	241.88	48.38	290.26
201	15/08/2022		Brighstone Landscaping	Beach Cleaning	1980.00	396.00	2376.00
202	15/08/2022		Garden Tidy	Grass Cutting	30.00	0.00	30.00
203	16/08/2022		Richard Priest	Expenses - Wreaths	40.00	0.00	40.00
204	16/08/2022		Richard Priest	Expenses - Batteries	4.96	0.99	5.95
205	16/08/2022		Richard Priest	Expenses - Flowers	30.00	0.00	30.00
206	16/08/2022		Richard Priest	Expenses - Notice Boards	584.00	116.80	700.80
207	16/08/2022		Richard Priest	Expenses - Workwear (Caretaker)	43.61	8.72	52.33
208	16/08/2022		Richard Priest	Expenses - Key cutting (lock-up)	4.50	0.00	4.50
209	16/08/2022		Richard Priest	Expenses - Stationary	1.67	0.33	2.00
210	16/08/2022		Richard Priest	Expenses - Catering supplies	1.65	0.00	1.65
211	22/08/2022		Lifeline Alarms	Replacement Smoke Detector	101.10	0.00	101.10
212	22/08/2022		Rod Father	Drain Clearance	100.00	0.00	100.00

Received as of 31 August 2022						
2022-2023 Receipts		Balance Carried Forward			401,774.95	
Voucher	Date	Description	Net	VAT	Total	
126	11/08/2022	Room Hire	48.00	9.60	57.60	
127	11/08/2022	Room Hire	22.00	4.40	26.40	
128	11/08/2022	Room Hire	75.00	15.00	90.00	
129	11/08/2022	Room Hire	48.00	9.60	57.60	
130	11/08/2022	Room Hire	36.00	7.20	43.20	
131	01/08/2022	WC Income St Johns	44.60	0.00	44.60	
132	08/08/2022	WC Income St Johns	50.80	0.00	50.80	
133	05/08/2022	Room Hire	66.00	13.20	79.20	
134	05/08/2022	Room Hire	82.50	16.50	99.00	
135	08/08/2022	Room Hire	82.50	16.50	99.00	
136	05/08/2022	Room Hire	88.00	17.60	105.60	
137	05/08/2022	Room Hire	110.00	22.00	132.00	
138	05/08/2022	Room Hire	157.50	31.50	189.00	
139	05/08/2022	Room Hire	157.50	31.50	189.00	
140	05/08/2022	Room Hire	207.50	41.50	249.00	
141	05/08/2022	Room Hire	157.50	31.50	189.00	
144	15/08/2022	WC Income St Johns	51.00	0.00	51.00	
145	02/08/2022	VAT Refund	3239.86	0.00	3239.86	
146	09/08/2022	Bank Interest	6.53	0.00	6.53	
148	08/08/2022	Room Hire	27.50	5.50	33.00	
149	15/08/2022	Room Hire	48.00	9.60	57.60	
150	10/08/2022	Room Hire	191.25	38.25	229.50	
151	11/08/2022	Room Hire	116.67	23.33	140.00	
152	02/08/2022	Room Hire	115.50	23.10	138.60	

SANDOWN TOWN COUNCIL

Item 4(3) - Paper D

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2022		
	Cash in Hand 01/04/2022		435,586.07
	ADD Receipts 01/04/2022 - 31/07/2022		401,774.95
			837,361.02
	SUBTRACT Payments 01/04/2022 - 31/07/2022		148,737.29
A	Cash in Hand 31/07/2022 (per Cash Book)		688,623.73
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	2.41	
	5 - 32 Day Access Acc Number TB 30/06/2022	435,166.69	
	2 - Treasurers Account 30-97-42 1 30/06/2022	0.00	
	5 - Business Bank Instant 30-97-4 30/06/2022	0.10	
	3 - Reserves 30-97-42 24097868 30/06/2022	0.00	
	4 - Business Bank Instant 30-97-4 30/06/2022	196,985.05	
	1 - Treasurers Account 30-97-42 0 30/06/2022	56,469.48	
			688,623.73
	Less unrepresented payments		
			688,623.73
	Plus unrepresented receipts		
B	Adjusted Bank Balance		688,623.73
	A = B Checks out OK		

SANDOWN TOWN COUNCIL

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2022		
	Cash in Hand 01/04/2022		435,586.07
	ADD Receipts 01/04/2022 - 31/08/2022		409,444.10
			845,030.17
	SUBTRACT Payments 01/04/2022 - 31/08/2022		180,986.63
A	Cash in Hand 31/08/2022 (per Cash Book)		664,043.54
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	2.41	
	5 - 32 Day Access Acc Number TB 31/08/2022	435,241.15	
	2 - Treasurers Account 30-97-42 1 31/08/2022	0.00	
	5 - Business Bank Instant 30-97-4 31/08/2022	0.10	
	3 - Reserves 30-97-42 24097868 31/08/2022	0.00	
	4 - Business Bank Instant 30-97-4 31/08/2022	153,454.53	
	1 - Treasurers Account 30-97-42 0 31/08/2022	75,345.35	
			664,043.54
	Less unrepresented payments		
			664,043.54
	Plus unrepresented receipts		
B	Adjusted Bank Balance		664,043.54
	A = B Checks out OK		

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Item 4(4) - Paper E

Cost Centre Name

ADMINISTRATION

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
2	Audit - External				2,000.00	800.00	1,200.00
1	Audit - Internal				262.50	250.00	12.50
205	Bank Interest			217.18			217.18
3	Broadband and Telephone				780.00	260.33	519.67
4	Broadband and Telephone				157.50		157.50
5	County Association Memb				793.56		793.56
204	Donations						
203	Grants			10,000.00			10,000.00
6	ICO Registration				36.75		36.75
10	ICT Accounting Software				997.50	950.00	47.50
14	ICT Adobe/Zoom/Survey M				890.21	486.00	404.21
15	ICT Antivirus				205.75		205.75
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables	105.00			105.00	19.38	190.62
11	ICT Domain Registration				203.70		203.70
13	ICT Email Hosting				478.80		478.80
12	ICT Office 365				355.32		355.32
9	ICT Repair and Maintenanc				210.00		210.00
16	Insurance				6,683.16	1,143.84	5,539.32
207	Insurance Claim						
201	IWC Precept		335,212.00	355,158.00			19,946.00
17	Mayors Board				36.75		36.75
208	Misc Hire						
18	Office Equipment Service				80.00	71.50	8.50
19	Photocopier				536.68	146.31	390.37
20	Postage				107.10		107.10
25	Professional Fees Accessi				810.00	160.00	650.00
21	Professional Fees Land R				500.00		500.00
23	Professional Fees Legal A				5,000.00	1,250.00	3,750.00
22	Professional Fees Payroll				528.00	187.50	340.50
24	Professional Fees Plannin				10,000.00		10,000.00
26	Public Works Loan				33,818.48	16,758.24	17,060.24
27	Stationary				803.25	325.72	477.53
202	VAT Refund			8,883.88			8,883.88
		£105.00	335,212.00	£374,259.06	67,380.01	£22,808.82	83,723.25

ADVERTS & PUBLICITY

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
28	Adverts				484.00		484.00
30	Contribution to Hard Copy				1,000.00	1,000.00	
29	ICT Web-Hosting				236.25	241.88	-5.63
					1,720.25	£1,241.88	478.37

BEACHES

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
31	Beach Cleaning (Bins)				13,305.60	6,732.00	6,573.60
36	Beach Safety Service				15,000.00	16,000.08	-1,000.08
37	Beach Storage				100.00	15.00	85.00
32	Bouys				5,850.31	5,614.36	235.95
33	Life Boat				2,000.00	2,000.00	
34	Lifeguard Equipment and I				7,500.00	9,464.00	-1,964.00
35	Lifeguard Hut			7,500.00	19,000.00	14,950.00	11,550.00
38	Tourism Blue Flag/Seasid				900.00		900.00
				£7,500.00	63,655.91	£54,775.44	16,380.47

BROADWAY CENTRE

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
40	Business Rates				5,345.55	2,545.50	2,800.05
41	CCTV				2,250.00		2,250.00
43	Furniture and fittings				200.00		200.00
39	Independent Cleaner (Ad I				500.00	100.00	400.00
44	Landscape				500.00		500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name

45 Licenses (music , microph		1,024.59	552.00	472.59
42 Microphones and Loop		8,400.00		8,400.00
47 Repair & Maint. Sundries		516.52	564.90	-48.38
48 Repair and Maint. General		1,000.00	1,762.05	-762.05
46 Repair and Maintenance C		210.00		210.00
206 Room Hire	13,419.09			13,419.09
49 Service Alarms/CCTV/Boil		1,422.86	676.85	746.01
50 Service Fire Extinguishers		82.69		82.69
51 Signage		102.00		102.00
54 Utilities - Electric		1,506.20	641.60	864.60
52 Utilities - Gas		2,100.00	743.98	1,356.02
53 Utilities Water		567.00	224.85	342.15
55 Waste Collection (General		1,601.25	694.25	907.00
56 Waste Collection (Sanitary		573.30		573.30
		£13,419.09	27,901.96	£8,505.98
				32,815.07

CIVIC

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
59	Jubilee Events				1,500.00	533.60	966.40
58	Remembrance Events				1,575.00		1,575.00
57	Remembrance Wreaths				210.00	40.00	170.00
72	Town Crier				250.00		250.00
					3,535.00	£573.60	2,961.40

CIVIC SPACE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
60	Christmas Tree and Lights				1,200.00		1,200.00
61	Christmas Tree and Lights				1,000.00		1,000.00
63	Decorative Lighting Capit				6,000.00		6,000.00
62	Decorative Lighting Maint				500.00		500.00
64	Defib Pads				210.00		210.00
65	Environment Officer/Plann				2,200.00		2,200.00
66	Fernduff - Grounds Mainte				450.00		450.00
67	Green Towns				2,500.00	2,500.00	
68	Hanging Baskets Planting				3,000.00	441.27	2,558.73
69	Hanging Baskets Watering				8,000.00	4,788.30	3,211.70
70	Los Altos Grass Cut				5,443.20	1,517.76	3,925.44
71	Revetment Lighting				400.00		400.00
73	Town Improvement Fund				10,000.00	80.00	9,920.00
74	War Memorial (Esplanade				1,000.00		1,000.00
75	War Memorial (Animal) M				500.00		500.00
					42,403.20	£9,327.33	33,075.87

COMMUNITY GRANTS & EVENTS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
77	Carnival Association Even			55.00	5,000.00	5,000.00	55.00
78	Grants				2,000.00		2,000.00
76	Schools				3,000.00	1,120.00	1,880.00
79	Youth Provision				5,000.00	5,000.00	
				£55.00	15,000.00	£11,120.00	3,935.00

COUNCILLORS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
80	Election				6,000.00		6,000.00
81	Hospitality				525.00		525.00
82	Mayor Allowance				1,000.00		1,000.00
83	Training				1,000.00		1,000.00
					8,525.00		8,525.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name**SANDHAM GARDENS (GENERAL)**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
98	CCTV				2,250.00		2,250.00
84	Grounds Maintenance, Dr				1,500.00		1,500.00
85	Grounds Maintenance, Gr				800.00		800.00
86	Grounds Maintenance, Tre				2,000.00		2,000.00
87	Grounds Maintenance, We				240.00		240.00
88	Kerbing				2,625.00		2,625.00
209	Land Lease			2,500.00			2,500.00
89	Lighting				2,000.00		2,000.00
90	Maintenance and Repair				5,000.00	326.67	4,673.33
91	Signage (Sandham)				250.00		250.00
				£2,500.00	16,665.00	£326.67	18,838.33

SANDHAM GARDENS (MUGA)

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
92	Replacement of MUGA - F				10,000.00		10,000.00
					10,000.00		10,000.00

SANDHAM GARDENS (SJP)

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
93	Grounds Maintenance, Gr				3,433.50	1,680.00	1,753.50
94	Inspections				2,729.50	301.60	2,427.90
95	Litter Picking				5,603.00	1,075.00	4,528.00
96	Playground Renewal Func				10,000.00		10,000.00
97	Repair/replace (damage)				5,000.00	40.00	4,960.00
					26,766.00	£3,096.60	23,669.40

SANDHAM GARDENS (SKATE PARK)

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
99	Maintenance and Repair				6,000.00		6,000.00
100	Replacement RESERVES				10,000.00		10,000.00
					16,000.00		16,000.00

STAFF

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Expenses (Milage etc)				1,128.00	118.09	1,009.91
102	Locum Clerk				1,000.00		1,000.00
103	Professional Subscriptions				309.00	270.00	39.00
104	Salaries				87,615.00	26,480.60	61,134.40
105	Salaries - HMRC				7,498.00	10,033.05	-2,535.05
106	Salaries - Pension				20,269.00	4,296.65	15,972.35
107	Training				1,050.00		1,050.00
					118,869.00	£41,198.39	77,670.61

TOILETS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
108	Cleaning and Security, Cle				40,000.00	11,945.00	28,055.00
115	Inspection (inc. Legionella				960.75	2,495.15	-1,534.40
109	Refurbishment				141,963.50		141,963.50
110	Repair and Maintenance ,				7,500.00	4,045.20	3,454.80
111	Repair and Maintenance ,				1,453.60		1,453.60
112	Testing and Service (inc S				1,438.00	225.00	1,213.00
113	Utilities, Electric				1,500.00	1,037.10	462.90
114	Utilities, Water				3,104.98	495.96	2,609.02
116	Waste (Toilets)				573.30	434.20	139.10
211	WC Income			691.85			691.85

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name

			£691.85	198,494.13	£20,677.61	178,508.37
NET TOTAL	£105.00	335,212.00	£398,425.00	616,915.46	£173,652.32	506,581.14

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Sandown Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			*Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

9 - Aug - 2022

and recorded as minute reference:

13 - 2022 / 2023 (8)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.sandowntowncouncil.gov.uk

Section 2 – Accounting Statements 2021/22 for

Sandown Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	355,689	445,379	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	339,587 Restated	335,212	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	54,668 Restated	45,586	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	90,740	92,712	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan Interest/capital repayments	34,045	33,743	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	179,780	248,082	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	445,379	451,639	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	518,454	435,586	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,162,054	1,274,981	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	513,724	496,631	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 RED

Date 03/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

9. May 2022

as recorded in minute reference:

18-2022/2023 (6)

Signed by Chairman of the meeting where the Accounting Statements were approved,

 REQUIRED

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Sandown Town Council – HA0227

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015. The minute references indicate Section 2 was approved before Section 1.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

03/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Sandown Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Sandown Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sandown Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Town Clerks Report

Date 18 July 2022
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. Autumn bookings returning and interest in 2023 dates, with diary being updated.
- 1.2. Ongoing work re change of insurer and Sandham Gardens Insurance Claim.
- 1.3. Internal Auditor process with potential providers corresponding with RFO.
- 1.4. Ongoing valuation process to ensure insurance values accurately accessed.
- 1.5. Initial arrangements for weekend IWALC event at Centre and other weekend events.
- 1.6. Possible grant application with partner agency for Library based project (submitted).
- 1.7. Site visits with IWC Leases and licenses Officer
- 1.8. Resignation of locker-up person requiring immediate cover, and replacement.
- 1.9. Early drafts of Budget and work on budget consultation.
- 1.10. Return of regular meetings with Isle of Wight Council Open Spaces and Leisure team.
- 1.11. Impact of energy costs and on-going covid concerns from user groups
- 1.12. Taking forward high street task force and Bay economic regeneration.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Website revisions to reflect current NALC guidance, ongoing.
- 2.2. Content for Facebook page and incremental improvements with Working Party.
- 2.3. Media coverage re Beach Safety Service, PCC visit
- 2.4. Work on Autumn Budget Consultation - Saturday at Centre, day at Library, Guide content, and on line engagement.
- 2.5. Work on Armistice and Remembrance Day

- 2.6. PCC visit, events with lifeguards, events with green towns, Christ Church & historical association events, and SSIL presentation.
- 2.7. Queens award
- 2.8. Potential projects with school and church.
- 2.9. Youth event at Sandham Grounds.
- 2.10. Royal Commemorative events
- 2.11. Sandown sprint 2023 emails
- 2.12. Support of cycle event

3. BEACHES

- 3.1. On-going issues with drainage at Yaverland toilets, in significant part due to grey waste (inc wipes).
- 3.2. Arrangements over Carnivals and Regatta events, inc. New Years day.
- 3.3. Damage to Pier Street Toilets reported to IWC (and need to initiate discussions re 2023 for longer term solution at this location)
- 3.4. IWC have raised concerns about Yaverland, no provision of drinking water, etc, and provision highlighted on website/app.
- 3.5. Correspondence with Blue Flag organisatiosn
- 3.6. Liaison with highways regarding relocation of lifeguard base.

4. BROADWAY CENTRE

- 4.1. Staffing cover and bookings will require flexibility until replacement in place
- 4.2. Groups are already considering potential impact of cots of living increases on their users
- 4.3. Meeting with IWALC re September event
- 4.4. Meetings with Green Towns re future projects
- 4.5. Meetings with Alzheimer's Café re September Saturday event
- 4.6. Accessible garden continued development within resources.

- 4.7. Audio system (working party recommendation).
- 4.8. CCTV project for safety of staff and users.
- 4.9. Facilitating Bay Mayors meeting
- 4.10. Facilitating Revetment Working Party

5. CIVIC SPACE

- 5.1. Ongoing maintenance of hanging baskets.
- 5.2. Arrangements for baskets in 2023 and discussion of possible extension of areas covered for 2023
- 5.3. Working with Green Towns on Queens Award event
- 5.4. Obtaining quotes for Christmas Tree and tree light solutions.
- 5.5. Repairs to decorative lighting for festive season switch on.
- 5.6. Dinosaur Isle Consultation
- 5.7. Heritage project with Historical Association.
- 5.8. Potential link and support for heritage film projects

6. SANDHAM GROUNDS

- 6.1. Ongoing insurance issue with more information required.
- 6.2. Correspondence re equipment maintenance, as well as IWC Environment Officer, and Town Council contractor.
- 6.3. New additional inspection and maintenance solution commissioned.
- 6.4. Visit of PCC to locations in Sandown including Sandham Grounds re youth project.
- 6.5. Scoping project with Resilience Officer, support of grant application, and support of youth art project at Broadway Centre.
- 6.6. Meeting with Heritage re lights and concern re previous works
- 6.7. Ongoing littering issues and link to car-boot event
- 6.8. Potential role with Youth Council.

7. TOILETS

- 7.1. On-going issues with drainage at Yaverland, in significant part due to grey waste (inc wipes).
- 7.2. Arrangements over Carnivals and Regatta events
- 7.3. Damage to Pier Street Toilets reported to IWC (and need to initiate discussions re 2023 for longer term solution at this location)
- 7.4. IWC have raised concerns about Yaverland, no provision of drinking water, etc, and provision highlighted on website/app.
- 7.5. Autumn installation at Eastern Gardens and sider accessibility project.



Working Parties Update (Briefing Note)

Date 19 September 2022
Prepared by Town Clerk

1. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING

- 1.1. The working party met on Monday, 15 August 2022.
- 1.2. Members agreed that Cllr A Lightfoot would be lead member/Chairperson for the group, but all members would continue to contribute to feedback at Full Council Meetings.
- 1.3. Members welcomed Todd Miller, from Lifeguard service (Waterside), and were updated on usage of accessible wheelchair, and possible development of the project in 2023 and future years; effectiveness of walkie-talkies with a lost child being identified and located following use of the equipment; verbal report on demands on the service in recent weeks, with formal report later in the Autumn. Members agreed possible extension of the service to cover the beach until Sunday 4 September, with clerk to confirm.
- 1.4. Clerks to work with Todd, and colleagues, to relocate the Lifeguard Station at the Broadway Centre Car Park at end of Season, to enable repainting over the Winter – as well as reducing potential of damage; and installation of the lifeguard station base over the winter and before next Summer (but members reassured that current arrangement worked and is an option for the future). Members also appreciated availability of the ‘Bunker’ and potential space for a jet ski for the service in the future if funds can be raised.
- 1.5. Members agreed to having a presentation to all Lifeguards at the Centre before they finish the summer season – lifeguards have already been recognised by NHS Ambulance Service.
- 1.6. Members reviewed the work streams for 2021-22 and noted the progress made in securing hanging baskets and installation of planters, which contributed to Queens Award, Britain in Bloom and Southeast England in Bloom events.
- 1.7. Members noted current situation re High Street Task Force Project (awaiting report) and possible Regeneration Officer/place plan (to be discussed at September Full Council Meeting) which may cover the Bay and involve Lake and Shanklin Councils.

- 1.8. Members noted current situation with Browns, and Dinosaur Isle, and understand there is a 5-year lease – continue to monitor any developments.
- 1.9. Members discussed potential opportunities re Los Altos but need to review costs (inc. anti-social behaviour) and potential to share costs with Lake Parish Council.
- 1.10. Members noted agreement signed for Ferncliff Gardens to enable Green Town Volunteers to maintain main bed, and the contribution made by Town Council to IWC Maintenance Costs. Members did not wish to suggest extending responsibility.
- 1.11. Members noted discussions with concessionaires and the priorities they had, with a further meeting planned for late Autumn, and that the income from Parking and other activities were going to IW Council. Members may wish to consider applying under the Localism Act, in the future, to manage parking etc and use revenue to support provision of Toilets and Beach services. This would be part of longer-term plan, but residents have contacted clerks expressing concerns that revenue from Parking, eg at Yaverland, is not invested in the Toilets or other amenities. Members also discussed possibility of some beach raking on southern side of pier, and clerks would try and identify potential costs.
- 1.12. Members noted potential of performance space and similar projects , and would work with partner agencies if and when funding/grant opportunities are available.
- 1.13. Members discussed Public Wi-fi, and potential link to toilet blocks once developed, and this may be a discussion with Wightfibre in the future as a joint project.
- 1.14. Members noted meeting with Julian Wadsworth, regarding youth projects, on 17 August, but highlighted effectiveness of current working relationship and benefit of pump priming. There was a potential of a grant application at Eastern Sandham Gardens, using STC allocated funds as future match funding. Julian would also update potential £5k beach activity project for later 2022 or early 2023.
- 1.15. Members discussed the longer term Council Plan beyond the 12 month workstreams established in the working parties, and agreed that the Place Plan discussed recently, and would likely take a lead on this and include elements that come out of the High Street Taskforce project, with members awaiting report from Consultants. There is an item scheduled for inclusion on next full Council agenda for contribution of £5k towards a Bay Regeneration Officer post, that may require more details, and that this working party could include this as part of ongoing work-plan.
- 1.16. Members agreed that the work streams across the 4 working parties may need tweaking as there is inevitable overlap, but members agreed it was helpful having contractors available to brief members directly, and that the Mayor and lead members would work with clerks to refine the workplans workstreams of the 4 working parties for approval at Septembers meeting.
- 1.17. The following workstreams were agreed:

Work Plan for 22-23		Dates / Notes
PUBLIC REALM - PROJECTS	Members: IF, JH, HH, AL (Lead), PL	
High Street,	High Street taskforce	Under development - PL & Clerk
Browns, Dinosaur Isle	Not currently an issue, Browns / Blue Tikki & ARC given new 5-year lease	Monitor / engage with IOW Council over future. Dinosaur Isle stakeholder event 11 Oct.
Los Altos,	Reviewed and WP recommend retaining lease	Lease allows STC to charge for any events held in Los Altos
Ferncliff gardens	GTV agreement in place	NFA
Yaverland toilets	Plans reprovision for Summer 2023/24	Too big a project to get scoped / quoted and built for summer 2023
Pier Street toilets	Aim to partner with developer over future provision- post development (target date for development completion easter 2023)	Dependent on timeline and confirmation with developer of build - this may take precedence over Yaverland toilet re-provision
Public Transport	Nothing planned	May be picked up by Place Plan
Beach	Once new Eastern gardens toilets installed - review space and options for old toilet block	Changing Places provision. Beach ramp / disabled parking spot / disabled accessible beach hut. Future - take over control from IOW Council under localism act.
Arts, performance space, sculptures. Art installations	Nothing planned	Keep under review with regard to public performance space around Pier Street Toilets (Place Plan?)
Public Wi-Fi	Nothing planned	TBC

Youth provision	Range of projects under way (not just youth - social exclusion as well.	Expansion / development for 2023. Roll-over youth water activities to 2023 due to staffing issues social exclusion projects
Long term Council Plan	Not proposed to take forward as a discrete project at the moment as HSTF / Place Plan will probably dictate this to a great extent.	3-5 year forward plan

2. EVENTS WORKING PARTY MEETING

- 2.1. The working party met on Monday, 15 August 2022.
- 2.2. Members discussed arrangements for meetings and agreed with individual members reporting to full council on the projects they are leading on, with Cllr Fletcher feeding back overall for the working party.
- 2.3. Members reviewed the past 12 months activities and recognised that many items would be annual events, such as Remembrance Day, and that Covid had impacted on some planned events.
- 2.4. Members noted the investment in the War Memorial, with new flag poles adding to flower troughs, and the area was being used more often.
- 2.5. Members thought it appropriate to have replacement flags given the weathering at the site.
- 2.6. Arrangements for Remembrance Day on 13 November discussed and further meetings with Rev Williams planned – members volunteered to fold orders of service for the event.
- 2.7. Local school to be involved in preparations for the event.
- 2.8. Members wanted some form of service on Armistice Day (Friday 11 November) – clerks will liaise with Rev Williams and local school.
- 2.9. Members welcomed wreath laying events in addition to Remembrance Day, such as ANZAC Day as residents were in Island Rifles, and further days would be arranged as appropriate.
- 2.10. Members discussed possible Volunteers event for June 2023, to recognise local groups and individuals, and this would link with National Volunteers Week, and nominations for Queens Award.
- 2.11. Members discussed possible events for Xmas 2022, with Cllr Humby visiting local shops re a shop window competition and possible link with SCA.

- 2.12. Members supported Carol Service, at Library, to coincide with Tree Lighting outside the Library.
- 2.13. Members noted the Councils contribution to the Chronicle Archiving project with Historical Association, and this could be a basis for future heritage projects.
- 2.14. Members discussed supported events, such as Carnival and Regatta, as well as events such as Tour of Britain and Sandown Sprint, and the Clerks would contact the Sprint for a briefing if appropriate.
- 2.15. Members noted that events had links to other working party areas of activity, for example the funding of the Pier Street toilets helped support the Regatta.
- 2.16. Members wished to prioritise work on Remembrance Day events and Christmas project for the Autumn.
- 2.17. The following workstreams were agreed:

Work Plan for 22-23	Details	Dates / Additional Notes
EVENTS	Members. FB, JH, HH, IF (Lead)	
Green Towns	Queens Award for Voluntary Service presentation	28/09/2022
Budget Consultation events	Being dealt with by Comms/Engagement WP	
Armistice Day event	Proposed	11/11/2022
Remembrance Day.	Remembrance Day service	13/11/2022
Christmas event	Carol service at Library, Christmas tree lighting	Dates TBC
ANZAC Day event	Proposed	25/04/2023
Sandown Sprint		TBC
Volunteers Event	Proposed	01/06/2023 (National Volunteers Week)

3. PUBLIC REALM (ASSETS) WORKING PARTY MEETING

- 3.1. The working party met on Tuesday, 16 August 2022.
- 3.2. Members welcomed Jon Gilbey, from Danfo, who updated members on planning discussions re Eastern Gardens, and the Clerks would circulate any correspondence regarding the planning issues.
- 3.3. The Clerks noted that the IW Council had approved a lease/agreement for Eastern Gardens Site, but no further documentation had been forwarded.
- 3.4. Members noted that there had been some anti-social behaviour at Eastern Gardens, it was not as much as in previous years – some good feedback from local concessionaire.
- 3.5. Signage was in place for both Danfo helpline and the Blue Flag accreditation, and this could be developed in future years as part of different use of the current Eastern Gardens Site.
- 3.6. Members discussed the verbal, and on-line, abuse of staff cleaning the toilets and issues across the Bay, which impacted on health of employees – there is consideration of cameras/audio recorders for operatives.
- 3.7. Members noted that the current locking mechanisms at St John’s could be left on causing problems, and there is a new system that will be used at Eastern Gardens and could be retro-fitted at St John’s.
- 3.8. Members discussed the current issues at Yaverland, with the drainage location and not being fit for purpose, with the longer term solution needing to be developed over the Autumn and scheduling of any significant works avoiding key periods of activity – members recognised the sensitivity of the site and the volume of usage with Car Park and Play Zone usage, as well as local concessionaires without toilets.
- 3.9. Members discussed the effectiveness of Pier Street toilets and that, subject to IWC regeneration discussions, there is a need to ensure improved provision for 2023 as soon as possible.
- 3.10. Members also discussed Toilet provision at Sandham Grounds and this may be a longer term discussion – as well as potential using the locations as a base for other services, such as charging points for cycles, etc.
- 3.11. Members thanked Jon for the update and he would update members later in the Autumn, once arrangements for Eastern Gardens were clearer. Jon left meeting.
- 3.12. Members discussed operation of the Working Party, and agreed for Alex to be Chair/Lead Member but all could feedback at Meetings on areas of special interest.
- 3.13. Members discussed previous years plan, and agreed key workstreams for 2022-23, and the Chair would adjust which activities sat best within which group as appropriate, given feedback from working parties.

- 3.14. Members discussed the success of the Beach Safety Service, and need for permanent structure for the Lifeguard Station, and that this was discussed with Todd at Projects Working Party.
- 3.15. Members noted the need to continue developing the Blue Flag Accreditation, and work with Concessionaires, with further meeting in the Autumn linked to Budget consultation.
- 3.16. Members noted the improvements to the Broadway Centre, and groups were using the accessible garden, with ongoing arrangements in response to Covid. There was a need to review charging structure to reflect the increase in energy costs, and this could form part of budget consultation, and charging structure would also include Public Convenience Charges.
- 3.17. Members noted the work on audio systems for the centre, and Cllr Baldry declared an interest and took no part in discussions. Members also noted opening and closing of the Centre, and the reduction of inappropriate parking at Centre, and would continue to monitor.
- 3.18. Members noted the proposed monitoring arrangements for Sandham Grounds, and the difficulty of securing a responsive on-Island contractor. A system had been negotiated, alongside annual inspection and Local Authority inspection regime, as well as our grounds contractor – this was a comprehensive structure but given the level of usage and location was considered adequate. Members noted the ongoing nature of the Insurance Claim and the time this would take to respond to.
- 3.19. Members noted the provision made in reserves for longer term replacement and upgrade of the Grounds, and working with Julian would help progress a significant project that could attract grant funding.
- 3.20. Members discussed IWC repainting of railings and the removal/replacement of flagpoles at the Pier, which should fall under the regeneration project on that site.
- 3.21. Members recognised that the Budget process would help inform the work of the working party and the next meeting may be best after Budget Consultation.
- 3.22. The following workstreams were agreed:

Work Plan for 22-23	Dates / Notes	
Public Realm (Asset Management)	Members: HH, AL (Lead) , IW, PL	
<u>TOILETS</u>		
St Johns Road Toilets	Internal locking mechanism can be left on preventing closure of door	Already resolved for Eastern Gardens - but could be retrofitted at St Johns - proposed

Eastern Garden toilets	Install Autumn 2022. Lease approved by IOW Council - not yet issues	Awaiting IOW Council Planning permission
Yaverland	Ongoing high expenditure for drain maintenance can't be resolved until re-provision	
Pier Street	Although IOW Council owned - warned off for opening for New Year's firework	
<u>BEACH</u>		
	Lifeguard station piling not installed. Investigation required during closed season 2022-23. Finalise design and install for summer 2023	Lifeguard station to be stored at Broadway centre and refurbished / modified for 2023 season, during the winter
	Blue Flag 2023	Application to be submitted
	Continue dialogue with beach concessionaires - meeting proposed for end of season	Lesson learnt from this year - look forward to 2023 season
<u>BROADWAY CENTRE</u>		
	New microphones purchase underway-proposed for Council use only to maintain primary aim serviceability.	
	New hearing loop - proposed to purchase and install	
	Charges for centre hire - proposed to be reviewed	Part of budget consultation
	Provision of AV equipment for Council and user hire use	Proposal to be brought to council
<u>PLAYGROUNDS</u>		
	New Flood lights to be installed at Sandham	01/09/2022

	Replacement of MUGA equipment - overlap with Projects WP	Work in conjunction with Julian Wadsworth over this and possible reconfiguration of old 'Junior Skate Park area
	Repair / Maintenance of all play equipment	
	New inspection and repair arrangement now in place	Monitor
<u>ESPLANADE</u>		
Decorative lighting	Esplanade light replacement to be installed.	Date TBC
Flagpoles	Remove remaining flagpoles by Pier St toilet.	Likely flagpoles will, be removed as part of redevelopment of site.
Railings	Repainting of esplanade railing	IOW Council responsibility, but unlikely to be carried out any time soon.

4. PUBLIC ENGAGEMENT WORKING PARTY MEETING

- 4.1. The working party met on Tuesday, 16 August 2022.
- 4.2. Members welcomed Alan Jones from SCA in advance of the Autumn/Winter publication of the Guide. Members thanks Alan for the publication and asked if there were additional content required, and noted deadline by end of the month (ideally before). Members discussed inclusion of current defib locations (clerks to forward), and links such as fix my street. Members discussed distribution and Alan thanks councillors and clerks for helping with distribution, and members also noted positive feedback from Yaverland residents, as well as the impact that the information provided on the Community Buses (22 and 24) had on usage of the buses. Cllr A Lightfoot circulated 2 page draft of the Town Council pages (developed by the Mayor and Clerks) to coincide with the Budget Consultation in the Autumn. Members thanked Cllr Lightfoot for producing the draft, including graphics not available at the Centre, and meeting the deadline for publication, as well as publicising the proposed public engagement events planned for the Autumn.
- 4.3. Members noted other potential projects, with SCA, involving local businesses, accessibility, and possibly a Christmas event. Mr Jones left the meeting.
- 4.4. Members discussed the working of the Working Party and welcomed the update from Alan Jones, and agreed that all members could feedback to Full Council on particular areas of activity, with Cllr I Ward subsequently identified as the lead member/chair for the working party.

- 4.5. Members discussed the effectiveness of the website and confirmed usage for Agenda's, Minutes and Town Council Press statements, with members noting the time it took to prepare content, and also that there was increase in traffic to Town Council Website.
- 4.6. Members noted that there seemed increase in Town Council presence in local media, and support of projects such as Pier Street Toilets, Green Town Initiatives, were positive.
- 4.7. Members discussed the draft content, from Town Council, for the Guide, and thought draft would generate local interest in the budget consultation.
- 4.8. Members agreed to propose to the next full council meeting, that there would be an online survey, with a consultation event at the Broadway Centre on Saturday 22 October (10-4), a midweek event (20/10) at the Library, as well as working with the SCA Guide to make contact details of Town Councillors available to residents. This timetable would allow the feedback to be processed and help inform the 21 November meeting of the Town Council, where a draft budget would be on the agenda. Councillors are asked to submit any proposals for inclusion in the process before the September Meeting . The 2023-2024 budget is scheduled to be approved at the 6 February 2023 meeting of the full council. Members recognised that this process will require resources and councillors would be available to support the Broadway centre and Library events.
- 4.9. Members noted that the Mayor had been in touch with Lake and Shanklin Councils regarding potential projects, as well as other Councils via IWALC, and that the joint contract with Shanklin to provide toilet servicing and maintenance had secured efficiencies, and that there were other areas of potential joint work, including the Regeneration Proposals being taken forward by IW Council.
- 4.10. Members agreed that the events organised by the Town Council, including Island Plan and Conservation Zone meeting had been successful, and it was frustrating that there were delays in the publication of the plans.
- 4.11. Councillors appreciated arrangements being made to provide briefings, for example the Sandown Sprint, and that this helped inform decision making, and that contractors or representatives from other organisations were only available at specific times.
- 4.12. Members discussed the process to secure 3 quotes for audio system for main hall (Cllr Baldry declared an interest and took no part in the discussion) – and the need to ensure equipment available to Town Council Meetings and inclusion of the public.
- 4.13. Members discussed options, and noted the commercial confidentiality of the item, and the agreed proposal will be circulated in advance of the September meeting; the preferred quote has been costed within budget (Confidential Appendix A).
- 4.14. The clerks would discuss with suppliers minimising disruption to groups using the building.

- 4.15. Members agreed that all councillors should have individual microphones, and main hall focus in first instance.
- 4.16. Members noted potential of using existing microphones by existing groups, and that some groups had asked for the centre to provide technical support in the evening.
- 4.17. There was some discussion about live streaming, using Council resources, of meetings, but members noted the impact this would have on resources.
- 4.18. Members noted that there may need to be a review of room charging, given increase in energy costs.
- 4.19. Members also noted need for equipment, such as projector, given the Town Council do not have one.
- 4.20. Members felt that there may need to be a briefing on the difference between a Neighbourhood Plan and a Place Plan, and the possibility of inviting Ian Boyd to brief members, once report from High Streets Taskforce is received and circulated.
- 4.21. Members noted that there was some overlap between working parties and the Mayor will tweak working parties update (briefing paper) circulated and approved at July's Full Council Meeting.
- 4.22. The following workstreams were agreed:

Work Plan for 22-23	Details	Dates / Additional Notes
Communications & Public Engagement	Members. FB, AL,IW (Lead),TW,PL	
Digital (website, social media)	FB page to remain with comments switched off.	
	Website - rolling programme of renewal	
Sandown Community Association Publication	Content for Autumn edition approved.	Spring / Summer content - reqd next
Budget consultation	On-line consultation	26/9 - 7/10
	Walk in consultation at Broadway Centre	Sat 22 Oct -10-4
	Walk-in event at the library	20-Oct
Working with Bay Area Town / parish councils	Future Place Plan - for discussion at next Council meeting- probably driven by Project WP but with heavy involvement form this WP	
Councillor briefings	Sandown Sprint 2023 briefing TBC	

RECOMMENDATIONS:

THAT the Public Engagement Working Party recommendation that:

- (i) Provider 3 be engaged to replace the hearing loop in the main hall and include an ambient microphone to enable the use of the loop without the need for the microphones.
- (ii) To engage Provider 3 to install a 15-microphone wireless delegate microphone system as soon as possible.
- (iii) To include provision for an ambient loop or a portable hearing loop in the meeting room in the 2023/24 budget.

Unlocking Your Place Potential – Report and Feedback



Sandown, Isle of Wight

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About the visit and this report

The High Streets Task Force visited Sandown on 29th July 2022 to undertake an *Unlocking Your Place Potential* diagnostic visit. Ben Stephenson was the High Streets Task Force Expert undertaking the visit.

The attendees representing Sandown can be found in Appendix 1.

The purpose of the visit was to diagnose the main barrier to your transformation. In other words, what problem, if not resolved now, will make it difficult for the town to change. To do this the Expert wanted to understand more about the challenges facing the town, your plans for transformation, meet key stakeholders, ask questions and tour the town.

As a result of the diagnostic process, the Expert have identified a lack of a strong vision as the main barrier to transformation in Sandown.

The rest of this report identifies the strengths of the town, the main barrier to transformation the Expert found, as well as clear recommendations the Local Authority and partners can action now to accelerate the transformation process. The report ends with a list of High Streets Task Force Products that the Expert has prescribed, which will help you and which you have kindly agreed to pilot.

On behalf of the High Streets Task Force, may I take this opportunity to thank attendees who gave up their time to attend the meeting, and who contributed to a frank and positive discussion. Thank you to Chris Ashman for organising the session and the Town Tour.

From reading the feedback from the visit, and this report, I can see you have a lot going for you in Sandown – and many strengths both in the town and in your people. The High Streets Task Force is here to help you build on those strengths, and I hope you find it useful.



Matt Colledge

High Streets Task Force Project Director

Sandown – Strengths

- ✓ Excellent (Blue Flag) Beach
- ✓ Popular pier
- ✓ Visitor economy
- ✓ Leisure attractions and facilities
- ✓ Heritage buildings
- ✓ Strong community spirit
- ✓ Access to countryside via walking and cycle networks

Sandown is a popular seaside resort on the Isle of Wight. Its location makes it a good base for exploring the whole of the Island which is highly accessible by car. It has one of the Isle of Wight's best beaches and some leisure attractions which provide a unique offer, which can be seen as part of a wider East Bay offer along with Shanklin and Lake. Recent investment from Premier Inn has improved the accommodation offer in the town.

Though most known for its visitor economy, the town has a strong and well-connected community, with a strong desire to move forward and some capacity to do so. The high street shows some green shoots of recovery in the microbrewery, gallery, café and community space Boojum&Snark, and the new beach bar at OYO Marina, and there are independently owned shops that have had a presence on the street for decades.

4Rs Framework and our method

The aim of the Unlocking Your Place Potential workshop is for our High Streets Task Force Experts to identify the key barrier(s) to the improvement of your high street and recommend an appropriate strategic response. To enable our experts to do this in an evidence-based way, the High Streets Task Force uses the '4Rs Framework'.

Research has identified 237 factors that impact on the success of the high street. However, it is too overwhelming to think of all these at once, so we have developed the '4 Rs' framework to provide some structure to the incredibly complex practice of place transformation. Without a framework, it is easy to be drawn into so much detail that you cannot see the big picture.

When you simplify the process of renewal, the reasons why so many regeneration plans do not result in the changes people expect fall into 4 categories:

- The problems facing the centre were not accurately identified
- The plans were good but not enough changed
- The place changed but people's perceptions didn't
- There were fundamental issues with governance or the spatial layout of the place

We looked at these problems and identified 4 strategies to address them, *repositioning*, *reinventing*, *rebranding*, and *restructuring*. So, the framework distinguishes between the processes of analysis and decision making (repositioning), effecting change (reinventing), communication (rebranding) and governance/spatial planning (restructuring). More detail on each of the '4R's' is set out below.

<p>Reposition: knowing your town, using relevant data and information to develop a collaborative, inspiring vision that achieves change</p>	 <p>The 4Rs of renewal</p> 
<p>Reinvent: activate and animate the town, diversify its attractions. Multifunctional places offer different things to draw in footfall and spend</p>	
<p>Rebrand: establish an identity and sense of place that can engender pride, commitment and attachment and communicate this across the whole community</p>	
<p>Restructure: putting in place the capacity, leadership and partnerships to deliver change. Considering large-scale spatial change to transform your centre</p>	

Applying the 4Rs to Sandown

Although the town and its people have a lot of strengths, we did identify a number of weaknesses. We have grouped these using the 4Rs framework – see below.



We used all the information we had to identify which of the descriptions above fitted the evidence we had collected. We collected this evidence from looking at your strategic documents, the Unlocking Your Place Potential visit, including our meeting, discussions, exercises and the in-person town tour. We also included the information we found out about Sandown from our desk research.

We then grouped each piece of evidence under the 4R headings of Repositioning, Reinventing, Rebranding, and Restructuring. You can see our working on the Fishbone Sheet included in this report.

By classifying every clue, we could see how these are grouped and where Sandown is facing major barriers. This then allows us to recommend suitable strategies to overcome these (see Figure 2). These strategies are *ways of working*, rather than ‘magic bullets’ relating to any particular intervention in your town. As mentioned at the start of the Unlocking Your Place Potential visit, you are the experts in Sandown.

You can see the major barriers to your transformation in the next section.

Fishbone Analysis

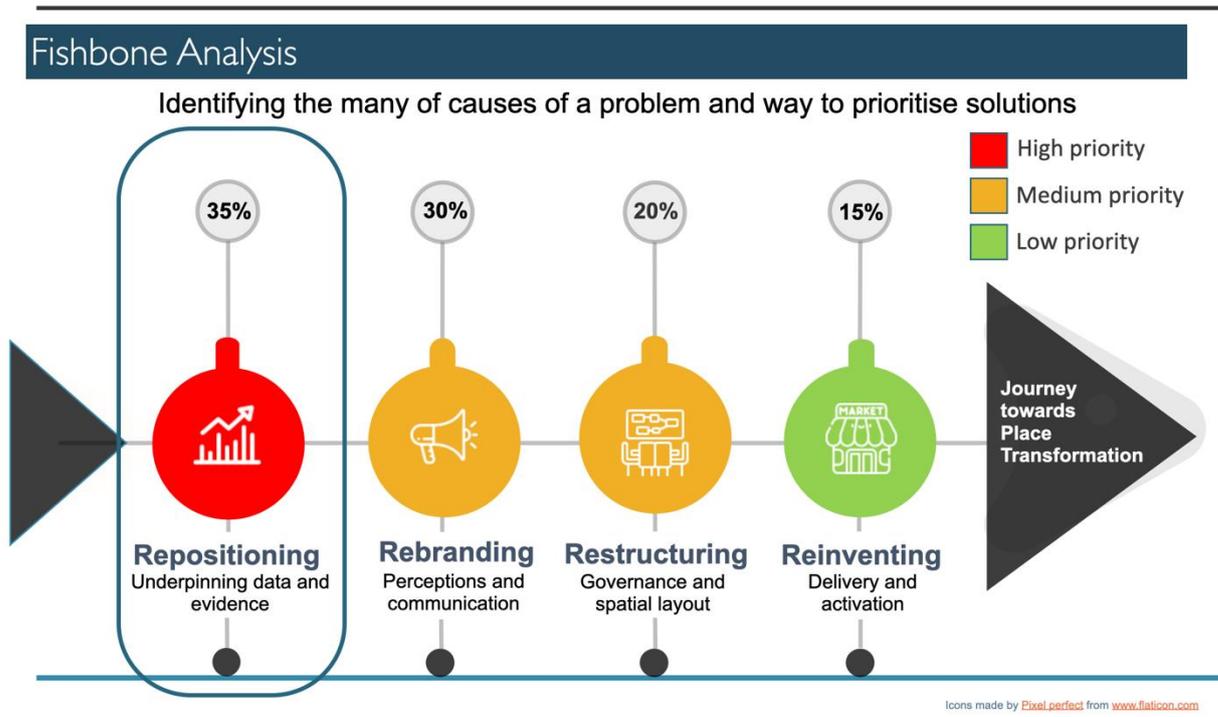


Figure 2: Fishbone Analysis

Diagnosis of main barrier to transformation

As a result of the diagnostic process, the Experts have identified a lack of a strong vision as the main barrier to transformation in Sandown.

Although there are clear signs that Sandown has an active and engaged community, the ways in which that community is empowered to help develop and deliver the vision for the town seem to be limited. A Council-run consultation exercise ‘The Wight we want’ took place in 2017 and contributed to the Eastern Bay Regeneration Vision for the area. This is spatial in its focus and might be complemented by an additional strategy focusing on a range of areas, as set out overleaf.

Building on this consultation exercise, we believe that Isle of Wight Council can, and should, improve its partnerships and communications with both business leaders and the wider community. This will enable a better-quality vision to be developed, which can inform future plans and underpin further applications for funding. Stronger partnerships between council, businesses and the wider community will also build more capacity for making change in the town. A more coordinated approach will ensure more impact from the investment and interventions, whether they are initially led by the public, private or voluntary sector.

Whilst we have identified that the need for a stronger vision is the key barrier to achieving transformation of the town, the single most significant issue is the presence of a number of dilapidated heritage buildings on the Esplanade and Culver Parade. The obstacles that the council faces in addressing this problem are not well-understood by visitors to the town, or even residents, and all are left with the overwhelming impression of neglect which impacts on the reputation of the town, the amenity of the high street, and the prospects for the town’s future economic success.

The Council’s current strategy, set out in the forthcoming Conservation Area Management Plan, focuses on enforcing a Section 215 Notice, which compels the landlords to improve the safety and condition of the buildings. Such enforcement is unlikely to remedy the situation in the long-term and a more radical plan is needed to address the problem. To assist you with this effort, we are proposing that you receive further HSTF expert support in managing and repurposing dilapidated buildings. More information on this can be found below.

In summary, it was very clear from our meeting that there is a huge amount of enthusiasm and support for the town from both the council and business and community leaders. Greater participation is needed from a wider range of stakeholders, but Sandown is fortunate to have no shortage of people willing and able to help.

Recommendations

To improve vision making, we are recommending a strategy of *repositioning* to refresh your approach to place leadership. We understand it is not always easy to change cultures, structures and behaviours to work in a more collaborative way, so we are giving you these recommendations that if you adopt, will lead to some quick improvements.

1. Share the final version of this report with everyone that attended the Unlocking Your Place Potential meeting.
2. Form a Town Board of place leaders across council, business and the community to shape the development of a place-led vision for the town, oversee key projects and coordinate plans and activity. The Town Board should be focussed on the needs of the town, rather than being council-led, business-led or community-led.
3. Key themes to focus on in the vision, all of which must be underpinned by the appropriate data, include:
 - a. Inclusive economy – i.e. making Sandown more resilient by improving opportunity for everyone, rather than focusing on the visitor economy. This strategy will look at how the town adapts to provide access to jobs and skills, culture and leisure, products and services, transport, wellbeing etc, for young and old, rich and poor.
 - b. Culture – Using the Island Collection process, develop a cultural strategy which has a strong ‘place’ focus, setting out how everyone can become involved in delivering activations, events, performances and markets in the town, using vacant units, public space and public buildings.
 - c. Place Brand - Link this with the development of a strong town brand – draw together the town’s creatives to think about what is unique about Sandown. Its history, its people, its geography, its values. Use this to draw together ideas for Sandown which emphasise its authenticity
 - d. Visitor economy – Although the visitor economy is clearly a driver of footfall and spend in the town, the offer is entirely market driven. Consider how you might intervene as a community to develop a tourist economy you can live symbiotically with – through your events programme, your brand messaging, your hotel provision, the audiences you target.
 - e. Sandown’s relationship to the wider bay area – the economies of scale and vision achievable in working across the three towns are clear and this is recognised in much of the work the Isle of Wight Council has invested in, including an incoming regeneration officer responsible for the sub-region. These efforts should be reflected in the local response, from the Town Councils to the community representatives. The vision should explore the possible benefits of collaboration.
 - f. The Biosphere – One of the (near) unique aspects of Sandown is its designation as a UNESCO biosphere, but its benefits remain locally undefined and amorphous. The vision should seize the opportunity of the designation and

spend time developing a jointly owned plan for delivery. Biosphere sites are testing beds for sustainable development – show what that means in the context of the locality.

4. Your new structure should then identify who will own or action the areas for improvement identified. You may want to structure working groups around the 4Rs – or it may be that your new group just coordinates and ensures all the actions have a home and there is regular monitoring and reporting on progress.

An additional recommendation which sit outside of the Repositioning strategy:

5. Expertise in managing and repurposing dilapidated buildings is needed to advise the Council and help devise a plan. This expertise should also include an understanding of the techniques used to attract private finance and investment in deprived places. We are recommending a HSTF expert to assist you with this by providing you with two-days of targeted support.

We hope these recommendations are useful. As we explained in the Unlocking Your Place Potential visit, you are the experts in Sandown, not us. Nevertheless, we have experience of working with many towns around the country that face similar challenges – so when we undertake a diagnostic visit we are well trained in looking for strengths and weaknesses in the town's offer, as well as the structures and processes that manage and change the town.

High Streets Task Force Product Prescription

Based on our recommendations, we would like to offer you the following products. This has been decided after considering your key barriers to transformation and what we have concluded as the best way to help you achieve your transformation goals.

High Streets Task Force Products Prescribed:

Product prescribed	Rationale
Expert support	<p>Due to the need for you to address the high number of dilapidated heritage buildings on the Esplanade and Culver Parade, we are recommending the provision of expert support from the Design Council which focuses on repurposing buildings.</p> <p>This expert should use the two-days of support that we can provide to work with you to formulate a strategic approach to improving these units. This should begin to address the issue of high street blight caused by the state of these units that has been outlined above.</p> <p>Further detail regarding this support can be found in the attached product summary/guidance documentation.</p>
Developing a Shared Vision Workshop	<p>I have recommended that, alongside the above Expert support, Sandown would benefit from a Developing a Shared Vision workshop.</p> <p>This is a three-hour workshop offered by the High Streets Task Force to share ideas about a place, its vision development, and common goals that can change perceptions and attract local engagement and investment.</p> <p>The workshop is delivered remotely by a High Streets Task Force Expert with local authority lead members and officers, town centre stakeholders, community members and groups, local place partnerships, local traders and business, and anchor institutions.</p>
Online learning/resources	<p>Repositioning: developing collaborative, inspiring visions that achieve change – this webinar helps place leaders to consider their local vision, how this can be formed most effectively, and how it can impact the transformation of high streets. You can access this online resource here.</p>

Transforming places through heritage programme: Interim report - This 2021 report from DCMS presents interim findings from the Architectural Heritage Fund's Transforming Places through Heritage (TPtH) programme. It maps the programme's success against five 'critical success factors': helping make high streets fit for the future; protecting historic buildings; building local capacity; piloting innovative; and maximising positive social impacts around restoring historic buildings. Case studies are provided throughout. [You can access this online resource here.](#)

Principles of Town Planning in relation to High Streets and Town Centres (RTPI) - High Streets Task Force partners, RTPI, provide an introductory video on town planning and its relation to high streets. Presented by Task Force Expert, Stefano Smith. [You can access this online resource here.](#)

People, culture, place: The role of culture in placemaking - This report explores the role of culture in improving a wide range of measurable outcomes, from education and wellbeing to economic growth and community cohesion. It shares best practice to help decision-makers better understand their role in placemaking. [You can access this online resource here.](#)

Next steps:

If you would like to accept these products, please let us know by return email, along with a contact for the person/people who will be leading on each product so we can start to make arrangements for future support. More information about these products can be found on the HSTF website [here](#).

Appendix 1 – List of town attendees

Full Name	Job Title	Organisation Name
Janet Owen	Executive Director	Island Collection
Martin Pearl		Vectis Housing Association
Ian Boyd	Director	Arc Environmental / Common Space
Alan Jones		Sandown Community Association
Chris Ashman	Regeneration Director	Isle of Wight Council
James Brewer	Planner	Isle of Wight Council
Elaine Hawkins	Project Officer	Isle of Wight Council
Laura Cansdale	Community Engagement	Isle of Wight Council
June Jones-Evans	Cabinet Member, Regeneration	Isle of Wight Council
Tracy Mikich	Director	Boojam and Snade
Marnie Janaway	Consultant	Marnie Janaway Ltd
Paul Quellan	Director	Sandown Carnival Assoc.
Richard Priest	Town Clerk	Sandown Town Council
Paddy Lightfoot	Mayor of Sandown	Sandown Town Council
Debbie Andre	Ward Member, Sandown N	Sandown Town Council

Ian Ward	Ward Member, Sandown S	Sandown Town Council
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Unlocking Your Place Potential

Product Summary

Product summary

A diagnosis of the major barrier to transformation, based on an assessment of the area's need and capacity and the Institute of Place Management's 4Rs of Regeneration: Repositioning; Reinventing; Rebranding and Restructuring. Includes (if appropriate) a prescription for other forms of support available through the programme.

What is it?

The UYPP visit is the first step in the provision of HSTF direct support. It allows HSTF to learn more about the issues your town is facing in order to recommend further subsequent HSTF support that can help to address this challenge. This service brings a Task Force-funded national Expert on place management to your town. The diagnostic element allows those responsible for places to identify the important issue(s) that are hampering successful transformation and how to build local capacity, through partnership working, to address these.

The visit also recommends additional Expert products from the High Street Task Force, if relevant. The visit will also identify which other HSTF products – such as online resources - are most appropriate for the location.

The product consists of:

1. Desk-based research, conducted by a HSTF Facilitator, into the performance and perceptions of your centre. Information will be requested prior to the visit to supplement this research.
2. A three-hour meeting with 10-12 key attendees representing stakeholders from your area (invited by you), led by a HSTF Expert and aimed at reviewing advice from the HSTF and identifying the key barriers to transformation in the place (this visit may take place in-person or virtually).
3. Ideally, and dependent on whether the meeting takes place in-person or virtually, the Expert would be taken on a short town tour prior to the three-hour meeting (max. 1 hour).
4. A report summarising the Expert's findings will follow the visit. This report will recommend additional support from the Task Force (as per the attached product summary).

What will it achieve?

The aim of the Unlocking Your Place Potential visit is to identify the key barrier to the improvement of an underperforming town centre and recommend a strategic response.

Who will deliver it?

Unlocking Your Place Potential will be delivered by trained and qualified place professionals. The desk-based research element will be carried out by a HSTF Facilitator, and the visit will be carried out by one of 150 HSTF Experts.

Who should attend the session?

The meeting section of the session should be attended by a carefully selected group of 10-12 local stakeholders, including community members, local authority officers, relevant Councillors and civic and business leaders. These can be people who are already involved in developing high street plans, or those who you would like to begin to engage. **It is important that as broad a range of stakeholders as possible are represented.**

The town tour group should comprise a maximum of four people including the HSTF Expert. Please identify two to three core people with a detailed and varied understanding of the town centre's challenges and plans, and one of these as the tour leader.

Delivery modes/time requirements

The Local Authority and your High Streets Task Force Operations contact will determine together how best to deliver the Unlocking Your Place Potential product, whether in-person or virtually. Details for each mode are included below:

In-person/Face to Face	Remote/virtual
<ul style="list-style-type: none"> - 1 day desk-based research carried out by HSTF Facilitator <p><i>On the day</i></p> <ul style="list-style-type: none"> - 3-hour meeting attended by HSTF Expert (where up to 10-12 people plus the expert can be seated) - 45-minute guided walk around town 	<ul style="list-style-type: none"> - 1 day desk-based research carried out by HSTF Facilitator <p><i>On the day</i></p> <ul style="list-style-type: none"> - 3-hour virtual meeting attended by HSTF Expert and 10-12 local stakeholders
What we will need from Local Authority	What we will need from Local Authority
<ul style="list-style-type: none"> - Nominated Contact/Co-ordinator to arrange invitation of attendees and supply joining instructions, and make arrangements for walking tour - Suitable venue which is appropriately configured to enable the group to meet in a Covid secure way - Refreshments if possible - Projector and screen - Assistance in printing materials for attendees - 15-minute presentation that summarises your plans for 	<ul style="list-style-type: none"> - Arrangements for appropriate video call software - Nominated Contact/Co-ordinator to arrange invitation of attendees and supply joining instructions - Arrange for any electronic materials to be distributed to attendees prior to session - 15-minute presentation that summarises your plans for transformation and the main challenges you face - All attendees to be sent the Transforming Your High Street Report

<p>transformation and the main challenges you face</p> <ul style="list-style-type: none"> - All attendees to be sent the Transforming Your High Street Report and the Council’s Future High Street Fund application (if available) ahead of the meeting - All attendees to be sent the UYPP output report post-visit 	<p>and the Council’s Future High Street Fund application (if available) ahead of the meeting</p> <ul style="list-style-type: none"> - All attendees to be sent the UYPP output report post-session
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Combining in-person and remote delivery

If holding the meeting in-person with a group of 10-12 is not possible due to restrictions/available space, the tour can take place in-person with the smaller group of 2-3 people. Afterwards, the Expert and core group of 2-3 can meet remotely with a wider group of stakeholders using video call software (we propose Zoom or Microsoft Teams) that you will need to set up and host.

Conditions of delivery

In order to receive the Unlocking your Place Potential visit, we ask that you agree to the following:

- Commit to the time requirement and required LA actions set out in this document and the UYPP visit guidance document
- Commit to supplying the Operations team with the required documentation to allow the desk research to begin in a timely manner
- Commit to securing requisite stakeholder participation in the visit, ensuring as broad a representation as is possible
- Commit to ensure that all attendees complete the HSTF evaluation form (including distribution of the link to the online survey)
- Agree to share the output report with all UYPP session attendees when complete
- Commit capacity to receive support in timeframe set out, including adhering to HSTF requested dates for acceptance of output report recommendations.

Change to delivery/cancellation policy

Once a date for delivery, and the delivery mode (in-person/virtual) has been agreed, we will begin the process of contracting Experts to undertake the work (including preparatory work). In order to comply with the contractual terms of our Experts, please note that any requested change or postponement of agreed dates/mode of delivery for HSTF support must be made to your Operations liaison **no later than 2 weeks prior to support taking place**. Requests submitted after this date may not be accommodated, and could result in the session, and subsequent HSTF support, being cancelled.

High Streets Task Force

Expert Support Programme – Guidance for Local Authorities

4th February 2021



 Rochester

Contents

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1. Introduction

Thank you for agreeing to take part in the Expert Support Programme, delivered by the High Streets Task Force (HSTF). The Expert Support Programme is designed to assist local authorities, and their town centre partners, to unblock issues identified by a HSTF Expert following the Unlocking Your Place Potential Visit. In doing so the Expert has prescribed additional support in the form of another Expert with a particular field of professional expertise specific to the needs of your town.

These High Streets Task Force Experts will be able to provide support where additional capacity or knowledge is required to address complex issues that may not be available 'in house'. Experts can provide more in-depth analysis of the issues which will result in a set of recommended solutions, with accompanying follow on technical or specialist assistance, inspiration and advice should you wish to avail of it.

This guidance will tell you everything you need to know about the Expert Support Programme and your part in delivering it, as the key point of liaison. It is not confidential and can be shared with other stakeholders as necessary.

2. Expert Support Programme

High Street Task Force Experts work with places that have already had an Understanding Your Place Potential diagnostic visit from one of our other Experts. This initial visit informed a report that has highlighted that the town could benefit from the skills and knowledge of a specific professional Expert.

Experts are drawn from the High Street Task Force professional bodies' membership, comprising the Institute of Place Management (IPM), Landscape Institute (LI), Royal Town Planning Institute (RTPI) and The Design Council. See Appendix 1.

Depending upon the issue(s) you may be prescribed more than one Expert to work through the process listed below.

The Expert(s) Support Programme contains the following steps:

1. Following the diagnostic visit, and the issue(s) that it uncovered, a prescribed Expert will undertake a more in-depth analysis of the issue(s) that has been identified. This will usually take the form of a meeting, virtually in times of lockdown, with a select number of key local authority officers and/or members, potentially joined by a key town champion where appropriate, to further unpack the issue(s) and to develop thinking around options for further Expert support.
2. The Expert and High Street Task Force team will produce a proposal highlighting their recommendations for providing additional support in the capacity most appropriate to the needs of the town.
3. Should you accept the recommendations and support, you will be eligible for up to 2 days (16 hours) of specialist Expert support, to be drawn down in the manner most likely to optimise outcomes. For example, you and your Expert may decide to spread the support over a number of weeks or alternatively take it in larger blocks such as a days workshop.

4. At the end of this period we will provide you with a Solutions Based Report outlining the requirements, steps and activities needed to be undertaken to help you to overcome the issues. This could include signposting to further professional support outside of the HSTF remit, HSTF tools and online guidance or further assessment on the steps necessary to overcome any blockages.

It is anticipated that steps one and two will require up to 3 hours of your time in direct engagement with the prescribed Expert(s). Step 3 affords a maximum of 2 days engagement by the Expert which will require involvement by the Local Authority during this process, the nature of which will be determined largely by the recommended approach to the issue(s) in hand.

At the end of this process the Local Authority, and other involved parties, will have identified the key actions necessary to unblock the issues.

3. Identifying the problem

A fundamental component of the Expert Support Programme is to develop a shared understanding of the problem/challenge with you that the Expert can then help you to resolve. Experts will assemble available information on your locality for which they will need the assistance of Local Authorities:

- Assistance in familiarising themselves with your town existing partnerships
- Assistance in further understand the issue(s) identified in the diagnostic visit
- Assistance in identifying other key professionals and/or stakeholders that they may need to engage to unblock the problem.

During this process, your assistance is invaluable. The Expert can only produce recommend solutions from the information they are provided, so it is important that you be honest and impartial when you talk to the Expert. Also, it is paramount that you are inclusive when recommending other local players that need to be included in the process.

The High Street Task Force Programme Management Office will contact you, either by telephone or other virtual options, to arrange the initial meeting with the prescribed Expert. Either at this time, or subsequent to it, details pertaining to an outline agenda, timings and attendees can be discussed.

As for the Expert meetings meeting themselves, broadly speaking there are two options: virtual or physical, which we explain in more detail below.

4. Requirements for meetings

Meetings generally should not last more than three hours, but the Expert will provide clear guidance on that. As mentioned above, there are two options available: virtual or physical meetings.

Meeting requirements – Virtual option

In circumstances in which social distancing and venue restrictions preclude in-person meetings, it may be necessary to hold the workshop virtually. In this case, the meeting will be organised and run over your chosen video conferencing platform (i.e. Zoom, Teams, Google Hangouts). The local authority will be responsible for hosting the call and inviting participants to attend. Please ensure that the Expert is added as a panellist for the meeting to enable them to share slides etc.

If the option to run a virtual meeting is chosen, all attendees will log onto the workshop remotely, including the HSTF Expert. In this case, the Expert will not conduct a town visit, using instead desk-based research, town briefings and reports and interaction with workshop attendees to provide place-context for the event.

Meeting requirements – Physical option

Where no physical distance requirement is in place, the preferred mode for the workshop is in person. As above, the Local Authority or local liaison body is responsible for arranging the venue and sending out invitations. The venue should be in the town centre if possible, with enough space to accommodate the number of people identified jointly by the Local Authority and the Expert.

The Expert will advise you on sitting arrangements. In general attendees sit in circle, either around a table or with an empty space in the middle.

If the Expert needs to project a presentation, projector and screen should be provided. The Expert will bring a laptop. The Expert may also need a pin-wall, cards, markers, pins, and other workshop material. Make sure you agree with the Expert on who provides these.

In addition, given the recommended timings and duration of the event, it is advisable for the organising body to provide refreshments in the form of a sandwich/buffet for attendees.

The Local Authority contact should arrive at the venue at least 30 minutes before the meeting to facilitate set up with the Expert.

Meeting requirements – Hybrid option

Should there be Covid restrictions in place and it is felt that it would be highly beneficial for the Expert to visit the town, the HSTF and the local authority might wish to make arrangements for the Expert to undertake a solo tour.

5. Post programme feedback

At the end of the Expert Support Programme, the Expert will compile a Solutions Based Report detailing further steps and support that you might want to consider. Although there won't be any more direct Expert support from the HSTF available, you will be able to access relevant HSTF toolkits and online materials.

The High Streets Task Force also asks that the Local Authority completes the required feedback form detailing their experience of the process. This is a contractual obligation and is therefore a precondition of attendance. It also helps us to improve our processes at future programmes.

6. Further information

You will have been assigned a point of contact by the High Streets Task Force, through which you should liaise to agree dates for the workshop and decide on the mode of delivery. Contact details will be sent directly.

Chris Ashman

Isle of Wight Council
County Hall
Newport
PO30 1UD

Tel (01983) 821000 X 6275

Email christopher.ashman@iow.gov.uk

Clerk

Sandown Town Council

16 August 2022

Dear Richard

Bay Area Place Plan

Following the publication of the IWC corporate plan in 2021 which indicated an intention to explore widening the development of Place Plans on the island and more specifically in the Bay, I am writing to the three town councils asking if they could consider their support for the development of a Bay Place plan.

Local place plans are an important feature of our approach to “Area Regeneration” on the island as set out in the “Inspiration Island” regeneration strategy adopted in 2019. Since then place plans have been developed in Ryde, Newport and Cowes/Northwood, in each case involving the local councils, local businesses and community groups with the support of the IWC regeneration team. A steering group, drawn from these constituencies oversees the development of the plan and its subsequent implementation. An evidence base is compiled and local consultations take place to arrive at a set of agreed priorities with an action plan, this is refreshed every 12 months.

Place plans in other parts of the island have been instrumental in identifying on island and government funding for addressing the local priorities identified in the plan. An area population of over 15,000 is the minimum needed to provide the necessary economies of scale to ensure success, hence the proposal to develop a Bay area place plan working with the other two town councils. The commitment from the town council would involve staff and councillor time in supporting plan development and subsequent implementation. In addition, a contribution of approximately £5,000 is requested towards a budget of £20,000 to employ suitably qualified consultants to develop the place plan.

IWC are awaiting confirmation of an allocation of funding from the UK shared prosperity fund for Area Regeneration managers and it's the Isle of Wight council's intention to allocate one of the new posts to supporting the implementation of the Bay Place plan once developed. If the council could consider this request at its September meeting, I would be grateful and if needed I or one my team can attend to answer any questions. If in principle support is agreed we would hope the council could nominate someone to join the steering group for the project. If you have any questions before submitting my letter to council please come back.

Regards

Chris Ashman

To the Clerk

Wendy Perera

Chief Executive - Interim

Isle of Wight Council, County Hall, High Street, Newport, Isle of Wight, PO30 1UD

Tel (01983) 821000

Email wendy.perera@iow.gov.uk

DX 56361 Newport (Isle of Wight)

Web www.iwight.com

IWC Ref WP/DV/LM

Date 9 August 2022

Dear Clerk

Council Tax Reduction Scheme Consultation

As you will be aware Schedule 1A of the Local Government Finance Act 1992 states that a (Billing) authority must consult any major precepting authority which has power to issue a precept to it.

In accordance with the above legislation, Isle of Wight Council asks that as a major precepting authority you formally consider the scheme currently being prepared. I am therefore setting out our broad approach to the options under consideration and seeking any views you may have on them at this stage of the process.

Decisions about changes to the scheme need to be considered alongside the wider challenges being faced by local authorities. As government funding continues to decrease, we need to strike a balance between a revised scheme that is fair and affordable for those who receive support, and also for all our residents who receive council services. However, we remain committed to providing the maximum level of support for those with the lowest income.

In 2023/24, the Isle of Wight Council will keep approximately 81% of the Council Tax that it collects. The Police and Crime Commissioner will keep approximately 11% the Isle of Wight Fire Authority will keep 3% and Town and Parish Councils will keep approximately 5%. The Council Tax Reduction Scheme (CTR) affects the amount that is due to be collected and so impacts on the finances for delivering services for the Police and Crime Commissioner, Isle of Wight Council and Town and Parish Councils.

The options of the Council Tax Reduction scheme being proposed for the Council's consideration are as follows:

Option 1 – Increase the maximum level of support from 65 per cent to 70 per cent.

Option 2 – Increase the earnings disregard to £30 from the current £25.

Option 3 – Decrease the non-dependent deduction rate to £1 per week.

Option 4 – Adding a local welfare payment disregard to mirror Housing Benefit

regulations. This will allow us to disregard all special payments made by the Local Authority, such as the 'Homes for Ukraine – thank you payments'

Option 5 -Where Central Government increases the amount of any welfare benefit payments due to a crisis or as an emergency provision, the Council reserves the right to disregard any increase as thought necessary to protect the entitlement of any Council Tax Reduction.

I have also enclosed a copy of the consultation document which provides more information on the options.

Those claimants of pensionable age (approximately 49% of current caseload) are protected (the government determine the pensioner CTR scheme) and any local scheme cannot include reductions in support given to them. The options proposed will affect working age claimants who currently receive CTR or who may apply in the future as part of any local scheme provision.

The final scheme design for the Council will be notified to you as a major precepting authority once public consultation has been completed and considered by the Isle of Wight Full Council Meeting on 18 January 2023, where a final decision on the scheme for 2023/24 will be made.

This document will form part of the formal consultation with you as a major precepting authority.

I would welcome any initial views that you have as the Town, Parish or Community Council that can be included in the final report.

In particular what are your views on: -

1. The options that should be considered in developing a local scheme
2. The volatility of the council tax base and council tax yield in future years.

In order for me to include any initial views you have in the report to Full Council I would need them by 27 September 2022 if possible. If you feel a telephone conversation or a meeting would help, then I am happy to arrange this.

Yours sincerely



Mrs Wendy Perera
Chief Executive - Interim

Isle of Wight Council

Local council tax support scheme 2023/24

This consultation opens on 3 August, and closes on 28 September 2022

Please take time to read the background information provided here to help with your responses. We will consider what you tell us both carefully and fully.

The new scheme will start on 1 April 2023.

Please also note that the decisions arising out of this consultation may affect more than just the local council tax support scheme, any additional costs may need to be funded by reductions to council services. We will consider the impact of the scheme each year and may consult again if we think more changes need to be made.

Thank you for your assistance.

2023/2024 local council tax support scheme – background information to the consultation

What is this consultation about?

Each year the council must decide whether to change the local council tax support (LCTS) scheme for working age applicants in its area.

The changes will only affect working age claimants who currently receive LCTS or who may apply in the future.

The locally agreed changes we are consulting upon do not affect people of pension age. The LCTS rules for these claimants are set nationally by the government.

The LCTS Scheme replaced the old council tax benefit scheme in 2013.

Our current scheme

From April 2020, the LCTS scheme moved from a complex calculation to a simplified banded scheme. This was due to the impact of universal credit on claimants' council tax accounts and the number of bills they received in a year, as well as providing a more straight-forward scheme to understand.

The grid below shows the level of support applicable to a claimant, dependent on their household makeup and weekly income.

Band	Level of LCTS	Household				
		Couple with children	Couple with no children	Single parent with two or more children	Single parent with one child	Single person
1	65%	in receipt of a passported benefit				
2	65%	£0 - £265	£0 - £125	£0 - £220	£0 - £150	£0 - £80
3	55%	£265.01 - £315	£125.01 - £175	£220.01 - £270	£150.01 - £200	£80.01 - £130
4	35%	£315.01 - £365	£175.01 - £225	£270.01 - £320	£200.01 - £250	£130.01 - £180
5	15%	£365.01 - £415	£225.01 - £275	£320.01 - £370	£250.01 - £300	£180.01 - £230
6	0%	£415.01+	£275.01+	£370.01+	£300.01+	£230.01+

Claimants who have a total net weekly income less than that in band 2 will receive a discount of 65 per cent against their liability for council tax. This also applies to those applicants in receipt of the following benefits:

- Income support, employment support allowance (income related), job seekers allowance (income based) – **Band 1 'in receipt of a passported benefit'**

Other elements included in the scheme:

- Carers allowance – treated as disregarded income.
- If a claimant or their partner is in work, £25 per week is deducted from their net weekly income.
- If a claimant, partner or their dependant child is in receipt of a disability-related benefit, £50 per week is deducted from their net weekly income.
- A standard charge of £2 per week is deducted from a claimant's weekly entitlement if they have a non-dependant adult in their household.
- Claimants with capital or savings in excess of £6,000 will not be entitled to any support.
- LCTS is limited to a level that would be no more than a band C property.
- When calculating income for people that are self-employed, we would continue to apply a 'minimum income'.

How much does the current scheme cost?

There are currently 10,174 claimants in receipt of LCTS on the Island. This figure is currently fluctuating due to the current economic financial situation on residents, and the need for support to be provided to assist low-income families support in paying their council tax.

The gross cost of the scheme last year (2021/22) was £10.3 million.

For this year (2022/23) the cost is budgeted at £10.5 million, taking into account the increase in council tax from 1 April.

The assumed settlement funding assessment (SFA) towards the LCTS scheme during 2022/23 was £5.2 million. Based on the council's share of the 2022/23 cost of £8.5 million, there is currently an indicative funding gap of £3.3 million.

The current scheme requires all working age claimants to pay a minimum of 35 per cent of their council tax – which means a maximum of 65 per cent support may be provided.

Why is a change to the local council tax support scheme being considered?

Decisions about changes to the scheme need to be considered alongside the wider challenges being faced by local authorities. As government funding continues to decrease, we need to strike a balance between a revised scheme that is fair and affordable for those who receive support, and also for all our residents who receive council services. However, we remain committed to providing the maximum level of support for those with the lowest income.

The options for consideration

We are putting forward the following options for consultation:

Option 1 – Increase the maximum level of support from 65 per cent to 70 per cent.

Option 2 – Increase the earnings disregard to £30 from the current £25.

Option 3 – Decrease the Non-dependent deduction rate to £1 per week.

Option 4 – Adding a local welfare payment disregard to mirror housing benefit regulations. This will allow us to disregard all special payments made by the Local Authority, such as the ‘Homes for Ukraine – Thank you payments’.

Option 5 – Where central government increases the amount of any welfare benefit payments due to a crisis or as an emergency provision, the council reserves the right to disregard any increase as thought necessary to protect the entitlement of any council tax reduction.

In the council’s budget approved in February 2022, there is a forecast revenue budget gap of £6 million for the three-year period from 2023/24 to 2025/26. It is anticipated that the impact of the COVID-19 pandemic will continue to be felt in the medium term and it is anticipated that there will be ongoing impacts on care services, some sources of income and both council tax and business rates receipts, that alongside the highest inflation rates in a decade, will also present a significant challenge for seeking to balance the budget.

Based on estimates for the proposed options in conjunction with our current scheme, the costs and savings of each option are as follows.

There are currently 10,174 claimants in receipt of local council tax support, and 5,369 of these are of working age. The potential impact on the numbers of claimants from the options are summarised in the table below (please note that a combination of options doesn’t necessarily equal the saving figures suggested for each of the individual options if they were to be combined):

Options	Amount	Cost/Saving to the scheme	Number of claims with increased entitlement of over £2 per week
1 Increase the maximum level of support to 70 per cent	£359,821	Cost	0
2 Increase the earnings disregard to £30 from the current £25	£20,144	Cost	84
3 Decrease the non-dependent deduction rate to £1 per week	£17,912	Cost	56
4 Disregard of local welfare payments	Unknown as unable to model	Cost	unknown
5 Disregard of emergency increases to state benefits	Unknown as unable to model	cost	unknown

Please refer to the appendix of this document for case studies on how the proposed options might affect various households.

Exceptional hardship fund

All LCTS claimants continue to be able to apply for additional support on a case by case basis where they experience exceptional hardship via the ‘exceptional hardship fund’. This fund is made available to claimants each financial year regardless of any changes which are made to the LCTS scheme.

Are there any alternatives to changing the existing local council tax support scheme?

We have also looked at alternatives to the options under consideration. The potential benefits and drawbacks of these are detailed in the 'Alternatives' section of the questionnaire:

In summary, the alternatives are as below:

- Alternative 1 – Keeping the scheme the same.
- Alternative 2 – Reducing the level of LCTS to a maximum of 60 per cent.

Having your say

The questionnaire seeks your views and suggestions to help us design the scheme for 2023/24.

We would like the consultation to be as wide as possible and invite responses from all interested parties, including LCTS claimants and potential claimants, council taxpayers, other residents, businesses, town and parish councils, the voluntary sector and advocates and representative groups.

We will also be consulting with the police and crime commissioner who is a statutory consultee and with other support agencies about the proposed options.

There is an online questionnaire. To provide your response, please visit www.iow.gov.uk/lcts

PDF versions of the questionnaire are available on request, to be returned to Revenues and Benefits, PO Box 238, Newport, Isle of Wight PO30 9FP.

The case studies below show how the proposed options might affect various households (Please note that in these studies, the figures provided are applicable only to that specific option).

Option 1 – Increase the maximum level of support to 70 per cent

Mr. Blue lives alone in a band A property and gets job seekers allowance (income based) of £77 per week.

He currently gets an annual discount of £713.82 (65 per cent) through LCTS. This means he pays £384.37 per year for his council tax.

Under Option 1, if the maximum support level was increased to 70 per cent, he would pay £329.46 per year. This is £54.91 per year less than he currently pays.

Option 2 – Increase the earnings disregard to £30 per week

Miss Brown lives alone in a band B property. Miss Brown has earnings of £159.38 per week.

She currently gets an annual discount of £455.45 through LCTS. This means she pays £825.77 per year for her council tax.

Under Option 2, if the earnings disregard was increased to £30 per week, she would get an annual discount of £704.67, meaning she would have to pay £576.55 per year for her council tax. This is £249.22 less than she currently pays.

Option 3 – Decrease the non-dependent deduction to £1 per week

Ms. Green is a single person, living with one non-dependent in her band B property. She receives universal credit of £82.61 per week, and her housing costs are deducted from this under the scheme. She also receives carer's allowance of £69.70 per week, which is disregarded as income under the scheme. As she has a non-dependent, a weekly deduction of £2 is taken from her LCTS.

She currently gets an annual discount of £966.99 through LCTS. This means she pays £681.13 per year for her council tax.

Under this option, if the non-dependent deduction was decreased to £1 per week, she would get an annual discount of £1022.19 through LCTS, meaning that she would pay £625.93 per year for her council tax. This is £55.20 less than she currently pays.

Option 4 – Disregard local welfare payments

Mr Orange is a single person living in a band A property. He receives employment support allowance of £77 per week, and a personal independence payment of £61.85 per week. He also receives £500 per month Homes for Ukraine thank you payment for hosting a Ukrainian refugee in his home.

He currently gets an annual discount of £678.65 through LCTS. This means he pays £365.43 per year for her council tax.

Under this option, he would get the same annual discount through LCTS because his Homes for Ukraine thank you payment is disregarded as income.

Option 5 – Disregard any emergency increase in state welfare benefits

Mr Black lives in a band A property with four dependent children. He receives child benefit of £65.15 per week

which is fully disregarded, and universal credit of £207.18 per week, and his housing costs are disregarded from this under the scheme.

He currently gets an annual discount of £717.02 through LCTS. This means he pays £381.71 per year for his council tax.

If central government raised the standard rates of universal credit part way through 2023, this option would mean that he would have the same annual discount through LCTS as above.

Local council tax support (LCTS) consultation 2022/23

Introduction

We are very keen that you have all the information you need to provide informed answers and choices. The background information explains:

- the scheme itself;
- how the scheme is currently funded;
- what changes are proposed and why.

Please make sure to read the local council tax support scheme 2022/23 information before completing this survey.

1 I have read the background information about the local council tax support scheme?

Yes

No

Option 1 - increasing the maximum level of support from 65 per cent to 70 per cent

Information about the impact of changing the maximum level of LCTS support available to working age claimants from 65 per cent to 70 per cent.

As explained in the background information, we are consulting on five proposed options to change the existing LCTS Scheme from 1 April 2023 for working age claimants.

Set out below are the proposals being considered. This may alter the amount of support available for some people.

Please refer to Appendix 1 of the background information document for case studies on how the proposed options might affect various households.

We currently require all working age claimants to make a minimum payment of 35 per cent towards their council tax. This means that a person can claim a maximum of 65 per cent LCTS.

We are conscious that any minimum payment must be affordable given household circumstances, and given the current national financial picture, acknowledges that more support could be offered through the LCTS scheme.

Increasing the maximum level of support for all claimants to 70 per cent is a simple change to the scheme. This would reduce the amount of payment made by working age claimants to either 30 per cent or 25 per cent of their council tax.

Increasing the maximum level of support to 70 per cent

This option would see the maximum level of support be increased to 70 per cent for all working age applicants. The percentage of support provided to customers would then change depending on their household makeup and income. The table below gives examples of the type of household, by band, income received and percentage of LCTS support available to them at 70 per cent.

Band	Level of LCTS	Couple with children	Couple with no children	Single parent with two or more children	Single parent with one child	Single person
1	70%	In receipt of a passported benefit				
2	70%	£0 - £265	£0 - £125	£0 - £220	£0 - £150	£0 - 80
3	60%	£265.01 - £315	125.01 - £175	£220.01 - £270	£150.01 - £200	£80.01 - £130
4	40%	£315.01 - £365	175.01 - £225	£270.01 - £320	£200.01 - £250	£130.01 - £180
5	20%	£365.01 - £415	225.01 - £275	£320.01 - £370	£250.01 - £300	£180.01 - £230
6	0%	£415.01+	£275.01+	£370.01+	£300.01+	£230.01+

The benefits of doing this are:

- It could provide more support to all LCTS claimants and households on the lowest incomes, meaning they would pay less towards their council tax.
- It is a simple alteration to the scheme which everyone understands and simplifies administration.
- It is fair because everyone is required to pay the same minimum amount. The actual amount they are required to pay will be based on their income.

The drawbacks of doing this are:

- By offering more support, this is a cost to the scheme and the council's overall financial position. This means that other council services such as adult and children's social care may be impacted because of cost savings in their areas, which could affect the protection of the most vulnerable members of our community.
- Increasing the level of LCTS could cause an increase in council tax payable overall to fund the changes to the scheme.

2 Do you agree with increasing the maximum level of support?

- Strongly agree
 Agree
 Neither agree nor disagree
 Disagree
 Strongly disagree
 Don't know

3 If you agree with increasing the maximum level of support, should this be increased to 70 per cent?

- 70 per cent
 Not applicable

Option 2 – Increasing the current earnings disregard level to £30 per week

Currently where applicants (or their partner if they have one) have earnings, an earnings disregard of £25 per week is deducted from their total weekly income.

This proposed option would increase this disregard to £30 per week.

If they work additional hours, in some circumstances they may receive an additional £17.10 disregard per week.

Also, if childcare is paid for above the central government allowances, further disregards can be made against earnings for monies paid out.

The benefits of doing this are:

- The change is simple and administratively easy to incorporate within the scheme.
- The change would disregard a further £5 per week from working claimants' weekly income when calculating their entitlement

The drawbacks of doing this are:

- By offering more support, this is a cost to the scheme and the council's overall financial position. This means that other council services such as adult and children's social care may be impacted because of cost savings in their areas, which could affect the protection of the most vulnerable members of our community.
- Increasing the level of LCTS could cause an increase in council tax payable overall to fund the changes to the scheme.

4 Do you agree with increasing the current earning disregard level?

- | | | |
|---|--|---|
| <input type="checkbox"/> Strongly agree | <input type="checkbox"/> Agree | <input type="checkbox"/> Neither agree nor disagree |
| <input type="checkbox"/> Disagree | <input type="checkbox"/> Strongly disagree | <input type="checkbox"/> Don't know |

Option 3 – Decrease the non-dependant deduction rate to £1 per week

Currently where an applicant (and their partner if they have one) has other adults living with them such as adult sons, daughters, elderly relatives or another person over the age of 18, their LCTS may be reduced.

Any charge made is called a non-dependant deduction. In theory, the applicant should look to recoup this deduction from those adults.

The current charge for a non-dependant deduction is £2 per week. Any applicant (or their partner if they have one) receiving disability living allowance or personal independence payments will continue to be exempt from any non-dependant deductions being made from their support.

This change to the scheme would decrease the standard deduction to £1 per week for each non-dependant in the household, regardless of their income.

The benefits of doing this are:

- It could provide more support to LCTS claimants, meaning they would pay less towards their council tax.
- The change is simple and administratively easy to incorporate within the scheme.

The drawbacks of doing this are:

- All applicants, who do not receive a disability benefit, with one or more non-dependant in their household will have a deduction from their entitlement, however this will be reduced from previous years.
- By offering more support, this is a cost to the scheme and the council's overall financial position. This means that other council services such as adult and children's social care may be impacted because of cost savings in their areas, which could affect the protection of the most vulnerable members of our community.
- Increasing the level of LCTS could cause an increase in council tax payable overall to fund the changes to the scheme.

5 Do you agree with decreasing the level of non-dependant deduction?

- | | | |
|---|--|---|
| <input type="checkbox"/> Strongly agree | <input type="checkbox"/> Agree | <input type="checkbox"/> Neither agree nor disagree |
| <input type="checkbox"/> Disagree | <input type="checkbox"/> Strongly disagree | <input type="checkbox"/> Don't know |

Option 4 – Adding a local welfare payment disregard to mirror housing benefit regulations

In the current national financial position as a result of events such as the COVID-19 pandemic, the war in Ukraine and the rising cost of energy prices, central government has begun to implement targeted financial support to households through local welfare payments. Payments such as the 'Homes for Ukraine - thank you payments' have been disregarded as income from housing benefit calculations, meaning that if a claimant receives this, it is not counted in the calculation of their entitlement. There is currently no such provision within the LCTS scheme, and so if this proposed option was adopted, it would enable the council to disregard these payments as income in the LCTS calculation.

The benefits of doing this are:

- The change will replicate the Housing Benefit rules in its treatment of local welfare payments, making it fairer for all customers.
- This is a simple change to administer.

The drawbacks of doing this are:

- If these payments were to be included as income, claimants may receive less LCTS, meaning the council would achieve a saving from the scheme.

6 Do you agree with disregarding local welfare payments as income?

- | | | |
|---|--|---|
| <input type="checkbox"/> Strongly agree | <input type="checkbox"/> Agree | <input type="checkbox"/> Neither agree nor disagree |
| <input type="checkbox"/> Disagree | <input type="checkbox"/> Strongly disagree | <input type="checkbox"/> Don't know |

Option 5 - Reserve the right to disregard any increase as thought necessary to protect entitlement

Normally, any increases in state welfare benefit amounts are implemented by central government at the start of the financial year and take into account factors such as inflation. However, in the current national financial position as a result of events such as the COVID-19 pandemic, the war in Ukraine and the rising cost of energy prices, central government may look to increase the basic amount of welfare benefit payments issued to claimants part-way through a financial year. If this happened, it would mean that LCTS entitlement could decrease because a higher income was being taken into account. This proposed option would mean that claimants' LCTS entitlement would not be affected as the increase in welfare benefits would be disregarded.

The benefits of doing this are:

- Claimants' LCTS entitlement is protected, meaning they would not have to pay more council tax if their state benefits increased.

The drawbacks of doing this are:

- The administration of this option could be difficult to implement as it is currently unknown what the changes could be.

7 Do you agree with disregarding an emergency increase in welfare benefit payments?

- | | | |
|---|--|---|
| <input type="checkbox"/> Strongly agree | <input type="checkbox"/> Agree | <input type="checkbox"/> Neither agree nor disagree |
| <input type="checkbox"/> Disagree | <input type="checkbox"/> Strongly disagree | <input type="checkbox"/> Don't know |

Alternative options

Alternative 1 – Keeping the scheme the same as it is currently

We currently assess an applicant's entitlement to LCTS using an income banded scheme which is based on who lives in the household, the money coming in, and the council tax charge for the property the person lives in.

The current maximum support which can be given to an applicant is 65 per cent of their council tax liability, meaning they have a minimum of 35 per cent to pay. Further details can be found in the guidance document in the 'Our current scheme' section.

The benefits of this are:

- Recipients of LCTS will receive the same level of support as they receive currently.
- The scheme is simple and easy to understand.
- All applicants still in receipt of LCTS would be able to apply for additional support on a case-by-case basis where they experience exceptional hardship to the 'exceptional hardship fund'.

The drawbacks of this are:

- It does not support claimants, considering other financial pressures such as the cost of living crisis and rising energy costs.
- If claimants experience difficulty in making high council tax payments, the administration of council tax recovery could increase and affect recovery rates.

8 Do you agree with alternative 1?

Yes

No

Don't know

Alternative 2 – Reducing the maximum level of LCTS to 60 per cent

As government funding continues to decrease, we requires future savings to be found to assist with the projected revenue budget gap.

Reducing the maximum level of LCTS could provide the council with a saving. Any money saved by making this reduction could be used to fund other council services.

The benefits of this are:

- It is fair because everyone is required to pay the same minimum amount. The actual amount they are required to pay will be based on their income.
- It is a simple alteration to the scheme.
- It potentially could provide significant savings.

The drawbacks of this are:

- It does not support claimants, considering other financial pressures such as the cost of living crisis and rising energy costs.
- If claimants experience difficulty in making high council tax payments, the administration of council tax recovery could increase and affect recovery rates.

9 Do you agree with alternative 2?

Yes

No

Don't know

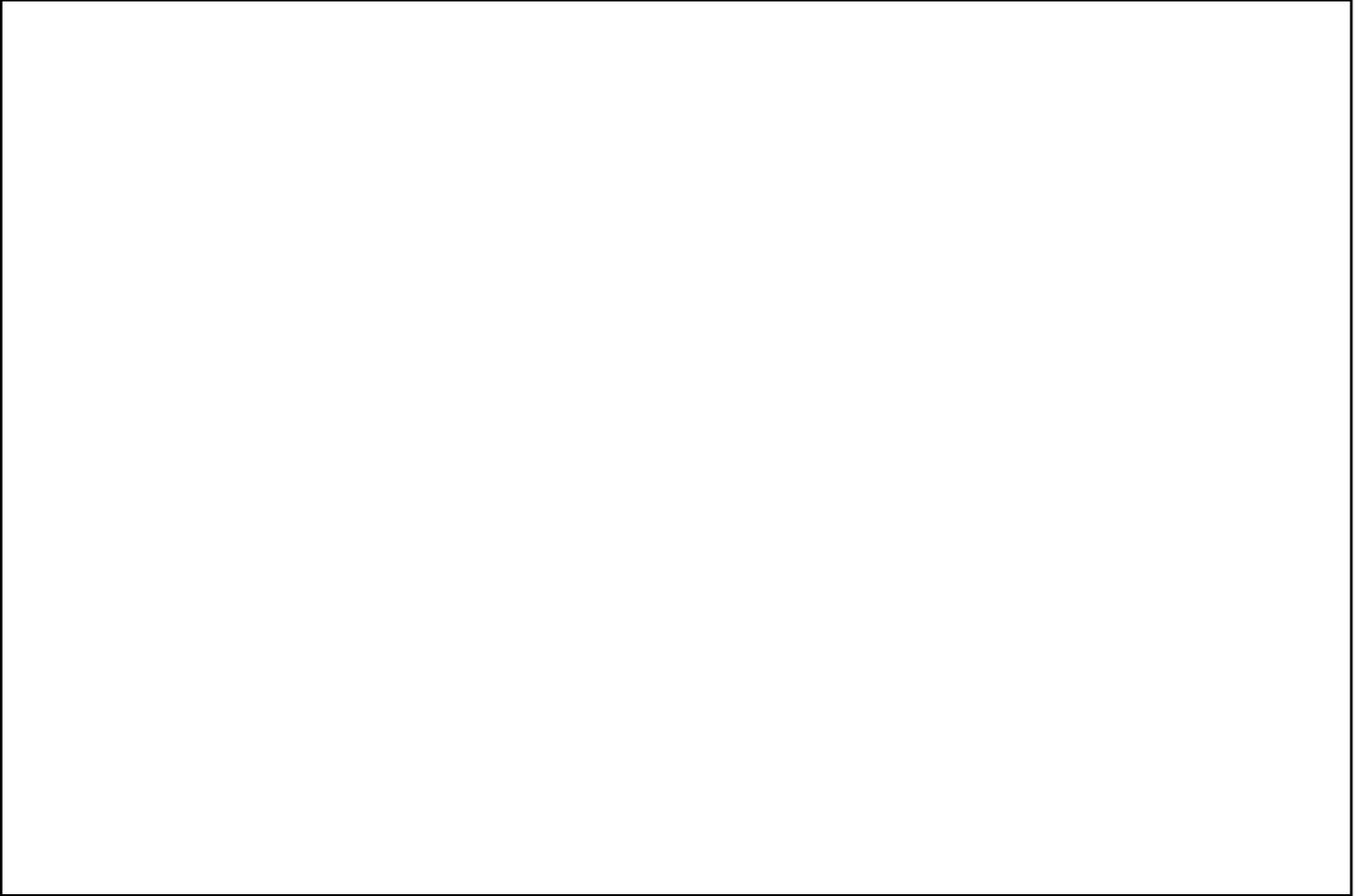
10 If we were to choose these alternative options to make savings, what would be your order of preference?

Please rank in order of preference where 1 is the option that you would most prefer and 2 is the least.

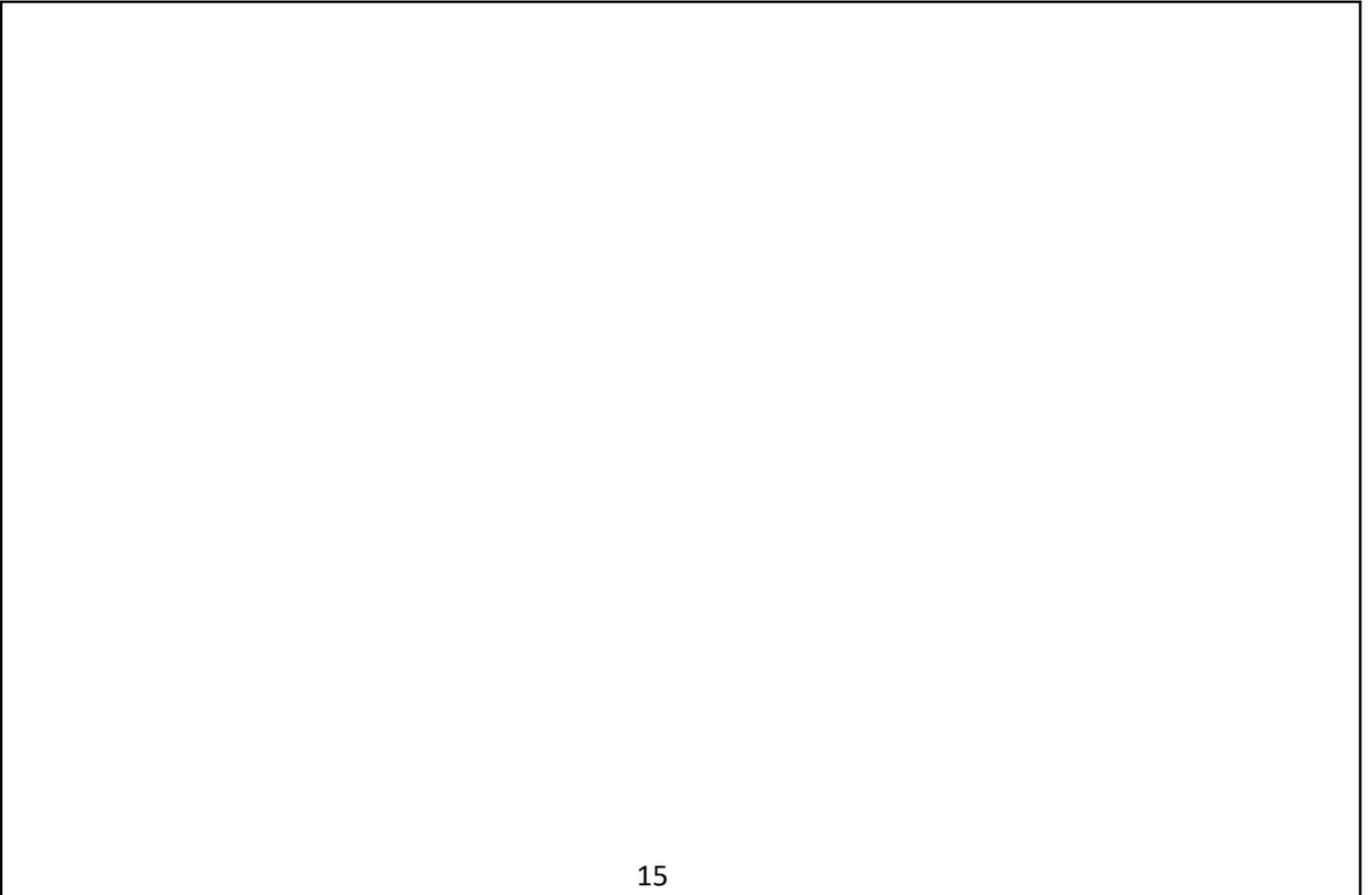
Keep the scheme the same as it is currently.

Reduce the maximum level of LCTS to 60 per cent.

11 If you disagree with the options detailed above, please use the space below if you would like us to consider any other options.



12 If you have any further comments to make regarding the LCTS scheme that you haven't had opportunity to raise elsewhere, please use the space below.



Thank you

Thank you for completing this survey, your feedback is important to us.

Please return this survey by **28 September 2022** to:

Local Council Tax Support
PO Box 238
Newport
Isle of Wight
PO30 9FP

Subject: FW: 2023 Isle of Wight Sprint
Attachments: image001.png; Untitled attachment 00090.html; image002.png; Untitled attachment 00093.html; ~WRD0001.jpg; Untitled attachment 00096.html; image003.png; Untitled attachment 00099.html; image004.png; Untitled attachment 00102.html; ~WRD0001.jpg; Untitled attachment 00105.html; ~WRD0001.jpg; Untitled attachment 00108.html; ~WRD0001.jpg; Untitled attachment 00111.html; ~WRD0001.jpg; Untitled attachment 00114.html; ~WRD0001.jpg; Untitled attachment 00117.html; ~WRD0001.jpg; Untitled attachment 00120.html; image005.png; Untitled attachment 00123.html; ~WRD0001.jpg; Untitled attachment 00126.html; image006.png; Untitled attachment 00129.html; ~WRD0001.jpg; Untitled attachment 00132.html; ~WRD0001.jpg; Untitled attachment 00135.html; 2023 IOW Sprint Site and Track General Layout Plan V1 .pdf; Untitled attachment 00138.html

Cc: Closed Roads

Subject: 2023 Isle of Wight Sprint

Dear Mr Priest,

Road Traffic Act 1988

Section 12(1A)

Isle of Wight Car Club Ltd
2023 Isle of Wight Sprint
25 & 26 March 2022

Isle of Wight Car Club Ltd has applied to Motorsport UK for an Event Organising Permit to organise and promote a Sprint on roads closed for the purpose under the powers provided for in the Road Traffic Act 1988 Section 12(1A) as amended by Section 73 of the Deregulation Act 2015.

Motorsport UK is one of the two motor sport governing bodies appointed in SI 2017 No:390, The Road Traffic Act 1988 (Motor Racing)(England) Regulations 2017, for this purpose, the other being the Auto Cycle Union. Motorsport UK is the UK Governing Body for 4 wheeled motorsport, recognised by the FIA (Federation International de l' Automobile) the world governing body.

In accordance with Section 12B(2)(b) Motorsport UK writes to consult with Sandown Town Council as the Local Authority.

Mindful of the organisers deadline of 25th September 2022 to make application to Isle of Wight Council in accordance with Section 12C we ask that your response to this consultation is received by Monday 19th September 2022.

For your information Motorsport UK has checked its records of complaints maintained in connection with our role as authorising body for motor sport events held on open highways, The Motor Vehicles (Competition and Trials) Regulations 1969 and I can confirm that we have 0 individuals who have individually sought consultation pursuant to Section 12B(2)(e).

I attach a copy of the proposed route. Below are links to Motorsport UK's Guidance to the process which whilst written for those seeking to make an application to run an event on a closed public road may be of interest and assistance to you.

<https://www.motorsportuk.org/wp-content/uploads/2019/08/2019-07-24-guideline-document-outlining-the-application-process.pdf> & <https://www.motorsportuk.org/wp-content/uploads/2019/08/2018-11-08-flow-diagram-summarising-the-application-process.pdf>

We look forward to hearing from you and if I or any of my colleagues can assist please don't hesitate to contact us.

Yours sincerely