



SANDOWN TOWN COUNCIL – MEETING MINUTES – 20 NOVEMBER 2023

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 20 NOVEMBER 2023** at 7:00 pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

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

Also Present: Richard Priest (Clerk), Jennifer Armstrong (RFO), and 4 members of the public.

PUBLIC QUESTIONS:

The Mayor congratulated and thanked Coxswain Mark Birch who was representing Sandown and Shanklin Inshore Lifeboat, on receiving the Kings Award for Voluntary Services, presenting him with a framed letter from the town council acknowledging the work of the service and the award.

Mr Paul Coueslant, was invited to make a representation to the council on behalf of the Sandown Carnival Association to inform budget discussions and talked to a written statement (attached to and forming part of these minutes) circulated to all members prior to the meeting. He highlighted the financial pressures the Association was facing and asked Council to consider funding for the organisation from the Town Council be returned to previous levels of £5,000 while acknowledging the competing priorities in the budget.

No questions were asked.

58-2023/2024 APOLOGIES

Apologies were accepted from Cllrs Robert May, Ian Ward and Toby Wilcock.

59-2023/2024 DECLARATIONS OF INTERESTS

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

Cllr Debbie Andre declared an interest in any matters pertaining to the Isle of Wight Council as a ward member and pecuniary interest in discussions relating to the Carnival Association as their landlord.

Cllr Heather Humby declared a personal interest in matters relating to the Carnival Association as their president.

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

No requests for written dispensations had been received.

60-2023/2024 MINUTES OF THE LAST MEETING

A proposal to approve the minutes of the meeting held on 18 September 2023 was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8), Against (0), Abstentions (1).

RESOLVED:

THAT the minutes of the meeting held on 18 September 2023 be approved as a true record.

61-2023/2024 FINANCES

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

Clarification was provided that the replacement of the flag poles at the war memorial had been via an insurance claim less the excess. A motion, that the Payments and Receipts for September 2023 be approved, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED

THAT the Payments and Receipts for September 2023 be approved.

2. To approve the Payments and Receipts lists as presented for October 2023

A motion, that the Payments and Receipts for October 2023 be approved, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED

THAT the Payments and Receipts for October 2023 be approved.

3. To receive and note the verified bank reconciliations for September and October 2023

The verified banking reconciliations for September and October 2023 were noted.

4. To receive and note the expenditure against budget through October 2023

Members considered and noted the expenditure against budget through October 2023.

5. To receive an update on the external audit and public rights process.

Members noted that the auditors had been contacted by the RFO regularly but no progress had been made. The timeline to date was:

- Emails sent to council.audits@bdo.co.uk on 9th, 16th and 23rd with no response.
- Escalated to Business Assurance Resource Manager on 2 November 2023. A response was received advising relevant team would be asked to follow-up.

- Advised which auditor would be in touch on 3 November 2023. RFO followed up again on 10 November 2023.
- Advised answers to queries can be used to resolve challenge issues and would be submitted.

6. To receive the results of the budget consultation and options for the draft budget.

A report which provided background to the budget progress was presented. Members considered the basis on which the 2024/2025 budget would be drafted. Members noted that despite extensive advertising, only 104 people had responded to the budget consultation. A number of indicative proposals were debated and indicative votes taken, with councillors' votes being confirmed verbally to meet accessibility requirements.

Inflation

Members discussed forecasted inflation figures and noted that while inflation was predicted to return to two percent by the end of quarter four 2024, Consumer Price Inflation (CPI) would remain at 5 percent. The indicative vote (7 For, 2 Against with no abstentions) supported drafting the 2024/2025 budget on the basis of five percent inflation

General Reserves

Members considered the recommendation to increase the general reserves from three months to six months over a period of 3 years. It was noted that the Practitioners' Guide indicated an authority with income and expenditure in excess of £200,000 should plan towards three to 12 months equivalent general reserve, that Sandown Town Councils income and expenditure have been in excess of £200,000 for a number of years and that the council had significant borrowing liability (£496,630).

The impact of the increase on the precept was debated with members recognising that since the general reserves was driven by revenue expenditure it would be impacted by any changes and noting that £10,000 in the budget represented £4.11 annually for an equivalent band D property.

The indicative vote (Unanimous) supported drafting the 2024/2025 budget with provision for four months general reserves.

Provision for Public Works Loan for Pier Street Toilets

The RFO sought confirmation from Council regarding providing for a Public Works Loan to provide toilets at Pier Street should the site become available.

Members discussed the likelihood of such a project being taken forward in the 2024/2025 budget year as it was unclear what the Isle of Wight Council planned to do with the site. A suggestion was put forward that it would be better to work with local businesses such as the Pier regarding public access to their facilities, though members did not that the Pier toilets were not accessible.

The indicative vote (8 For, 1 Against with no abstentions) supported removing the provision for a Public Works Loan to provide toilets on Pier Street from the draft 2024/2025 budget.

Place and Town Improvements

Council was asked to indicate what level of provision was made in the budget for town and place improvements. Clarification was sought regarding what the budget line was for with agreement that the terminology should be updated to "Place Plan an Town Improvements" for clarity. The funding need to help deliver projects relating to the Bay Place was debated.

The indicative vote (8 For, 1 Against with no abstentions) supported provision for £35,000 to deliver the place plan and town improvements be included in the draft 2024/2025.

Youth Offer

Members noted the success of the Youth Offer including match funding for further grants. The appropriate level of funding to be allocated in the draft 2024/2025 budget was debated with suggestions of £30,000 with a revenue/capital split to provide for an outreach base and £25,000 being considered.

There was no support for maintaining £15,000 funding in 2024/2025 and the indicative vote (8 For, 1 Against with no abstentions) supported provision for £25,000 to deliver the Youth Offer be included in the draft 2024/2025 budget.

Planning Enforcement

The Isle of Wight Council had provided costings for the Town Council to contribute towards a Planning Officer to take forward enforcement in Sandown. Concerns were raised regarding continuous requests from the Isle of Wight Council to fund services. Members also discussed the need for a robust planning framework for monitoring impact and suggested it would be helpful to understand the results of similar funding contributions in other areas before a final decision was made. Arguments in support of the provision included planning enforcement not being a statutory function and residents wanting to see action in relation to rundown and derelict buildings in Sandown.

The indicative vote (6 For, 3 Against with no abstentions) supported removing the provision for planning enforcement from the draft 2024/2025 budget.

Mechanical Raking

Members considered obtaining costs for mechanical raking on the beach to the South of the Pier to include it in the budget. The points highlighted during the debate included the lack of investment on the beach to the south of the Pier; the North had the Blue Flag, Lifeguards, new toilets at Eastern Gardens and accessibility projects, and that the beach was managed by the Isle of Wight Council who also collected the income from the concessionaires.

The indicative vote (5 For, 4 Against with no abstentions) supported obtaining inductive costings for the raking of the beach.

Solar Panels

Council considered including provision in the budget to install solar panels at the Broadway Centre. The need to assess the viability of panels at the location and the potential requirement for a structural survey were raised. It was also noted that the proposal had not been brought forward to be included in the consultation.

The indicative vote (6 For, 3 Against with no abstentions) supported exploring costings the installation of solar panels at the Broadway Centre.

Streaming Equipment

Members discussed including funding in the draft budget to purchase equipment to stream the meetings, noting that the council had previously decided against streaming the meetings though not within the last six months. A suggestion was made that money would be better spent providing more bins on the esplanade. Members noted that proposals to address this were being discussed.

The indicative vote (3 For, 5 Against with 1 abstentions) did not support obtaining costs and including provision in the draft budget.

62-2023/2024 MOTION WITHOUT NOTICE

A motion was moved without notice under Standing Order 9.13(i), and duly seconded, that the meeting be extended by 30 minutes. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED

THAT the meeting be extended by 30 minutes.

63-2023/2024 FINANCES

7. To receive the results of the budget consultation and options for the draft continued.

Income

The Council's income was discussed. The factors which could impact on income generation such as the closure of toilets due to vandalism and cancellation of hall bookings. The budget had been drafted to include 50% of the income.

A motion was proposed and duly seconded to increase the budgeted income from the toilets and room hire to 75%. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and the motion fell:

The indicative vote (3 For, 6 Against with no abstentions) did not supporting increasing the budgeted income from the toilets and room hire to 75%.

Sandown Carnival Association Monies

Cllr Debbie Andre declared a pecuniary interest and left the room. Cllr Heather Humby declared a personal interest as president of the association. Members considered the Carnival Associations Request that a £5,000 contribution be The Council's income was discussed. The indicative vote (7 For, 0 Against with 1 abstention) supported allocating the requested contribution in the draft budget.

8. To consider providing £1,000 to support the Sandown and Shanklin Independent Lifeboat with repairs following Storm Ciaran.

Members considered the request from officers to award £1,000 to the lifeboat to help fund repairs to damage from Storm Ciaran. However, it was suggested that the damage was covered by insurance and the funding was no longer required.

A proposal was made and duly seconded that the draft budget, a previous agenda item, include an increased amount of £3,000 funding for the lifeboat. 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 draft 2024/2025 budget include £3,000 funding for the Sandown and Shanklin Independent Lifeboat.

64-2023/2024 TOWN CLERK REPORT

Council noted the report from the Clerk. The time spent addressing the impact of antisocial behaviour (broken glass at Sandham Grounds, the fire at Easter Gardens toilets etc) was highlighted with the cost of repairing the damaged electric's at the toilet expected to exceed £1000 with the toilets remaining closed. The issue with the viewing platform at Eastern Gardens was also ongoing.

65-2023/2024 WORKING PARTIES

A report had been published and circulated prior to the meeting, and the notes from the meetings circulated afterwards. Council noted the report.

66-2023/2024 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

No environmental issues had been raised by the Isle of Wight Council, Environment Agency or other statutory body.

67-2023/2024 TO RECEIVE ANY PLANNING MATTERS

The following planning applications were considered.

- [23/01961/DIS](#): J A Dempsey, College Close, PO36 8ED

Condition compliance application on 21/01011/FUL relating to conditions 3 (Materials), 4 (Drainage), 5 (FWEP) and 6 (Flood proofing measures) to be discharged

No comments.

- [23/01853/HOU](#): 29 Victoria Road, PO36 8AL

Demolition of garage; Proposed replacement side extension, New front porch, increase height of existing front dormer, Increase width to rear dormer and insert french doors and inset rear balcony, doors and additional vehicular access and driveway

No comments.

- [23/01625/HOU](#): 10 Meadow Way, PO36 8QEJ

Proposed single storey rear extension; alterations to vehicular access and parking area/driveway

No comments.

- [23/01989/FUL](#): - Melville Hall Hotel, Melville Street, PO36 9DH

Change of use from hotel to single residential unit (C3); porch (revised scheme)

Members discussed the application noting the application had previously been turned down and there seemed to be little change other than the design of the porch. The application had previously been refused due to a lack of evidence to support the change of use and due to the design of the proposed porch, which was not in keeping with the Victorian building.

A proposal was made and duly seconded that council object to the application, 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 council object to the application, due to the lack of evidence for change of use, and any other material considerations.

68-2023/2024 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

CLlr Andre provided an update on the Ocean Hotel advising members that the Isle of Wight Council had been awarded costs though not quite the full amount and that the owners had 100 days to respond to the Section 215. She also thanked those that helped during the recent flooding.

CLlr Humby informed members she continued to hold Thursday Surgeries in the Library. Flooding at Morton Common and the closure of the road had been a frequent complaint. She had also attended the Warm Space at Christ Church and encouraged other members to do so.

CLlr Hicks reported she had not managed to attend the Sustainability forum but had attended a recent traffic regulation briefing.

CLlr Alex Lightfoot updated members on the progress of the Bay Place Plan. He also thanked the Towns Women's Guild for decorating the centre, including crafting some of the decorations.

PUBLIC QUESTION TIME

A resident asked questions relating to the flooding at Morton Common, the road closures and the issues with the signage for the diversions which was unclear. He suggested given the frequency of the flooding and road closures that signage which stated which road was closed be used and that it was important to have signage in place when the road flooded before motorist got stranded. The Mayor responded officers would feed comments back to Island Roads.

Another member of the public suggested a survey had been done on the Pier Street toilets which indicated there were some issues with the site.

Mr Coueslant, of the Carnival Association thanked the Council for considering his request.

Closed 21:30

Item 4(1) - Paper B

Cashed as of 30 November 2023				Balance Carried Forward	279,427.99
Voucher	Date	Cheque No	Supplier	Description	Total
385	07/11/2023		Focus Plumbing and Heating	Eastern Gardens - Fencing/Investigations	102.00
386	07/11/2023		Ricoh	Photocopier	119.94
387	07/11/2023		Wightfibre	Fire Extinguisher Service	307.18
388	07/11/2023		Lake Cleaning and Catering Supplies	Cleaning Materials	20.88
389	07/11/2023		Lifeline Alarms	Replacement alarm Fob keys	127.20
390	07/11/2023		Danfo (UK) Ltd	Cleaning	4060.10
391	07/11/2023		Garden Tidy	Grass Cutting (SJP)	80.00
392	07/11/2023		Garden Tidy	Litter Picking and Bin Emptying	175.00
393	07/11/2023		Garden Tidy	Litter Picking and Bin Emptying	175.00
394	07/11/2023		Garden Tidy	Grass Cutting (SJP)	30.00
395	07/11/2023		Rod Father	Drain Clearance	100.00
396	07/11/2023		Rod Father	Drain Clearance	240.00
397	01/11/2023		Isle of Wight Council	Business Rates	444.00
398	01/11/2023		Business Stream	Water	130.70
399	01/11/2023		Gallagher (Hiscock Insurance Company Ltd)	Insurance (All)	663.74
400	13/11/2023		Chant Lock	Padlock/Key Cutting	19.20
401	13/11/2023		John O'Conner	Grass Cutting (Los Altos)	504.53
402	13/11/2023		Wicksteed	Slew Ring	3164.71
403	13/11/2023		Focus Plumbing and Heating	Eastern Gardens - Fencing/Investigations	122.02
404	13/11/2023		Ben Holbrook (Green Towns)	Compost for Memorial Planters	28.00
405	13/11/2023		SLCC Enterprises	Training	450.00
406	13/11/2023		Crystal Clear Windows	Window Cleaning	20.00
407	13/11/2023		Community Action Isle of Wight	Salaries	15672.24
408	09/11/2023		Amazon	Signage - Car Park Assembly Point	15.90
409	16/11/2023		Morrisons	Supplies for groups	20.00
410	16/11/2023		Morrisons	Expenses - Kids Choclates	24.50

Received as of 30 November 2023							
2023-2024 Receipts							621,533.85
Voucher	Date	Description				Total	
233	01/11/2023	Room Hire				75.00	
246	01/11/2023	Room Hire				40.00	
249	01/11/2023	Eastern Gardens Toilet Income (cash)				35.40	
250	01/11/2023	St John's Toilet Income (cash)				26.50	
252	01/11/2023	Room Hire				60.00	
253	01/11/2023	Eastern Gardens Toilet Income (cash)				29.00	
254	01/11/2023	St John's Toilet Income (cash)				20.95	
257	06/11/2023	Room Hire				80.00	
258	06/11/2023	Room Hire				60.00	
259	06/11/2023	Room Hire				40.00	
260	06/11/2023	Room Hire				100.00	
261	06/11/2023	St John's Toilet Income (cash)				14.60	
262	01/11/2023	Room Hire				22.50	
263	06/11/2023	Room Hire				45.00	
264	06/11/2023	Room Hire				45.00	
265	07/11/2023	Room Hire				328.00	
266	09/11/2023	Room Hire				75.00	
267	09/11/2023	Room Hire				165.00	
268	13/11/2023	Eastern Gardens Toilet Income (cash)				27.40	
269	13/11/2023	St John's Toilet Income (cash)				16.10	
270	09/11/2023	SLA - Back Office Support				2500.00	
271	09/11/2023	Bank Interest				80.94	
272	10/11/2023	Room Hire				400.00	
273	13/11/2023	Room Hire				192.00	
274	13/11/2023	Room Hire				78.00	
275	13/11/2023	Room Hire				254.50	

Voucher	Date	Description	Total
276	13/11/2023	Room Hire	192.00
277	14/11/2023	Room Hire	120.00
278	14/11/2023	Room Hire	25.00
279	14/11/2023	Room Hire	25.00
280	20/11/2023	Eastern Gardens Toilet Income (cash)	1.20
281	20/11/2023	St John's Toilet Income (cash)	18.60
282	15/11/2023	Wc Income (Contactless)	101.80
283	16/11/2023	Room Hire	280.00
284	27/11/2023	Eastern Gardens Toilet Income (cash)	3.70
285	27/11/2023	St John's Toilet Income (cash)	15.90
286	28/11/2023	Grant - Connect for Communities	6000.00
287	30/11/2023	Room Hire	22.50
288	20/11/2023	Bank Interest	141.86
289	30/11/2023	Bank Interest	1171.12
			12,929.57
			634,463.42

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Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
411	16/11/2023		Morrisons	Supplies for groups			64.00
412	15/11/2023		Nayax	Contactless Charges			75.00
413	16/11/2023		Biscoes Solicitors	Legal Advise - Beach Base Lease			850.00
414	17/11/2023		Corona Energy Retail 4 Ltd	Electricity St. Johns			81.79
415	17/11/2023		Corona Energy Retail 4 Ltd	Electricity			178.64
416	17/11/2023		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens			82.43
417	17/11/2023		Corona Energy Retail 4 Ltd	Electricity - Yaverland			65.44
418	21/11/2023		Stage Gear Ltd	PA system for Remembrance Service			627.00
419	21/11/2023		Lake Cleaning & Catering Supplies	Cleaning Materials			129.45
420	21/11/2023		AsterBannerman	Changing Places			43356.60
421	21/11/2023		AsterBannerman	Exterior Works			6789.60
422	21/11/2023		AsterBannerman	Decommissioning Works			4017.60
423	21/11/2023		AsterBannerman	Eastern Garden View Platform Works			2919.60
424	27/11/2023		Isle of Wight Council	Legal Advise - Beach Base Lease			450.00
425	27/11/2023		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)			155.18
426	27/11/2023		Isle of Wight Observer	EOI advert			55.20
427	27/11/2023		NDLE	Christmas Tree Lights/Set-up and Takedown			720.00
428	27/11/2023		Thompson's Plants	Christmas Tree			290.00
429	24/11/2023		Total Gas and Power Ltd	Gas			333.38
430	29/11/2023		Richard Priest	Expenses			91.84
431	23/11/2023		Screwfix	Shelving for Store			39.99
432	30/11/2023		Wightfibre	Broadband and Telephone			58.80
433	06/11/2023		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)			155.18
					End Balance		88,403.56
							367,831.55

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Item 4(2) - Paper C

Cashed as of 31 December 2023							Balance Carried Forward	367,831.55
Voucher	Date	Cheque No	Supplier	Description		Total		
434	04/12/2023		Garden Tidy	Litter Picking and Bin Emptying		100.00		
435	04/12/2023		Garden Tidy	Grass Cutting (SJP)		80.00		
436	04/12/2023		Garden Tidy	Weed Treatment (Sandham)		445.00		
437	04/12/2023		Focus Plumbing and Heating	Yaverland - Toilet Repairs		805.02		
438	04/12/2023		Focus Plumbing and Heating	Maintenance of Heating System		90.00		
439	04/12/2023		WBS Wight Business Services	Office Equipment/Stationary		393.84		
440	04/12/2023		Danfo (UK) Ltd	Eastern gardens		4060.10		
441	04/12/2023		Isle of Wight Observer	EOI advert		55.20		
442	04/12/2023		Island Environmental Hygiene	Sanitary Services		60.84		
443	04/12/2023		Island Environmental Hygiene	Sanitary Services		0.00		
444	01/12/2023		Isle of Wight Council	Business Rates		444.00		
445	01/12/2023		Gallagher (Hiscock Insurance Company Ltd	Insurance (All)		663.74		
446	06/12/2023		PCC Christ Church	Grant - Warm Spaces		2000.00		
447	06/12/2023		Lake Methodist Church	Grant - Warm Spaces		2000.00		
448	06/12/2023		Age Concern	Grant - Warm Spaces		2000.00		
449	04/12/2023		London Design Centre Ltd	Structural Report		930.00		
450	11/12/2023		John O'Conner	Grass Cutting (Los Altos)		504.53		
451	05/12/2023		PWLB	Loan Repayment		4963.24		
452	07/12/2023		Amazon	ICT - Monitor		98.89		
453	07/12/2023		Amazon	ICT - Keyboard		12.74		
454	14/12/2023		Rod Father	Drain Clearance		100.00		
455	14/12/2023		Vision ICT	Creation of Email Safe Listings		36.00		
456	14/12/2023		WBS Wight Business Services	Office Equipment/Stationary		31.18		
457	14/12/2023		WBS Wight Business Services	Office Equipment/Stationary		16.79		
458	14/12/2023		WBS Wight Business Services	Office Equipment/Stationary		25.66		
459	14/12/2023		Focus Plumbing and Heating	Yaverland - Toilet Repairs		78.00		

Received as of 31 December 2023					
2023-2024 Receipts					634,463.42
Voucher	Date	Description		Total	
290	04/12/2023	STC WC	500856	6.90	
291	04/12/2023	STC WC	500856	9.80	
292	04/12/2023	TWG - Monday AM	500856	60.00	
293	04/12/2023	TWG Federation - Monday Afternoon		20.00	
294	04/12/2023	Alzheimer Cafe		50.00	
295	04/12/2023	Keep Active		400.00	
296	04/12/2023	TWG - Tuesday Evening		25.00	
443	04/12/2023	Island Environmental Hygiene		0.00	
297	05/12/2023	Pilates		328.00	
298	05/12/2023	PCC Christ Church		20.00	
299	07/12/2023	AA (Thursday AM)	500857	75.00	
310	07/12/2023	NHS (Strength and Balance)		280.00	
305	08/12/2023	In Health Intelligence		512.00	
306	08/12/2023	In Health Intelligence		512.00	
307	08/12/2023	In Health Intelligence		512.00	
308	08/12/2023	Youth Provisional Group		30.00	
300	11/12/2023	STC WC	500857	8.20	
301	11/12/2023	STC WC	500857	9.40	
309	11/12/2023	Lloyds Bank		56.47	
303	12/12/2023	Sandown & Shanklin Military Band	500857	165.00	
304	14/12/2023	NHS (Strength and Balance)		280.00	
311	14/12/2023	AA (Monday)	500857	60.00	
318	14/12/2023	TWG Federation - Monday Afternoon		60.00	
319	14/12/2023	Aspire Ryde (Wednesday Afternoon Cafe)		150.00	
312	18/12/2023	TWG - Wednesday Afternoon	500858	40.00	

Voucher	Date	Description		Total
313	18/12/2023	STC WC	500858	17.70
314	18/12/2023	STC WC	500858	19.00
315	18/12/2023	AA (Thursday)	500858	75.00
316	19/12/2023	Dance Club (Weds pm)	500859	100.00
317	19/12/2023	Dance Club (Weds pm)	500859	50.00
320	19/12/2023	Line Dancing		148.00
321	19/12/2023	Line Dancing		254.50
322	19/12/2023	Line Dancing		122.00
323	19/12/2023	Line Dancing		132.00
324	19/12/2023	Line Dancing		192.00
329	20/12/2023	Havenstreet and Ashey Council		276.68
330	20/12/2023	Havenstreet and Ashey Council		276.68
331	22/12/2023	Heritage Attractions Ltd		2500.00
332	28/12/2023	Isle of Wight Council	1000636	17000.00
333	31/12/2023	Bank Interest		899.21
				25,732.54
				660,195.96

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Item 4(3) - Paper D

Cashed as of 31 January 2024					Balance Carried Forward	398,293.54
Voucher	Date	Cheque No	Supplier	Description		Total
475	02/01/2024		Danfo (UK) Ltd	Cleaning		4060.10
476	02/01/2024		Garden Tidy	Litter Picking and Bin Emptying		100.00
477	02/01/2024		Garden Tidy	Litter Picking and Bin Emptying		100.00
478	02/01/2024		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)		14.33
479	02/01/2024		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)		187.38
480	02/01/2024		Island Environmental Hygiene	Sanitary Services		60.84
481	02/01/2024		Isle of Wight Council	Business Rates		444.00
482	02/01/2024		Gallagher (Hiscock Insurance Company Ltd	Insurance (All)		663.74
483	02/01/2024		Isle of Wight Sports Foundation	Membership		5.00
484	02/01/2024		Isle of Wight Sports Foundation	Membership		-5.00
485	05/01/2024		Isle of Wight Sports Foundation	Membership		10.00
486	02/01/2024		Wightfibre	Broadband and Telephone		58.80
487	09/01/2024		Focus Plumbing and Heating	Heating Repair		78.00
488	08/01/2024		John O'Conner	Grass Cutting (Los Altos)		504.53
489	08/01/2024		Lake Cleaning & Catering Supplies	Cleaning Materials		22.36
490	08/01/2024		Lake Cleaning & Catering Supplies	Cleaning Materials		11.40
491	08/01/2024		Top Mops	Cleaning and Cover		162.00
492	08/01/2024		Garden Tidy	Litter Picking and Bin Emptying		100.00
493	08/01/2024		Business Stream	Water - Eastern Gardens		50.99
494	02/01/2024		Corona Energy Retail 4 Ltd	Electricity St Johns		-81.79
495	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-80.69
496	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-76.41
497	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-74.91
498	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-71.72
499	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-72.65
500	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-74.53

Voucher	Date	Cheque No	Supplier	Description	VAT	Total
501	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-73.60
502	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		-82.43
503	02/01/2024		Corona Energy Retail 4 Ltd	Electricity St Johns		75.41
504	02/01/2024		Corona Energy Retail 4 Ltd	Electricity St Johns		93.84
505	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland		74.11
506	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		17.72
507	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		27.00
508	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		27.00
509	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		26.81
510	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		26.81
511	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		27.00
512	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		26.81
513	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		27.19
514	02/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		41.69
515	02/01/2024		Corona Energy Retail 4 Ltd	Electricity		201.78
516	11/01/2024		Richard Priest	Expenses		409.65
517	16/01/2024		WBS Wight Business Services	Office Equipment/Stationary		81.82
518	16/01/2024		WBS Wight Business Services	Office Equipment/Stationary		33.53
519	16/01/2024		Focus Plumbing and Heating	Fencing hire		136.42
520	16/01/2024		Focus Plumbing and Heating	Car park Light Repairs		399.15
521	16/01/2024		Community Action Isle of Wight	Salaries		11591.05
522	16/01/2024		Gallagher (Hiscock Insurance Company Lt	Insurance		378.56
523	16/01/2024		Garden Tidy	Litter Picking and Bin Emptying		100.00
524	16/01/2024		Top Mops	Pier Street running costs contribution		30.96
525	15/01/2024	005447	HM Land Registry	Title Plan		7.00
526	15/01/2024	005448	HM Land Registry	Title Plan		7.00
527	15/01/2024	005449	HM Land Registry	Title Plan		7.00
528	10/01/2024		Amazon	Stationary		30.66
529	11/01/2024		PWLB	Loan Repayment		11568.50
530	17/01/2024		Corona Energy Retail 4 Ltd	Electricity		1074.97
531	17/01/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		45.62
532	17/01/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland		58.33
533	17/01/2024		Corona Energy Retail 4 Ltd	Electricity St Johns		143.45
534	18/01/2024		Hilbans Pest Control Ltd	Mole treatment		280.00
Voucher	Date	Cheque No	Supplier	Description	VAT	Total
535	22/01/2024		Crystal Clear Windows	Window Cleaning		20.00
536	22/01/2024		Garden Tidy	Litter Picking and Bin Emptying		100.00
537	22/01/2024		Wight Reclamation/Wight Confidential	Shredding		34.50
538	18/01/2024		Royal Mail	Postage		4.10

Voucher	Date	Description	Total
349	08/01/2024	Bank Interest	341.92
356	22/01/2024	Room Hire	62.50
357	22/01/2024	Room Hire	148.00
358	22/01/2024	Room Hire	192.00
359	29/01/2024	St John's Toilet Income (cash)	13.00
360	29/01/2024	Eastern Gardens Toilet Income (cash)	18.90
362	31/01/2024	Bank Interest	940.25
N/A	31/01/2024	Petty Cash	-0.01
			3,611.18
			663,807.14

Signed

Signed

SANDOWN TOWN COUNCIL

Item 4 - Paper E

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		379,944.91
	ADD Receipts 01/04/2023 - 31/01/2024		663,807.14
			1,043,752.05
	SUBTRACT Payments 01/04/2023 - 31/01/2024		431,786.30
A	Cash in Hand 31/01/2024 (per Cash Book)		611,965.75
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	1 - Treasurers Account 30-97-42 0 31/01/2024	74,820.28	
	4 - Business Bank Instant 30-97-4 31/01/2024	136,658.86	
	3 - Reserves 30-97-42 24097868 31/01/2024	0.00	
	2 - Treasurers Account 30-97-42 1 31/01/2024	0.00	
	5 - 32 Day Access Acc Number TB 31/01/2024	400,486.61	
	6 - Temporary Fixed Term Deposit 31/01/2024	0.00	
			611,965.75
	Less unrepresented payments		
			611,965.75
	Plus unrepresented receipts		
B	Adjusted Bank Balance		611,965.75
	A = B Checks out OK		

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Item 4(5) - Paper F

Cost Centre Name

ADMINISTRATION

<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>
1	Audit - Internal				278.00	250.00	28.00
2	Audit - External				1,865.00		1,865.00
3	Broadband and Telephone				672.00	485.99	186.01
4	Broadband and Telephone				175.00		175.00
5	County Association Memb				881.00	10.00	871.00
6	ICO Registration				44.00	35.00	9.00
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables				117.00	237.58	-120.58
9	ICT Repair and Maintenan				233.00	30.00	203.00
10	ICT Accounting Software				1,140.00	1,140.00	
11	ICT Domain Registration				87.00		87.00
12	ICT Office 365				342.00	370.80	-28.80
13	ICT Email Hosting				444.00	288.00	156.00
14	ICT Adobe/Zoom/Survey M				1,116.00	486.00	630.00
15	ICT Antivirus				50.00		50.00
16	Insurance				6,897.00	5,880.58	1,016.42
17	Mayors Board				41.00	40.00	1.00
18	Office Equipment Service				79.00	76.49	2.51
19	Photocopier				596.00	391.54	204.46
20	Postage				119.00	28.10	90.90
21	Professional Fees (Sites)				1,500.00	1,907.00	-407.00
22	Professional Fees Payroll				966.00	272.50	693.50
24	Professional Fees Plannin				2,500.00	4,073.00	-1,573.00
25	Professional Fees Accessi				899.00	414.00	485.00
26	Public Works Loan				33,516.00	33,138.98	377.02
27	Stationary				651.00	1,010.25	-359.25
201	IWC Precept		531,299.00	531,299.00			
202	VAT Refund						
203	Grants						
204	Donations						
205	Bank Interest			11,543.42			11,543.42
207	Insurance Claim						
208	Misc Hire						
223	Recharges			8,930.62		1,202.30	7,728.32
224	Regeneration	5,000.00				5,000.00	
226	Journal Entry			-0.01			-0.01
		£5,000.00	531,299.00	£551,773.03	56,208.00	£56,768.11	24,913.92

ADVERTS & PUBLICITY

<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>
28	Adverts				537.00	266.90	270.10
29	ICT Web-Hosting				268.00	241.88	26.12
30	Contribution to Hard Copy						
					805.00	£508.78	296.22

BEACHES

<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>
31	Beach Cleaning (Bins)				16,030.00	13,507.69	2,522.31
32	Bouys				5,929.00	5,777.07	151.93
33	Life Boat				2,000.00	2,000.00	
34	Lifeguard Equipment and I				6,500.00	6,500.00	
35	Beach Safety Service				16,000.00	16,000.00	
36	Beach Safety Base(Capita				4,000.00		4,000.00
37	Beach Storage				111.00		111.00
38	Tourism Blue Flag/Seasid				900.00		900.00
212	Beach Saftey Base Mainte				2,000.00	1,849.92	150.08
222	Beach Maintenance and F	20,000.00				2,870.00	17,130.00
		£20,000.00			53,470.00	£48,504.68	24,965.32

BROADWAY CENTRE

<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>
39	Independent Cleaner (Ad I				1,000.00	1,720.70	-720.70

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

40 Business Rates			4,708.00	4,441.10	266.90
41 CCTV			200.00		200.00
42 Microphones and Loop (C:			1,000.00		1,000.00
43 Furniture and fittings			500.00	400.13	99.87
44 Landscape			500.00	90.00	410.00
45 Licenses (music , microph			1,050.00	606.00	444.00
46 Repair and Maintenance (500.00		500.00
47 Repair & Maint. Sundries			1,376.00	873.95	502.05
48 Repair and Maintenance (5,000.00	1,843.51	3,156.49
49 Service Alarms/CCTV/Boil			951.00	989.06	-38.06
50 Service Fire Extinguishers				255.98	-255.98
51 Signage			113.00		113.00
52 Utilities - Gas			3,348.00	1,075.48	2,272.52
53 Utilities Water			749.00	383.67	365.33
54 Utilities - Electric			3,454.00	1,580.03	1,873.97
55 Waste Collection (General			1,866.00	1,769.46	96.54
56 Waste Collection (Sanitary			387.00	227.57	159.43
206 Room Hire		23,445.52			23,445.52
213 Meeting Room Loop	700.00	36.67	700.00		1,436.67
	£700.00	£23,482.19	27,402.00	£16,256.64	35,327.55

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>
57 Remembrance Wreaths					233.00	60.00	173.00
58 Remembrance Events					1,748.00	550.50	1,197.50
59 Coronation Events					500.00		500.00
72 Town Crier							
					2,481.00	£610.50	1,870.50

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					999.00	841.67	157.33
61 Christmas Tree and Lights					200.00		200.00
62 Decorative Lighting Maint					3,000.00		3,000.00
63 Decorative Lighting Capit					5,000.00		5,000.00
64 Defib Pads					233.00		233.00
65 Environment Officer/Plann							
66 Ferncliff - Grounds Mainte					1,108.00	440.00	668.00
67 Green Towns					2,500.00	2,500.00	
68 Hanging Baskets Planting					1,500.00	1,865.72	-365.72
69 Hanging Baskets Watering					8,000.00	5,510.30	2,489.70
70 Los Altos Grass Cut					6,065.00	4,202.40	1,862.60
71 Revetment Lighting					444.00		444.00
73 Town Improvement Fund		2,420.00			2,500.00		4,920.00
74 War Memorial (Esplanade				3,688.80	500.00	4,192.50	-3.70
75 War Memorial (Animal) M					500.00		500.00
		£2,420.00		£3,688.80	32,549.00	£19,552.59	19,105.21

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>
76 Schools		900.00			1,000.00	1,314.02	585.98
77 Carnival Association Even					2,000.00	2,000.00	
78 Grants		1,000.00			1,000.00	7,000.00	-5,000.00
79 Youth Provision					15,000.00	15,000.00	
		£1,900.00			19,000.00	£25,314.02	-4,414.02

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							
81 Hospitality							
82 Mayor Allowance					500.00	500.00	
83 Training					1,000.00		1,000.00

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

				1,500.00	£500.00	1,000.00		
SANDHAM GARDENS (GENERAL)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
84	Grounds Maintenance, Dr				1,665.00		1,665.00	
85	Grounds Maintenance, Gr				800.00	160.00	640.00	
86	Grounds Maintenance, Tre							
87	Grounds Maintenance, We				555.00	460.00	95.00	
88	Kerbing							
89	Lighting (Electricity)				1,800.00	369.21	1,430.79	
90	Maintenance and Repair				6,000.00	506.66	5,493.34	
91	Signage (Sandham)				300.00		300.00	
98	CCTV				3,500.00		3,500.00	
209	Land Lease			7,500.00			7,500.00	
214	Lighting Repair							
					£7,500.00	14,620.00	£1,495.87	20,624.13
SANDHAM GARDENS (MUGA)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
92	Replacement of MUGA - F				10,000.00		10,000.00	
215	Muga (Repair)	5,000.00			5,000.00		10,000.00	
		£5,000.00			15,000.00		20,000.00	
SANDHAM GARDENS (SJP)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
93	Grounds Maintenance, Gr				4,262.00	2,270.00	1,992.00	
94	Inspections				1,147.00	2,754.00	-1,607.00	
95	Litter Picking				3,469.00	4,865.00	-1,396.00	
96	Playground Renewal Func				10,000.00		10,000.00	
97	Repair/replace (damage)				5,000.00	6,435.54	-1,435.54	
					23,878.00	£16,324.54	7,553.46	
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>	
			Budget	Actual	Budget	Actual	Budget	
99	Maintenance and Repair				6,660.00	4,997.48	1,662.52	
100	Replacement RESERVES				10,000.00		10,000.00	
					16,660.00	£4,997.48	11,662.52	
STAFFING								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
101	Expenses (Milage etc)				1,252.00	80.73	1,171.27	
102	Locum Clerk				1,000.00		1,000.00	
103	Professional Subscriptions				343.00	221.00	122.00	
104	Salaries				103,457.00	69,283.88	34,173.12	
105	Salaries - HMRC				8,706.00	21,037.54	-12,331.54	
106	Salaries - Pension				29,025.00	14,485.36	14,539.64	
107	Training				1,166.00	810.00	356.00	
216	Recruitment				1,166.00		1,166.00	
					146,115.00	£105,918.51	40,196.49	
TOILETS								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
108	Cleaning and Security, Cle				39,777.00	33,039.86	6,737.14	
109	Refurbishment				300,000.00		300,000.00	
110	Repair and Maintenance ,				9,347.00	17,189.02	-7,842.02	
111	Repair and Maintenance ,					139.55	-139.55	
112	Testing and Service (inc S				2,676.00	225.00	2,451.00	

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

113 Utilities, Electric		3,995.00	2,811.41	1,183.59
114 Utilities, Water		1,101.00	3,704.67	-2,603.67
115 Inspection (inc. Legionella)		344.00	390.10	-46.10
116 Waste (Toilets)		1,455.00	353.50	1,101.50
211 WC Income	8,745.57		1,169.64	7,575.93
217 Business Rates (Yaverland)		6,035.00	4,673.40	1,361.60
218 St Johns (Capital)	16.30	5,000.00		5,016.30
219 Eastern Gardens (Capital)		5,000.00		5,000.00
220 Pier Street Running Costs		2,000.00	4,011.94	-2,011.94
221 Pier Street (Refurbishmen		200,000.00		200,000.00
225 Changing Places	17,000.00		36,130.50	-19,130.50
		£25,761.87	576,730.00	£103,838.59
NET TOTAL		£35,020.00	531,299.00	£612,205.89
			986,418.00	£400,590.31
				701,754.58



SANDOWN TOWN COUNCIL

RISK REGISTER

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Purpose of Document:

This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required.
- Risk levels, high, medium and low (H,M,L)

MANAGEMENT RISKS

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
<p>Forward planning</p>	<p>The council recognises the need to make informed decisions in a planned and sustainable way, to avoid reactive responses and short-term fixes that may cost more in the longer term.</p>	<p>M</p>	<p>The council must have and work to a forward plan.</p> <p>As a minimum this should be for at least the duration of the term of office.</p> <p>In 2021, members met and agreed priorities for short, medium and longer terms, in line with public consultation, and established working parties, involving stakeholders and taking forward priorities to timescales, and reflected in budget.</p> <p>This was reviewed again in May 2023. It was agreed the existing working party structure would take forward identified priorities over the term of the Council.</p> <p>The working parties workstreams were reviewed after annual council and updates are reported to every council meeting.</p> <p>The council has also committed resource to a Bay place plan and Highstreet Task Force initiative to take forward regeneration. A medium term financial strategy was approved in March 2023.</p>	<p>Risk to be reassessed annually prior to budget.</p> <p>Working parties progress to be reviewed at each meeting. Workstreams to be reviewed at least annually.</p> <p>Working Parties re a standard item on meeting agendas.</p> <p>When best practice requires it, a medium-term financial strategy be produced.</p>
<p>Risk Assessments</p>	<p>Risk assessments are now in place for all the councils' provisions and are undertaken for each event.</p>	<p>M</p>	<p>Risk Assessment should be reviewed on annually. In 2023 a review of the council's risk assessments was undertaken with the use of Wight Council officer responsible for risk assessments to provide assurance.</p>	<p>Review at least annually</p>
<p>Business Continuity</p>	<p>Council not being able to continue its business due to an unexpected or tragic circumstance.</p> <p>Due to change in staff records lost or information forgotten.</p>	<p>M</p>	<p>All files and recent records are kept in the office. All ICT equipment has been updated, VOIP has been introduced and staff can work from home effectively subject to access to hard copy documents.</p> <p>Work is underway to identify all licenses and contracts, create a file map and procedures including: File Map Central list of ongoing and regular tasks. Central procedures. Register of Licenses.</p>	<p>Review when necessary</p> <p>Ensure procedures below are undertaken</p>

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
Meeting location	Adequacy Health and Safety Lack of accessibility.	L	Since April 2018, all meetings are now held in the Broadway Centre which has a full risk assessment of the premises and is fully compliant. Blinds fitted to all windows to ensure privacy in meeting room. In 2022, the ambient hearing loop replaced, and wireless conference system installed for accessibility purposes.	Existing procedures are adequate. Existing procedures adequate. Review annually and make capital provision for service and maintenance and replacement.
Council hard copy Records	Loss through theft, fire, damage	L	Fire alarm system installed. Some older records are retained at the IW County Record store. All records kept in council office storeroom and document retention policy implemented. The majority of files are now kept digitally in cloud based storage which is backed up monthly.	Existing procedures are adequate. Ensure regular back-ups are undertaken and where possible important documents are scanned.
Council Records electronic	Loss of records through equipment failure.	L	Documents are stored on the cloud and backed-up eternally every month. Adequate antivirus protection to be in place. ICT now outsourced. An external company has been engaged to manage ICT including offsite back-ups to a secure location.	Confirmation is pending that back-up process is underway.
Clerk/RFO	Loss of qualified clerk	M M	The council must understand and support the Clerk's role. Councillors must adhere to their own specific roles and responsibilities only and not interfere with the Clerk's. RFO/Deputy Clerk position created, and appointment made to remove single point of failure and provide succession planning.	Councillor training must be undertaken. RFO/Deputy clerk appointed.

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
	<p>Loss of General Power of Competence</p> <p>Training – Risk of officers knowledge becoming outdated.</p> <p>Absence due to illness</p>	<p>H</p> <p>H</p> <p>H</p>	<p>Reserves should be held to enable training for CILCA qualifications in the event of the experienced clerk resigning and an unqualified person employed as replacement (bearing in mind that it would take at least 1-2 years to obtain the required qualification).</p> <p>The Clerk/s should be provided with training as requested, reference books, access to assistance and legal advice via SLCC and time to attend IWSLCC training and meetings and research. Due to capacity issues it is becoming increasingly difficult for staff to undertake CPD.</p> <p>Staffing structure does not have capacity to cover any long-term absence or vacancy in the team. The work-load is also no reflective of the staffing. This is putting pressure on remaining team members and impacting on health and wellbeing.</p> <p>Members behaviours are creating a highly stressful working environment with officers being criticised in public forums and issues which have been previously resolved repeatedly being raised. This increases the risk of additional staff absence which will have a domino effect.</p>	<p>RFO holds relevant qualification. Admin has started CILCA training.</p> <p>Up-to-date reference books purchased and memberships renewed annually. pay for Clerk's time to read and research information and undertaken training.</p> <p>Ensure workload are managed to reflect capacity. Accept lower levels of services due to absence and capacity due to budget constraints.</p> <p>Members be reminded of member officer protocols and HR policies.</p>
Reputational Damage	Challenge to officers	H	<p>Criticism and challenge to officers casts the council in a bad light. Polices, protocols and procedures should be followed to manage and mitigate this risk and ensure only accurate information is published.</p>	

FINANCIAL RISKS

Fraud, loss through theft or dishonesty.	Fidelity Guarantee insurance	M	The requirements of Fidelity Guarantee insurance must be adhered to. Internal controls in place; payments, receipts and banking reconciliations checked monthly by nominated members and reported to council at each meeting. Standing orders and financial regulations.	
Proper financial records	Banking arrangements. Records must be held in accordance with statutory requirements	L		Consideration should be given to an interim internal audit given the increased budget and number of projects being undertaken.
Borrowing	Complying with restrictions	L	Records reviewed by councillors regularly and audited annually by internal auditor. RFO is qualified.	Consideration should be given to increasing the general reserves given the councils level of borrowing.
Employment Law and HMRC obligations	Ensuring all requirements are met.	L	Reviewed by Internal Audit.	
VAT	Ensuring all requirements are met.	L	Clerks trained regularly, professional advice sort on large projects, reviewed by internal audit.	
Annual Precept	Ensuring accuracy within sound budgeting arrangement	L	Capital and maintenance costs	
Procurement	Risk of challenge	L	Standing orders and financial regulations outline requirements for procurement.	

RISKS RELATING TO PHYSICAL EQUIPMENT OR AREAS

Area	Risk	Level	Control of risks	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies) property Public Liability	M	<p>Asset register is updated on purchase of a new asset and reviewed in full annually. This informs the insurance provision and maintenance schedule. Standing Orders refer to procedure for asset disposals.</p> <p>All repairs and relevant expenditure for repairs are actioned /authorised in accordance with Standing Orders.</p> <p>All Leases/licences held in filing cabinet for review as required and proof of ownership</p> <p>Tri-annual property valuations should be undertaken (undertaken in 2023)</p> <p>Insurance schedule should be reviewed annually.</p>	Existing procedures now adequate.
All equipment Seats/Signs Toilets Play area	Vandalism and accidental damage Increased anti-social behaviour has been experienced. Public Liability Inspections, on-going maintenance and repair.	M	<p>Insured against theft and damage.</p> <p>Regular inspections of playground/skate park areas Inspections are on going, weekly by IWC Environment Officer, Quarterly by Maintenance Provider and Annually by ROSPA.</p> <p>Inspection and maintenance logs should be retained.</p> <p>New toilet facilities designed to reduce instances of vandalism. Any damage logged.</p> <p>Maintenance schedule to be created and monies needed to be allocated for ongoing maintenance, this should also be considered when equipment is installed.</p>	<p>Insurance adequate and increased when new equipment installed</p> <p>CCTV to be considered/increased across sites.</p> <p>CCTV to be considered/increased across sites.</p> <p>Annual risk assessments on all facilities and equipment undertaken</p>

RISKS RELATING TO LEGAL LIABILITY

Area	Risk	Level	Control of Risk	Review / Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Town Council (not ultra vires) and to be resolved and clearly minuted.	Existing standing orders and financial regulations are adequate.
	Committees / Working Parties	M	Ensure established with clear terms of reference to limit any councillor acting beyond their remit.	Existing procedures adequate if councillors adhere to the rules.
	Grants – ensuring grants awarded via specific powers or sections 137 (unless GPC appropriate)	M	Grants should be awarded by full council following confirmation from officers of relevant power. Decision is clearly minuted.	
Council meetings	Legality	L	Minutes and Agenda are produced in the prescribed timescale by the Clerk and adhere to legal requirements.	Existing procedures adequate
	Non-compliance with statutory requirements	L	Minutes are approved and signed at the next Council meeting and displayed according to the legal requirements.	Members must adhere to rules and the Code of Conduct
	Business Conduct	M	Business at meetings should be managed by the Chair. Councillors should adhere to the rules and regulations.	All councillors should undertake Chair training to understand the role.
	Recording of council business – Poor quality and poor practice	M	Recordings of meetings for social media purposes should ensure that all councillors, are clearly identifiable, when possible. Alternatively, the Town Council could consider purchase of suitable equipment to record the meetings to an acceptable standard.	Review as appropriate.
Members interests	Conflict of interests	M	Councillors have a duty to declare any interest either at the start of the meeting or during the meeting, if necessary.	Existing procedures adequate
	Register of members interest	M	Any changes should be notified within 28 days. Register of interest forms to be reviewed annually. Officers send an annual reminder.	Members take responsibility to update their own Register.
Safe keeping of Council Documents	Proper document control	L	Documents are held in locked cabinets or on a password protected device.	Existing procedures adequate

Area	Risk	Level	Control of Risk	Review /Assess/Revise
			All other data is stored in compliance with the Data Protection Act Policy and GDPR	
Rights of Inspection		L	Policies in place for management of documents. Website/Policy	Policies reviewed annually. Website reviewed and updated regularly.
Compliance with Transparency code.		L	Clerks to stay up to date with legislative changes. Data published quarterly following council approval.	Existing procedures adequate
Register of Members interests and Gifts and Hospitality.	Members to no respond to requests for updates and councils' reputation is damaged	L	Clerks circulate reminders annually and advice when made aware of change.	Annually and as required.
Performance Management		L	Councillors monitor review budget and progress against priorities (through working parties) at each meeting and annually.	Existing procedures adequate

APPROVAL AND REVIEW

Date of Meeting approved:	Minute no:	Date of Next review: February 2025
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Budget 2024/2025

Date 12 February 2024
Prepared by Town Clerk and RFO

1. BACKGROUND

- 1.1. The council must set a budget by 1 March each year and this must be approved by Full Council.
- 1.2. The 2024/2025 budget is for the period 1 April 2024 until 31 March 2025.
- 1.3. An indicative budget was drafted in preparation for the Full Council meeting on 21 November 2023. The details of the budget setting process and the basis for the indicative budget, including the results of the public consultation, were discussed. A revised budget was drafted to reflect discussion¹.

2. THE COUNCIL'S BUDGET

- 2.1. The Council's draft budget (Appendix A) reflects the changes requested by Council to the Indicative budget.
- 2.2. Where there is an existing provision, monies for maintenance and capital for reprovision have been allocated.
- 2.3. It was drafted on the basis of a 5% inflationary increase where applicable.
- 2.4. Officers have recommended the general reserves be increased to six-months revenue to offset the level of borrowing. The monies will be increased year-on-year to limit the impact on the precept. Four months general reserves have been included in the Council budget.
- 2.5. Previously monies had been budgeted for a Public Works Loan to reprovision the toilets at Pier Street Toilets. No provision has been made in the 2024/2025 budget as the status of the site is unclear.
- 2.6. £35,000 has been allocated for delivering the Place Plan and Town Improvements.
- 2.7. A budget of £25,000 has been allocated to the Youth Offer.
- 2.8. The provision for Planning Enforcement was removed from the draft budget.
- 2.9. Costs for mechanical raking were obtained as requested but are not included in the budget.
- 2.10. The installation of Solar Panels at the Broadway Centre has been explored. Prior to costings being obtained, a full project brief will be needed with consideration of structural and environmental factors.

¹ The budgeting setting process, relevant legislation, results of the budget consultation, and basis for the indicative budget were contained within the budget preparation report consider on 21 November 2023. A link to the report is included in the Background Papers.

Precept

- 2.11. The required precept after income, loans and monies brought forward from the general reserves were taken into account is £607,801. The Band D equivalent is £246.6 which is an increase of 12.9%, £28.14 per year, £2.35 per month or £0.54 per week.

3. ALTERNATIVE BUDGET - COUNCILLOR ALEX & PADDY LIGHTFOOT

- 3.1. Cllrs Alex and Paddy Lightfoot proposed an alternative budget (Appendix B).

Income

- 3.2. £5,000 of Interest was budgeted.
- 3.3. The full £10,000 income from the lease at Sandham Gardens was budgeted.
- 3.4. Income of £15,825 from the toilets was budgeted with charges being set to 50p all year round.

Expenditure

- 3.5. Professional Fees for Legal Advice were reduced to £1,500.
- 3.6. Provision of Mechanical Raking costing £7,800 was included.
- 3.7. The budget includes monies for a Senior Planning Officer for a one day a week at a cost of £8901.20.
- 3.8. The budget envelope for the Place Plan and Town Improvements was increased to £40,000.
- 3.9. Provision for a grant of £800 for the Football Club for rent, £2,000 for the Christmas Funday, £4,000 of general grant (to be accompanied by a simplified grants process) and £30,000 for Youth Provision of which £15,000 is allocated for a capital project and £15,000 towards Community Actions revenue costs.
- 3.10. The Mayors allowance and Councillor Training budgets were reduced to zero as was the budget for lighting replacement at Sandham Grounds.
- 3.11. The budget for electricity and water at the toilets have been increased to £6,500 each.

Precept

- 3.12. The required precept income following the changes is £573,852. The Band D equivalent is £232.80 which is an increase of 6.6%, £14.47 per year, £1.20 per month or £0.28 per week.

4. ALTERNATIVE BUDGET – COUNCILLOR DEBBIE ANDRE

- 4.1. Cllr Andre proposed an alternative budget (Appendix C).
- 4.2. The budget includes provision for a Senior Planning Officer for a one day a week at a cost of £8901.20.

Precept

- 4.3. The required precept income after income, loans and monies drawn brought forward from the general reserves were taken into account is £633,669. The Band D equivalent is £257.1 which is an increase of 17.7%, £38.64 per year, £3.22 per month or £0.74 per week.

5. ALTERNATIVE BUDGET – COUNCILLOR EMILY BROTHERS

- 5.1. Cllr Brothers proposed an alternative budget (Appendix D).
- 5.2. Monies to support a PWLB for the reprovision of Yaverland toilets (£31,907.16) were removed as was the expenditure for the reprovision of the toilets (£250,000). Since this would result in the closure of the toilet monies were budgeted for the business rates on the property (toilets are exempt from business rates, if no longer considered toilets the site would not be). Monies of £2,000 were also budgeted to make the property secure. There may be further implications relating to covenants on the land.
- 5.3. A notional amount of £20,000 was budgeted for Solar Panel's at the Broadway Centre. This figure is uncosted as a bigger piece of work would be required to cost the project.

Precept

- 5.4. The required precept income after income, loans and monies drawn brought forward from the general reserves were taken into account is £621,389. The Band D equivalent is £252.1 which is an increase of 15.4%, £33.65 per year, £2.80 per month or £0.65 per week.

6. EQUALITY AND DIVERSITY.

- 6.1. The Council has to comply with Section 149 of the Equality Act 2010. This provides that decision makers must have due regard to the elimination of discrimination, victimisation and harassment, advancing equalities, and fostering good relations between different groups (race, disability, gender, age, sexual orientation, gender reassignment, religion/belief and marriage/civil partnership).
- 6.2. Equality and diversity should be considered where appropriate for the proposal typically when implementing the budget.
- 6.3. There is a common misconception that the Equality Act requires that everyone be treated equally. This is not the case and is highlighted in government advice:
"The Equality Duty does not require public bodies to treat everyone the same" (Government Equalities Office, 2011) One of the duties in Section 149 of The Equality Act 2010"
- 6.4. The act states the council needs to:
"advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—
 - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;*
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low*
- 6.5. The requirement is to think about different people's needs and how these can be met. This includes targeting services at a particular characteristic such as a gender specific service. The

budget can therefore include services such as parks or a youth offer which benefit some residents but not all without being considered discriminatory.

7. APPENDICES

- 7.1. Appendix A – Council Budget
- 7.2. Appendix B – Alternative Budget - Cllrs Alex and Paddy Lightfoot.
- 7.3. Appendix C – Alternative Budget – Cllr Debbie Andres.
- 7.4. Appendix D – Alternative Budget - Cllr Emily Brothers.

8. BIBLIOGRAPHY

Government Equalities Office. (2011). *Equality Act 2010: Public Sector Equality Duty What I need to Know*. Crown Copy Right

Government Equalities Office. (2011). *Equality Act 2010: Specific duties to support the equality duty what do I need to know? A quick start guide for public sector organisations*. London: Crown copyright.

The House of Commons Library. (2020). *The Public Sector Equality Duty and Equality Impact Assessments Briefing Paper 06591*. London: Crown Copy Right.

9. BACKGROUND PAPERS

[20 November 2023 – Paper F – 2024/2025 Budget Preparation](#)

Appendix A (Council)

Row Labels	Sum of 2024 - 2025 Budget
ADMINISTRATION	101903.16
Audit	2220.75
Broadband and Telephone	889.17
County Association Membership Fees/IWSA	1186.50
ICO Registration	46.62
ICT	6679.44
Insurance	9863.25
Mayors Board	42.00
Office Equipment Service	83.33
Photocopier	625.50
Postage	50.00
Professional Fees	14592.06
Public Works Loan	64744.14
Regeneration	0.00
Stationary	880.00
ADVERTS AND PUBLICITY	753.97
Adverts	500.00
Chronicle (Archiving)	0.00
Contribution to Hard Copy Pub.	0.00
ICT	253.97
Newsletter - Soft	0.00
Notice Boards	0.00
Website Upgrades	0.00
BEACHES	54310.55
Beach	0.00
Beach Cleaning (Bins)	14183.07
Beach Storage	116.55
Buoys	6065.92
Life Boat	3000.00
Lifeguard Base	6000.00
Lifeguard Equipment and training	6500.00
Lifeguards Service	17500.00
Mechanical Raking	0.00
Tourism	945.00
BROADWAY CENTRE	28898.27
Ad Hoc Outside Cleaner	1000.00
Business Rates	4663.16
Car Park	0.00
CCTV	200.00
Furniture and fittings	1000.00
Landscape	500.00
Licenses	1050.00
Loop	750.00
Microphones	0.00
Repair and Maintenance	7944.82
Service	1002.29
Signage	118.88
Utilities	7927.93
Waste Collection (General and Confidential)	2413.59
Waste Collection (Sanitary)	327.60
Portable Loop	0.00
CIVIC	2580.42
Civic Celebrations	500.00
Remembrance	2080.42
Town Crier	0.00

Row Labels	Sum of 2024/2025
Donations	0.00
Grants	0.00
Insurance Claim	0.00
Interest	0.00
Land Lease	5000.00
Misc Hire	0.00
Precept/IWC Grant	531299.00
Recharges	0.00
Room Hire	10401.59
Toilet Income	5143.17
VAT	0.00
Grand Total	551843.76

Row Labels	Sum of 2024 - 2025 Budget
CAP	354825.00
Grand Total	354825

Balances	30/09/2023
Treasurers	57154
Instant Savings	73305
32 Day Access	608375
Total	738834

Committed	398675
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CIVIC SPACE	64804.59
Christmas Tree and Lights	1248.95
Decorative Lighting	8000.00
Defib Pads	244.76
Environment Officer	2396.10
Fernduff - Grounds Maintenance and Hedge Cutting	466.00
Green Towns	3000.00
Hanging Baskets - Highstreet	7690.08
Los Altos Grass Cut	5292.50
Planning Enforcement	0.00
Revetment Lighting	466.20
War Memorial	500.00
War Memorial (Animal)	500.00
Place Plan/Town Improvement Fund	35000.00
COMMUNITY, GRANTS & EVENTS	32000.00
Carnival Association Events	5000.00
Grants	1000.00
Schools	1000.00
Youth Provision	25000.00
COUNCILLORS	1250.00
Election	0.00
Hospitality	250.00
Mayor Allowance	500.00
Training	500.00
SANDHAM GARDENS (GENERAL)	58556.35
CCTV	3675.00
Grounds Maintenance	6780.25
Inspections	5496.10
Kerbing	0.00
Lighting	26890.00
Litter Picking	9100.00
Maintenance and Repair	6300.00
Signage	315.00
SANDHAM GARDENS (MUGA)	15000.00
Equipment Replacement (MUGA)	10000.00
Repair and Maintenance (MUGA)	5000.00
Grant Match Funding	0.00
SANDHAM GARDENS (SJP)	15000.00
Equipment Replacement (SJP)	10000.00
Repair and Maintenance (SJP)	5000.00
SANDHAM GARDENS (SKATE PARK)	16993.00
Competition	0.00
Equipment Replacement (Skate)	10000.00
Repair and Maintenance (Skate)	6993.00
STAFF	167184.85
Expenses (Milage, uniform, mobile etc)	1772.00
Locum Clerk	1000.00
Professional Subscriptions	878.85
Recruitment	0.00
Salaries	119667.00
Salaries - HMRC	11745.00
Salaries - Pension	28122.00
Training	4000.00
TOILETS	356839.16
Business Rates	0.00
Capital	10000.00
Changing Places	14411.00
Cleaning and Security	42631.05
Inspection and Testing	1260.72
Nayax	1338.75
Pier Street Running Costs	4358.70
Refurbishment	250000.00
Repair and Maintenance	19813.98
Service (in.c Solar)	2809.61
Utilities	9476.52
Waste	738.82
Eastern Gardens	0.00
Grand Total	916074.32

CAPITAL	354825
2024-2025 Budget	916074
Expenditure	916074
PWLB income (if approved)	250000
Budgeted Income excluding precept	20545
From Allocated Reserves	0
From General Reserves	37729
Required Precept Income	607801
Tax Base (Estimated based on 2023/2024)	2465.0
Precept c/d 2021-22	138.9
Precept c/d 2022-23	145.7
Precept c/d 2023-24	218.4
Required Precept Income	607801
Requires/Tax base = New Precept	246.6
Precept Increase	12.9%
Allocated Reserves	
Sandham Gardens - MUGA	26000
Sandham Gardens - Skate Park	30000
Sandham Gardens - SJP	30000
Decorative Lighting/Xmas lights	11200
Lifeguard Hut	4000
Toilets (refrubishment at end of life)	10000
IT	2947
CCTV	200
Microphones	1000
Total Allocated	115347
General Reserves	
Projected general resevres	224812
Four months 2023/2024 Revenue	187083
Variance	37729
Annual increase	28.14
Increase per week	0.54
Increase per month	2.35

Appendix B (AI/PL)

Row Labels	Sum of 2024 - 2025 Budget
ADMINISTRATION	93841.02
Audit	2220.75
Broadband and Telephone	889.17
County Association Membership Fees/IWSA	1186.50
ICO Registration	46.62
ICT	6679.44
Insurance	9863.25
Mayors Board	42.00
Office Equipment Service	83.33
Photocopier	625.50
Postage	50.00
Professional Fees	11092.06
Public Works Loan	60182.00
Regeneration	0.00
Stationary	880.40
ADVERTS AND PUBLICITY	753.97
Adverts	500.00
Chronicle (Archiving)	0.00
Contribution to Hard Copy Pub.	0.00
ICT	253.97
Newsletter - Soft	0.00
Notice Boards	0.00
Website Upgrades	0.00
BEACHES	62110.55
Beach	0.00
Beach Cleaning (Bins)	14183.07
Beach Storage	116.55
Buoys	6065.92
Life Boat	3000.00
Lifeguard Base	6000.00
Lifeguard Equipment and training	6500.00
Lifeguards Service	17500.00
Mechanical Raking	7800.00
Tourism	945.00
BROADWAY CENTRE	28898.27
Ad Hoc Outside Cleaner	1000.00
Business Rates	4663.16
Car Park	0.00
CCTV	200.00
Furniture and fittings	1000.00
Landscape	500.00
Licenses	1050.00
Loop	750.00
Microphones	0.00
Repair and Maintenance	7944.82
Service	1002.29
Signage	118.88
Utilities	7927.93
Waste Collection (General and Confidential)	2413.59
Waste Collection (Sanitary)	327.60
Portable Loop	0.00
CIVIC	2580.42
Civic Celebrations	500.00
Remembrance	2080.42
Town Crier	0.00
CIVIC SPACE	78705.79
Christmas Tree and Lights	1248.95
Decorative Lighting	8000.00
Defib Pads	244.76
Environment Officer	2396.10
Ferncliff - Grounds Maintenance and Hedge Cutting	466.00
Green Towns	3000.00
Hanging Baskets - Highstreet	7690.08
Los Altos Grass Cut	5292.50
Planning Enforcement	8901.20
Revetment Lighting	466.20
War Memorial	500.00
War Memorial (Animal)	500.00
Place Plan/Town Improvement Fund	40000.00
COMMUNITY, GRANTS & EVENTS	42800.00
Grants	11800.00
Schools	1000.00
Youth Provision	30000.00

Row Labels	Sum of 2024/2025
Donations	0.00
Grants	0.00
Insurance Claim	0.00
Interest	5000.00
Land Lease	10000.00
Misc Hire	0.00
Precept/IWC Gr	590936.00
Recharges	11550.00
Room Hire	10401.59
Toilet Income	15825.14
VAT	0.00
Grand Total	643712.73

Row Labels	Sum of 2024 - 2025 Budget
CAP	319825.00
Grand Total	319825

Balances	30/09/2023
Treasurers	57154
Instant Savings	73305
32 Day Access	608375
Total	738834

Committed	382675
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COUNCILLORS	250.00
Election	0.00
Hospitality	250.00
Mayor Allowance	0.00
Training	0.00
SANDHAM GARDENS (GENERAL)	33556.35
CCTV	3675.00
Grounds Maintenance	6780.25
Inspections	5496.10
Kerbing	0.00
Lighting	1890.00
Litter Picking	9100.00
Maintenance and Repair	6300.00
Signage	315.00
SANDHAM GARDENS (MUGA)	15000.00
Equipment Replacement (MUGA)	10000.00
Repair and Maintenance (MUGA)	5000.00
Grant Match Funding	0.00
SANDHAM GARDENS (SJP)	15000.00
Equipment Replacement (SJP)	10000.00
Repair and Maintenance (SJP)	5000.00
SANDHAM GARDENS (SKATE PARK)	16993.00
Competition	0.00
Equipment Replacement (Skate)	10000.00
Repair and Maintenance (Skate)	6993.00
STAFF	167184.85
Expenses (Milage, uniform, mobile etc)	1772.00
Locum Clerk	1000.00
Professional Subscriptions	878.85
Recruitment	0.00
Salaries	119667.00
Salaries - HMRC	11745.00
Salaries - Pension	28122.00
Training	4000.00
TOILETS	360362.63
Business Rates	0.00
Capital	10000.00
Changing Places	14411.00
Cleaning and Security	42631.05
Inspection and Testing	1260.72
Nayax	1338.75
Pier Street Running Costs	4358.70
Refurbishment	250000.00
Repair and Maintenance	19813.98
Service (in.c Solar)	2809.61
Utilities	13000.00
Waste	738.82
Eastern Gardens	0.00
Grand Total	918036.85

CAPITAL	319825
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2024-2025 Budget	918037
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Expenditure	918037
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PWLB income (if approved)	250000
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Budgeted Income excluding precept	52777
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From Allocated Reserves	0
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From General Reserves	41408
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Required Precept Income	573852
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Tax Base (Estimated based on 2023/2024)	2465.0
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Precept c/d 2021-22	138.9
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Precept c/d 2022-23	145.7
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Precept c/d 2023-24	218.4
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Required Precept Income	573852
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Requires/Tax base = New Precept	232.8
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Precept Increase	6.6%
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Allocated Reserves	
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Sandham Gardens - MUGA	26000
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Sandham Gardens - Skate Park	30000
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Sandham Gardens - SJP	30000
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Decorative Lighting/Xmas lights	11200
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Lifeguard Hut	4000
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Toilets (refurbishment at end of life)	10000
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IT	2947
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CCTV	200
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Microphones	1000
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Total Allocated	115347
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General Reserves	
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Projected general reserves	240812
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Four months 2023/2024 Revenue	199404
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Variance	41408
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Annual increase	14.37
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Increase per week	0.28
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Increase per month	1.20
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Appendix C (DA)

Row Labels	Sum of 2024 - 2025 Budget
ADMINISTRATION	101903.16
Audit	2220.75
Broadband and Telephone	889.17
County Association Membership Fees/IWSA	1186.50
ICO Registration	46.62
ICT	6679.44
Insurance	9863.25
Mayors Board	42.00
Office Equipment Service	83.33
Photocopier	625.50
Postage	50.00
Professional Fees	14592.06
Public Works Loan	64744.14
Regeneration	0.00
Stationary	880.40
ADVERTS AND PUBLICITY	753.97
Adverts	500.00
Chronicle (Archiving)	0.00
Contribution to Hard Copy Pub.	0.00
ICT	253.97
Newsletter - Soft	0.00
Notice Boards	0.00
Website Upgrades	0.00
BEACHES	54310.55
Beach	0.00
Beach Cleaning (Bins)	14183.07
Beach Storage	116.55
Buoys	6065.92
Life Boat	3000.00
Lifeguard Base	6000.00
Lifeguard Equipment and training	6500.00
Lifeguards Service	17500.00
Mechanical Raking	0.00
Tourism	945.00
BROADWAY CENTRE	28898.27
Ad Hoc Outside Cleaner	1000.00
Business Rates	4663.16
Car Park	0.00
CCTV	200.00
Furniture and fittings	1000.00
Landscape	500.00
Licenses	1050.00
Loop	750.00
Microphones	0.00
Repair and Maintenance	7944.82
Service	1002.29
Signage	118.88
Utilities	7927.93
Waste Collection (General and Confidential)	2413.59
Waste Collection (Sanitary)	327.60
Portable Loop	0.00
CIVIC	2580.42
Civic Celebrations	500.00
Remembrance	2080.42
Town Crier	0.00
CIVIC SPACE	73705.79
Christmas Tree and Lights	1248.95
Decorative Lighting	8000.00
Defib Pads	244.76
Environment Officer	2396.10
Ferncliff - Grounds Maintenance and Hedge Cutting	466.00
Green Towns	3000.00
Hanging Baskets - Highstreet	7690.08
Los Altos Grass Cut	5292.50
Planning Enforcement	8901.20
Revetment Lighting	466.20
War Memorial	500.00
War Memorial (Animal)	500.00
Place Plan/Town Improvement Fund	35000.00
COMMUNITY, GRANTS & EVENTS	30000.00
Carnival Association Events	3000.00
Grants	1000.00
Schools	1000.00
Youth Provision	25000.00

Row Labels	Sum of 2024/2025
Donations	0.00
Grants	0.00
Insurance Claim	0.00
Interest	0.00
Land Lease	5000.00
Misc Hire	0.00
Precept/IWC Gr	531299.00
Recharges	0.00
Room Hire	10401.59
Toilet Income	5143.17
VAT	0.00
Grand Total	551843.76

Row Labels	Sum of 2024 - 2025 Budget
CAP	304825.00
Grand Total	304825

Balances	30/09/2023
Treasurers	57154
Instant Savings	73305
32 Day Access	608375
Total	738834

Committed	398675
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COUNCILLORS	1250.00
Election	0.00
Hospitality	250.00
Mayor Allowance	500.00
Training	500.00
SANDHAM GARDENS (GENERAL)	58556.35
CCTV	3675.00
Grounds Maintenance	6780.25
Inspections	5496.10
Kerbing	0.00
Lighting	26890.00
Litter Picking	9100.00
Maintenance and Repair	6300.00
Signage	315.00
SANDHAM GARDENS (MUGA)	15000.00
Equipment Replacement (MUGA)	10000.00
Repair and Maintenance (MUGA)	5000.00
Grant Match Funding	0.00
SANDHAM GARDENS (SJP)	15000.00
Equipment Replacement (SJP)	10000.00
Repair and Maintenance (SJP)	5000.00
SANDHAM GARDENS (SKATE PARK)	16993.00
Competition	0.00
Equipment Replacement (Skate)	10000.00
Repair and Maintenance (Skate)	6993.00
STAFF	167184.85
Expenses (Milage, uniform, mobile etc)	1772.00
Locum Clerk	1000.00
Professional Subscriptions	878.85
Recruitment	0.00
Salaries	119667.00
Salaries - HMRC	11745.00
Salaries - Pension	28122.00
Training	4000.00
TOILETS	356839.16
Business Rates	0.00
Capital	10000.00
Changing Places	14411.00
Cleaning and Security	42631.05
Inspection and Testing	1260.72
Nayax	1338.75
Pier Street Running Costs	4358.70
Refurbishment	250000.00
Repair and Maintenance	19813.98
Service (in.c Solar)	2809.61
Utilities	9476.52
Waste	738.82
Eastern Gardens	0.00
Grand Total	922975.52

CAPITAL	304825
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2024-2025 Budget	922976
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Expenditure	922976
PWLB income (if approved)	250000
Budgeted Income excluding precept	20545
From Allocated Reserves	0
From General Reserves	18762
Required Precept Income	633669
Tax Base (Estimated based on 2023/2024)	2465.0

Precept c/d 2021-22	138.9
Precept c/d 2022-23	145.7
Precept c/d 2023-24	218.4

Required Precept Income	633669
Requires/Tax base = New Precept	257.1
Precept Increase	17.7%

Allocated Reserves	
Sandham Gardens - MUGA	26000
Sandham Gardens - Skate Park	30000
Sandham Gardens - SJP	30000
Decorative Lighting/Xmas lights	11200
Lifeguard Hut	4000
Toilets (refurbishment at end of life)	10000
IT	2947
CCTV	200
Microphones	1000
Total Allocated	115347

General Reserves	
Projected general reserves	224812
Four months 2023/2024 Revenue	206050
Variance	18762

Annual increase	38.64
Increase per week	0.74
Increase per month	3.22

Appendix D (EB)

Row Labels	Sum of 2024 - 2025 Budget
ADMINISTRATION	69815.41
Audit	2199.60
Broadband and Telephone	880.70
County Association Membership Fees/IWSA	1175.20
ICO Registration	46.18
ICT	6644.40
Insurance	9783.60
Mayors Board	41.60
Office Equipment Service	82.54
Photocopier	619.54
Postage	50.00
Professional Fees	14583.06
Public Works Loan	32836.98
Regeneration	0.00
Stationary	872.02
ADVERTS AND PUBLICITY	751.56
Adverts	500.00
Chronicle (Archiving)	0.00
Contribution to Hard Copy Pub.	0.00
ICT	251.56
Newsletter - Soft	0.00
Notice Boards	0.00
Website Upgrades	0.00
BEACHES	54107.59
Beach	0.00
Beach Cleaning (Bins)	14048.00
Beach Storage	115.44
Buoys	6008.15
Life Boat	3000.00
Lifeguard Base	6000.00
Lifeguard Equipment and training	6500.00
Lifeguards Service	17500.00
Mechanical Raking	0.00
Tourism	936.00
BROADWAY CENTRE	48727.81
Ad Hoc Outside Cleaner	1000.00
Business Rates	4618.74
Car Park	0.00
CCTV	200.00
Furniture and fittings	1000.00
Landscape	500.00
Licenses	1050.00
Loop	750.00
Microphones	0.00
Repair and Maintenance	7931.06
Service	992.74
Signage	117.75
Utilities	7852.43
Waste Collection (General and Confidential)	2390.61
Waste Collection (Sanitary)	324.48
Portable Loop	0.00
Solar Panels	20000.00
CIVIC	2560.60
Civic Celebrations	500.00
Remembrance	2060.60
Town Crier	0.00
CIVIC SPACE	73542.57
Christmas Tree and Lights	1238.96
Decorative Lighting	8000.00
Defib Pads	242.42
Environment Officer	2373.28
Ferncliff - Grounds Maintenance and Hedge Cutting	466.00
Green Towns	3000.00
Hanging Baskets - Highstreet	7616.85
Los Altos Grass Cut	5242.10
Planning Enforcement	8901.20
Revetment Lighting	461.76
War Memorial	500.00
War Memorial (Animal)	500.00
Place Plan/Town Improvement Fund	35000.00

Row Labels	Sum of 2024/2025
Donations	0.00
Grants	0.00
Insurance Claim	0.00
Interest	0.00
Land Lease	5000.00
Misc Hire	0.00
Precept/IWC Gr	531299.00
Recharges	0.00
Room Hire	10401.59
Toilet Income	5143.17
VAT	0.00
Grand Total	551843.76

Row Labels	Sum of 2024 - 2025 Budget
CAP	54790.00
Grand Total	54790

Balances	30/09/2023
Treasurers	57154
Instant Savings	73305
32 Day Access	608375
Total	738834

Committed	398675
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COMMUNITY, GRANTS & EVENTS	30000.00
Carnival Association Events	3000.00
Grants	1000.00
Schools	1000.00
Youth Provision	25000.00
COUNCILLORS	1250.00
Election	0.00
Hospitality	250.00
Mayor Allowance	500.00
Training	500.00
SANDHAM GARDENS (GENERAL)	58342.48
CCTV	3640.00
Grounds Maintenance	6725.20
Inspections	5453.28
Kerbing	0.00
Lighting	26872.00
Litter Picking	9100.00
Maintenance and Repair	6240.00
Signage	312.00
SANDHAM GARDENS (MUGA)	15000.00
Equipment Replacement (MUGA)	10000.00
Repair and Maintenance (MUGA)	5000.00
Grant Match Funding	0.00
SANDHAM GARDENS (SJP)	15000.00
Equipment Replacement (SJP)	10000.00
Repair and Maintenance (SJP)	5000.00
SANDHAM GARDENS (SKATE PARK)	16926.40
Competition	0.00
Equipment Replacement (Skate)	10000.00
Repair and Maintenance (Skate)	6926.40
STAFF	167176.48
Expenses (Milage, uniform, mobile etc)	1772.00
Locum Clerk	1000.00
Professional Subscriptions	870.48
Recruitment	0.00
Salaries	119667.00
Salaries - HMRC	11745.00
Salaries - Pension	28122.00
Training	4000.00
TOILETS	110555.82
Business Rates	2400.00
Capital	10000.00
Changing Places	14392.80
Cleaning and Security	42225.04
Inspection and Testing	1259.67
Nayax	1338.75
Pier Street Running Costs	4317.19
Refurbishment	0.00
Repair and Maintenance	19720.51
Service (in.c Solar)	2782.85
Utilities	9386.27
Waste	732.74
Eastern Gardens	0.00
Closure	2000.00
Grand Total	663756.72

CAPITAL	54790
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2024-2025 Budget	663757
Expenditure	663757
PWLB income (if approved)	0
Budgeted Income excluding precept	20545
From Allocated Reserves	0
From General Reserves	21823
Required Precept Income	621389
Tax Base (Estimated based on 2023/2024)	2465.0

Precept c/d 2021-22	138.9
Precept c/d 2022-23	145.7
Precept c/d 2023-24	218.4

Required Precept Income	621389
Requires/Tax base = New Precept	252.1
Precept Increase	15.4%

Allocated Reserves	
Sandham Gardens - MUGA	26000
Sandham Gardens - Skate Park	30000
Sandham Gardens - SJP	30000
Decorative Lighting/Xmas lights	11200
Lifeguard Hut	4000
Toilets (refrubishment at end of life)	10000
IT	2947
CCTV	200
Microphones	1000
Total Allocated	115347

General Reserves	
Projected general resevres	224812
Four months 2023/2024 Revenue	202989
Variance	21823

Annual increase	33.65
Increase per week	0.65
Increase per month	2.80



Town Clerks Report

Date 12 February 2024
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. Further contact with External Auditors both before and after Christmas.
- 1.2. Credit Control activities.
- 1.3. Back Office Support to Lake PC (arson attempt, budget consultation, draft budgets)
- 1.4. Ongoing formal complaint with Electricity provider regarding billing issues. Issues with two of the four sites resolved.
- 1.5. Updates to draft budget to reflect Council meeting on 21 November 2023.
- 1.6. Project planning for migration of Servers and email to managed solution. Offsite third party backups now in place.
- 1.7. Preparation for PWL information for Yaverland Toilets including drafting of specification and scoring.
- 1.8. Updated comments on Melville Hall Planning Application
- 1.9. Meeting with Police and other partner agencies.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Publication of 2023/2024 Q3 Transparency Data.
- 2.2. Publication of Expression of Interest of Yaverland Toilets tender to inform PWLB progress.
- 2.3. Christmas events (Christmas Window Competition, activities with school and church).
- 2.4. Future Traffic Regulation Orders (Isle of Wight Council and Island Roads) correspondence and briefing, and Sandham School project.
- 2.5. Christmas Projects – preparation and work with partner agencies.
- 2.6. Launch of the Bay Place Plan
- 2.7. Sprint Briefing.
- 2.8. Promenade Working Party Meeting.
- 2.9. Replacement of Christmas Tree Lights following vandalism and follow-up on issues after removal of tree.

3. BEACHES

- 3.1. Sandown and Shanklin Independent Lifeboat Xmas event
- 3.2. Research to support Beach Accessibility project.
- 3.3. Briefing with Swim the Wight regarding Yaverland Sea Pool.

4. BROADWAY CENTRE

- 4.1. Christmas Opening for support groups, and non-user groups, including weekends.
- 4.2. Ongoing redecoration to heavy use areas, and monitoring further to independent reports.
- 4.3. Repairs to accident damage in the carpark and recouping costs.
- 4.4. Dental and vaccine clinics, availability re flooding support.

5. CIVIC SPACE

- 5.1. Meeting with Library/Sandown Community Association to progress Information Screens/guide.
- 5.2. Supporting partners to progress Phone Box Project.
- 5.3. Christmas Tree and decorative lighting for festive season.
- 5.4. Communication with Island Roads re Esplanade lighting over Christmas weekend/ and current week.
- 5.5. Quotes and arrangements for Hanging Baskets in preparation of Budget.

6. SANDHAM GROUNDS

- 6.1. Ongoing insurance issue.
- 6.2. Working with partners and contractor to progress maintenance works when weather permits.
- 6.3. Next steps to take forward funding application including work on titles.
- 6.4. Grounds maintenance and pest control issue.

7. TOILETS

- 7.1. On-going issues with drainage at Yaverland and ongoing issues.

- 7.2. Changing Places Project – on-site visits as work progresses, confirmation of works to Viewing Platform, further correspondence with Isle of Wight Council regarding street furniture and licenses.
- 7.3. Ongoing issue with concessionaire/IWC re clarification/resolution at Easten Gardens.
- 7.4. Progression of Yaverland Toilets project.
- 7.5. Damage to St John's Toilet.



Working Parties Update (Briefing Note)

Date 20 November 2023

Prepared by Town Clerk

1. PUBLIC REALM (ASSETS AND PROJECTS) WORKING PARTY MEETING

- 1.1. The working party met on Tuesday, 16 January 2024.
- 1.2. Present: Cllrs Jenny Hick, Alex Lightfoot, Paddy Lightfoot, Ian Ward.
Also, in attendance – Town Clerk, RFO & Admin Assistant
- 1.3. Cllr A Lightfoot thanked members for attending, and Cllrs Baldry and Wilcock for opening the electronic tenders as reported to all members;
- 1.4. Members of the Working Party thanked RFO for administering the process, with full details to be included in the briefing paper going to Full Council on 12 February 2024;
- 1.5. Members confirmed the scoring process and weighting of score sheet;
- 1.6. Members agreed process, and confirmed that if the criteria hadn't been met there would be no score, and that members could confirm not to award contract;
- 1.7. Members noted number of suppliers that had expressed an interest and that only one applicant had submitted full tender;
- 1.8. Members noted that the project was for 3 units plus one accessible unit, sedum roof, and 2 external showers, with other features to be discussed once project confirmed and taken forward;
- 1.9. Members also noted that current provision is not sustainable, with ongoing drainage issues, as well as anti-social behaviour and other factors;
- 1.10. Members followed evaluation process, confirmed preferred way forward, and asked RFO to clarify some points, and would put forward recommendation to Full Council, in final paper.
- 1.11. Cllr A Lightfoot thanked members for contributing to process, thanked RFO for work to produce final paper in time for February meeting, and invited members to stay for update on Yaverland Sea Pool project.
- 1.12. Meeting closed at 10.15am

1.13. Members met with Swim The Wight members, following Working Party meeting, and had update on their Yaverland Sea Pool Project.

2. EVENTS WORKING PARTY MEETING

2.1. The working Party met on Tuesday, 23 January 2024.

2.2. Present: Cllrs Hicks and Baldry, and Rev. Williams

Also, in attendance – Town Clerk, RFO & Admin Assistant

Sandown Town Council at 40

2.3. Projects to include present/past mayors.

2.4. Royal Bay Film Launch – with Historical Association.

2.5. Support of Historical Association Grant applications and successful applications by Lorraine Ellis.

2.6. Shop window ‘competition’ – in line with Xmas project, as many old pictures of shop fronts to shops, theme Easter/Aspects of Sandown

2.7. Ian Ward/Rotary to work on Award for ‘best shop’ – with Glass Factory (Ruby – etc)

2.8. Schools involved – Older children 40 or 80 word poem (best things in Sandown) and pictures for younger children – signed certificates all children, Easter Eggs for winners

2.9. Possible Bulb Planting to Launch event, involving former mayors.

2.10. Link to Commonwealth War Graves – invite Terry who looks after Christ Church Graves and contact house owners of CWG servicemen

2.11. Plans for Parish Walk (H&S and dates considerations, with risk assessment asap)

2.12. Other presentations with Historical Association and Partner Agencies.

D Day at 80

2.13. Church Service at Christ Church on Sunday 19 May 2024

2.14. Invite LL, HS, previous Mayors, etc – working with Historical Association and Sandown & Shanklin Military Band.

2.15. D Day film, with Cllr Humby supplying information.

2.16. 80 Bulbs planting (with Green Towns) – Former Mayors, other individuals, and last Lord Lieutenant on 19 May

2.17. Certificates/pictures of those planting bulbs

2.18. Future link to Operation Market Garden and Monte Cassino

2.19. Yaverland information in September re Mines

2.20. Information Panel in Broadway Centre/HMS Sandown Bell display

2.21. 'Opening' of Garden – 19 May 2024'

2.22. 10/ Other D Day linked projects

Other Future Events to be discussed at meetings later in the year

2.23. Remembrance Day and Armistice Day 2024

2.24. Xmas Events

2.25. Invitations for Mayor to Wildheart Trust, RBL event, and Charity Hair Cut.

2.26. Support for Lifeguard project, IW Sports Foundation nomination, and other nominations for residents.

2.27. Meeting concluded at 10:30 am