



MINUTES

Minutes of the Meeting of Sandown Town Council held on **Monday, 21 March 2022** (postponed from 14 March 2022) at 7.00 pm at The Broadway Centre, Sandown, Isle of Wight. PO36 9GG.

PUBLIC QUESTIONS

15 Minutes were allocated for members of the public to speak on matters relating to the agenda.

Cllr Alex Lightfoot presented three questions sent to him by members of the public unable to attend the meeting:

A question was raised in regard to Jubilee Flags flying at the war memorial and how the council would be supporting the celebrations.

The Town Clerk responded that welcome back funding had been secured to replace the flag poles at the memorial and this work was underway. However, planning conditions meant only specific flags – seaside award/blue flag, the union flag and the Isle of Wight flag could be flown at the site. In addition, in accordance with the budget allocation for Jubilee events, a tree had been planted, projects would be undertaken with the local school which included a Jubilee flag design, a church service had been organised for Saturday, 4 June 2022 and the council was supporting a local partner delivering a community event on the Sunday.

A second question was presented regarding the development of the Pier Street toilets, raising concerns that if development started in May/June as was being suggested locally, it could impact on the Green Town Volunteers entry into Britain in Bloom as their award-winning beds would be lost. Clarification regarding temporary toilet provision at the site was also sought.

The Mayor advised that while the site did not belong to the town council he had informally reached out to the relevant parties to discuss the site but had not made progress and would now initiate more formal discussions.

Finally, a request was made for signage be provided from the beach by the pier to the nearest public toilets at St Johns.

The Town Clerk advised that signage linked to St John's was linked to the cleaning and maintenance contract and an overall improvement to signage including information regarding EV charging points and if council were minded the installation of a defibrillator.

The written statement from Jean Orman was also read out. The statement raised concerns regarding the lack of budget provision for Jubilee events suggesting it equated to a lack of respect and civic pride on behalf of the council. Mrs Orman continued by reminding the council that past events had been a showcase of the towns community effort with the Rotary club working with the council to organised events. The lack of a proper proclamation, address from the mayor or community church service were highlighted.

The Mayor responded that it was not a matter of disrespect rather there was a limited budget and the impact of the pandemic. Events and activities were being organised, albeit on a smaller a scale than previously but were still at the planning stage.

Present: Cllrs Paddy Lightfoot (Mayor), Debbie Andre, Frank Baldry, Emily Brothers, Ian Fletcher, Jenny Hicks, Alex Lightfoot.

Also present: PA to Cllr Brothers.

86-2021-22 APOLOGIES

Cllrs Heather Humby (Deputy Mayor), Sue Betts, Robert May, Ian Ward, Toby Wilcock.

87-2021-22 DECLARATIONS OF INTERESTS

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

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

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

None Received

88-2021-22 MINUTES OF THE LAST MEETING

Cllr Brothers advised she had raised a number of amendments with the clerk prior to the meeting which had been rejected. The Mayor responded that the recording of the meeting and the minutes had been reviewed in the context of the points raised and were not found to be inaccurate. The clerk also reminded councillors that the minutes provided a flavour of the discussion and formally recorded decisions but were not designed to be verbatim minutes.

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

For (5), Against (1), Abstentions (1).

RESOLVED:

THAT the minutes of the meeting held on 7 February 2022 be approved as a true record.

89-2021-22 FINANCES

1. To approve the Payments and Receipts lists as presented for February 2022

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

For (6), Against (0), Abstentions (1).

RESOLVED:

THAT the Payments and Receipts for February 2022 be approved.

2. To receive and note the verified bank reconciliations for February 2022

The verified bank reconciliations for February 2022 were noted.

3. To receive and note the expenditure against budget through February 2022

The position against budget as of 28 February 2022 was noted.

4. To consider Southern Water community funding of summer educational activities and projects.

Southern Water had offered £10,000 of funding for the Sandown Community. While it was hoped that some funds would be spent in relation to the Blue Flag educational activities, there were no conditions linked to receipt of the monies and it would be at the council's discretion if Southern Water branding was used on relation to any projects funded by the monies. A briefing between councillors and Southern Water had taken place before the decision had been brought to council to address any questions or concerns.

Members noted that Southern Water, in addition to these monies, had agreed to repair and repaint the pumping station located next to the proposed site of the new toilets at Eastern Gardens.

Cllr Paddy Lightfoot proposed that the monies be accepted and that the relevant working party bring back a recommendation to full council regarding how the funding would be spent.

Concerns were raised regarding accepting monies when there had been reports in the local press and complaints relating to sewage discharges into Sandown Bay by Southern Water; In particular, what would happen if there was a significant discharge if the council accepted the funding. Clarification was provided that there were no conditions relating to the monies which were to benefit the town. Members were also reminded that, while storm waters had been discharged, the water quality in Sandown had been classified as excellent by the Environment Agency.

Cllr Alex Lightfoot proposed an amendment which attempted to address concerns relating to conditions being added to receipt of the monies after it had been accepted, specifying the council's decision to accept the monies was on the basis there were no conditions,. The amendment was duly seconded.

Following debate regarding if the emailed offer was considered a written offer, Cllr Hicks proposed the motion be amended to request that Southern Water be asked to provide a formal written offer. However, the proposal could not be accepted as an amendment as it negated the original motion.

Councillors' votes on the amendment were confirmed verbally to meet accessibility requirements and a named vote was requested; the results were as follows and it was:

For (4)

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

Against (3)

Cllrs Debbie Andre, Emily Brothers and Jenny Hicks.

Abstentions (0).

RESOLVED:

- (i) THAT the council accept the grant from Southern Water for £10,000 with no conditions attached and;
- (ii) THAT the Public Realm (Beach) Asset Management working party bring back a proposal to full council for the spend of the grant.

90-2021-22 WORKING PARTIES

Members considered the written report which provided Council with an update on the work of the working parties. Key topics discussed included:

Public Realm (Assets) Working Party

The group had meet on the 8 March 2022.

The design of the new toilets at Eastern Gardens was discussed. Four options of coastal/seaside themes had been provided to choose from with grey or black doors and payment boxes. The group preferred the latter to be reflective of the colours of the theme but darker in shade to ensure they would be visible to the visually impaired. On this basis the working party recommended a coastal theme with palms, sea, sun and umbrellas with doors close to RAL 710-2, a darker shade of the blue incorporated in the design (attached to and forming part of these minutes). All councillors agreed with the working party's recommendation.

The group also considered the toilet cleaning and maintenance tender. The recommendation from the discussion would be discussed later in the meeting.

Public Engagement Working Party Meeting

The working party had also met on the 8 March 2022.

Mr Alan Jones from the Sandown Community Association had provided an example of the association proposed publication. The group had discussed providing funding for the launch of the publication in return for two pages of content in perpetuity. Mr Jones had also agreed that if the publication did not continue to a second issue the council would receive 50% of any return. This was further debated by council.

Members noted that since the budget had been approved for £1000, under the financial regulations the spending could be approved by the Mayor in conjunction with the Clerk but had been brought to council for transparency.

A suggestion was made that the council should be producing its own hardcopy publication, but this idea was rejected as there is not capacity to produce it.

Cllr Alex Lightfoot moved a proposal that the council help kickstart the Sandown Community Association publication in line with the discussed agreement at the working party meeting which was duly seconded. Councillors' votes on the amendment were confirmed verbally to meet

accessibility requirements; the results were as follows and it was:

For (5),

Cllrs Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot and Paddy Lightfoot.

Against (2)

Cllrs Debbie Andre, Emily Brothers

Abstentions (0).

RESOLVED:

THAT the Council provide £1,000 funding for the initial start-up of the Sandown Community Association publication in return for two pages in the publication in perpetuity. However, that's should the publication not progress to further issues, then 50% of any return will be refunded to Sandown Town Council.

The mayor then advised that the working party would be asked to undertake work in relation to the microphone system and hearing loop provision in the Broadway Centre.

91-2021-22 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

None received.

92-2021-22 TO RECEIVE ANY PLANNING MATTERS

The following planning application were considered.

<u>Reference</u>	<u>Address</u>
22/00371/DIS	57 - 59 High Street - PO36 8DF
22/00359/HOU	140 Perowne Way - PO36 9DT
22/00348/HOU	94 Culver Way - PO36 8QL
22/00293/FUL	14 High Street (former bank) - PO36 8DA
22/00260/3MPA	107 High Street -PO36 8AF
22/00218/HOU	7 Foxes Close - PO36 9AF
22/00208/FUL	Land Adjoining and Including Reservoir Villa, Old Reservoir Lane PO36 9DL

Members were informed that planning permission for the Grand had been withdrawn. IWC ward members were in contact with planning officers regarding the site and were trying to ensure the building was painted and the site tided.

The Mayor also advised that the Ocean Hotel s.215 notice appeal period had now expired and the owners now had two months to tidy the site.

Discussion took place regarding the former bank at 14 the High Street. Members were told by the Isle of Wight Council Ward member that the decision was expected to be called into committee as it related to changes in legislation relating to permitted development. The deadline for the comments was noted as 25 March 2022.

In relation to the application relating to the Land Adjoining and Including Reservoir Villa, the clerk advised there was no update regarding concerns relating to the property and Los Altos Park. Cllr Brothers declared an interest

as she owned a neighbouring property.

93-2021-22 TO RECEIVE REPORTS FROM

1. The Town Clerk

A written report updating members on the work undertaken had been provided. The Clerk added a verbal update on subsequent activities including:

- work had been undertaken in relation to the procurement of the cleaning and maintenance contract which would inform the later agenda item.
- A meeting of the events working party had taken place that morning, confirming the events which would be taken forward in relation to the jubilee.
- The Public Realm Asset Management was also due to meet the next day to review items in relation to the beach safety service.
- A bench had been received for the accessible garden.
- A number of projects with green towns were being taken forward

2. Town Councillors

Cllr Hicks informed members she and Cllr Humby had attended the South Wight Health and Wellbeing Forum. Positive news had been shared regarding patient pathways at St Marys and a new ophthalmology clinic would be opened at the hospital. She had also undertaken “hug a tree” activities for remembrance.

Cllr Hicks also shared concerns from Carers regarding the closure of Culver Parade on 2 -3 April for the sprint and from residents regarding the sale of parcels of land currently forming green space off Perowne Way.

The Mayor responded that during the briefing regarding the Sprint prior to the meeting, the organisers had recognised the issues from the road closures and councillors in attendance had been reassured they were minimising the impact where possible. Members noted full details of the road closures were included in the Traffic Orders information sent by the clerk.

In relation to the land off Perowne Way, this was not a town council matter and questions should be directed to the Isle of Wight Council.

3. Outside Bodies

Cllr Andre advised a report from Sandown Forum could be circulated. Concerns had been raised at the forum that they had not heard from the organisers of the community event to be held on the Sunday of the Jubilee weekend and an update had been requested. The clerk responded the organisers would be in touch but had been impacted by Covid.

Cllr Brothers added that the forum has raised concerns regarding the development of the Pier Street toilet site, particularly the timing of the development and implications for the summer.

The closure of the High Street during the Wight Fibre works had been discussed with a general sense vehicle access had not been missed. However, councillors had received less positive feedback from businesses. Generally, it was agreed any pedestrianisation would need to include free parking.

94-2021-22 MOTIONS FROM COUNCILLORS

Motion from Cllr Emily Brothers

Cllr Brothers proposed the following motion which was duly seconded:

Proposed that:

Pursuant to Standing Order 15, this Council resolves to:

- 1) Dissolve the Human Resources Committee and replace it with a standing committee that has wider scope covering performance, finance and human resources.*
- 2) The Proper Officer shall bring draft Terms of Reference and any consequential amendments to Standing Orders or other pertinent policy to the Council's Annual Meeting on 09/05/22 for approval, drawing on prior e-mail consultation with Councillors to support the development process.*
- 3) The mayor and four other Councillors should be appointed at the Council's Annual Meeting on 09/05/22 to take forward the work of the new Performance, Finance and Human Resources (PFH) Committee.*

In opposition to the motion, it was suggested that the proposal was an attempt to circumvent the decision at the previous meeting not to increase the number of meetings by extending an existing committee. A number of areas in the motion which could be problematic were highlighted including the number appointment of five members to a HR committee, what the role of a finance committee would be and the lack of costings, time analysis or budget provisions to support the work of the proposed committee.

Cllr Betts proposed the motion be amended to remove the suspension of Working Groups. The motion was not seconded.

The points raised during the debate included discussion around allowing time for comments on planning applications, during which it was noted the council did not often comment and debate over the success of working parties in taking forward project. Members also noted an increase in the number of meetings would require budget provision which had not been put forward prior to the budget being approved.

While it was argued that a finance committee would increase transparency in relation to the councils' finances members were reminded that all payments and receipts were presented to councillors at the relevant meeting, they were also reviewed by at least two signatories prior to this presentation and that any councillor could view the finances at any time but no councillor had requested to do so in the last year.

A voted was then taken, the results were as follows and motion fell:

For (2), Against (5), Abstentions (0).

95-2021-22 MOTION WITHOUT NOTICE

The Mayor proposed that the remaining non confidential items be moved forward on the agenda before the consideration of the exclusion of the public and press to avoid disruption which was duly seconded.

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

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

RESOLVED:

THAT that the remaining non confidential items be moved forward on the agenda before the consideration of the exclusion of the public and press

96-2021-22 DATE OF NEXT MEETING

The next meeting would be held on 9 May 2022.

PUBLIC QUESTION TIME

The local PCSO attended as a member of the public but asked if there was any information councillors would like brought to future meetings like antisocial behaviour or performance statistics. Councillors confirmed this would be useful. It was also noted that the police attended Cllr Humby and Cllr Andres surgeries.

The PCSO highlighted the bad lighting at Battery Gardens which it was noted was Isle of Wight Council land.

A question was raised regarding returning to Zoom meetings. Clarification was provided that Zoom meetings were no longer permitted as an alternative to a physical meeting held in public, which had been a temporary legal provision during the pandemic. A member of the public also commented on the motion to increase the number of council meetings held.

97-2021-22 EXCLUSION OF PUBLIC AND PRESS

Members debated the necessity of the contract for the cleaning and maintenance contract being discussed confidentiality with those opposing the proposal suggesting that to discuss the procurement privately was not in line with transparency legislation and that none of the information to be discussed should be considered exempt under the relevant legislation.

Clarification was provided that transparency data was published retrospectively on a quarterly basis rather than in advance and that in order commercially sensitive information may need to be discussed during consideration of the evaluation. It was also highlighted that all councillors could have attended the working party meeting where the tenders were considered and that the full tender submissions had been available from the clerks.

Comments were also made regarding the clerk's relationship to one of the providers. Members were reminded the decision to award the contract was not on the clerk's gift and it was a full council decision, and that the clerk knew all the contractors.

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

For (5), Against (2), Abstentions (0).

RESOLVED:

THAT under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 83-2021/22 (minute number 85-2021/22) on the grounds that there was likely to be disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

98-2021-22 MOTION WITHOUT NOTICE

A proposal was moved according to Standing Order 9.1.3(i) to extend the meeting by 30 minutes.

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

For (6), Against (0), Abstentions (1).

RESOLVED:

THAT the meeting be extended by 30 minutes.

99-2021-22 CONFIDENTIAL BRIEFING – TOILETS CLEANING AND MAINTENANCE CONTRACT

Members were reminded that the tender process followed had been agreed at previous meetings. The steps followed to reach the final scores on the evaluation matrix were explained. The logic behind applying lower scores in relation to elements of the evaluation were explained and Cllr Alex Lightfoot detailed the scoring process.

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

For (4), Against (0), Abstentions (3).

RESOLVED:

THAT the contract for the cleaning and maintenance of the public toilets in Sandown be awarded to the company who submitted Tender 2¹ if Shanklin Council also select that provider and if they did not.

100-2021-22 CONFIDENTIAL BRIEFING – WELCOME BACK FUNDING

Members were updated on the progress of the Welcome Back Fund requests. Confirmation was provided that funding had been secured for two months litter picking at Sandham Gardens and new Flag Poles at the Esplanade memorial. Work had begun to install the new poles.

¹ Following the interested parties being notified of the decision, the minutes reflect that Danfo UK submitted the second tender.

In addition, some funding had been secured for Hanging Baskets on the high street though full details of the funding were not yet available.

Meeting Closed 21:30



SANDOWN TOWN COUNCIL

Human Resources Committee Terms of Reference

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

Contents

1. PURPOSE	3
2. MEMBERSHIP	3
3. MEETINGS	3
4. COMMITTEE SERVICES	3
5. VOTING.....	3
6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS - GENERAL	3
7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL	4
8. KEY DATES	4

1. PURPOSE

- 1.1. The purpose of the committee is to facilitate the discharge of the councils' responsibilities as an employer and make recommendations on such matters to council.

2. MEMBERSHIP

- 2.1. The committee shall comprise of 3 councillors including the Mayor who shall Chair the committee.

3. MEETINGS

- 3.1. Meetings will take place as required but at least once annually to review staff conditions and pay scales.

4. COMMITTEE SERVICES

- 4.1. The committee will be serviced by the Clerk or their Deputy.

5. VOTING

- 5.1. Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.
- 5.2. A named vote will be requested if so requested by any member of the committee.

6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS - GENERAL

- 6.1. To establish the staffing structure and keep under review.
- 6.2. To implement, monitor and review policies for staff.
- 6.3. To establish and review salary pay scales for all staff annually.
- 6.4. To oversee the recruitment process of staff:
 - 6.4.1. The appointment of the Town Clerk will be on a recommendation of the Committee to be presented to full Town Council for approval.
 - 6.4.2. Other Staff will be interviewed and appointed by the Clerk with the Mayor or one other member of the Human Resources Committee.
- 6.5. To arrange execution of new employment contracts and changes to contracts.
- 6.6. To keep under review staff working conditions and health and safety, particularly in relation to changes to employment and health and safety legislation.
- 6.7. To consider any health and safety or staff wellbeing matters brought to the committee's attention.
- 6.8. To establish and review performance management including appraisals:
 - 6.8.1. The Town Clerks will be undertaken by the Mayor or Deputy Mayor and reported to the Human Resources Committee.
 - 6.8.2. Staff appraisals will be undertaken by Town Clerk and reported to Human Resources Committee.

6.8.3. The Mayor may draw upon the support of another councillor or an independent advisor, with the relevant skills, in all matters relating to the clerk.

6.9. Overtime/TOIL/ Leave requests.

6.9.1. Town Clerk overtime, TOIL and leave requests will be authorised by the Mayor or their Deputy.

6.9.2. Staff overtime, TOIL and leave requests authorised by the Town Clerk.

7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.

7.1. To consider any grievance or disciplinary matters.

7.2. Where appropriate refer the outcome of any grievance/disciplinary matter, together with recommendations to Full Council.

7.3. Following a decision by Full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).

7.4. To apply any decisions/correspondence in respect of an upheld grievance.

8. KEY DATES.

January Appraisals undertaken

November Review of Staff Structure, Working Conditions, Health and Safety Policies, and pay scales for Budget Consideration.



SANDOWN TOWN COUNCIL

Standing Orders

(to be read in conjunction with Financial Regulations - page 29)

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

Contents

Introduction	2
How to use model standing orders.....	2
Drafting notes	2
1. PROPER OFFICER	5
2. RESPONSIBLE FINANCIAL OFFICER	6
3. ROLES AND RESPONSIBILITIES.....	6
4. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	7
5. MEMBERS INTERESTS.....	7
6. CODE OF CONDUCT AND DISPENSATIONS.....	7
7. CODE OF CONDUCT COMPLAINTS	8
8. NOTICE	9
9. MEETINGS GENERALLY.....	9
10. PUBLIC ACCESS AND PUBLIC QUESTION TIME.....	11
11. REPORTING MEETINGS.....	12
12. DISORDERLY CONDUCT AT MEETINGS.....	12
13. RULES OF DEBATE AT MEETINGS	12
14. COMMITTEES AND SUB-COMMITTEES	14
15. ORDINARY COUNCIL MEETINGS.....	16
16. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	18
17. PREVIOUS RESOLUTIONS	18
18. VOTING.....	18
19. VOTING ON APPOINTMENTS	19
20. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	19
21. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	20
22. MANAGEMENT OF INFORMATION	21
23. DRAFT MINUTES.....	21
24. ACCOUNTS AND ACCOUNTING STATEMENTS	22

25.	FINANCIAL CONTROLS AND PROCUREMENT	23
26.	HANDLING STAFF MATTERS	25
27.	RESPONSIBILITIES TO PROVIDE INFORMATION	26
28.	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	26
29.	RELATIONS WITH THE PRESS/MEDIA	26
30.	EXECUTION AND SEALING OF LEGAL DEEDS	27
31.	COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	27
32.	STANDING ORDERS GENERALLY	27

1. PROPER OFFICER

1.1. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

1.2. The Proper Officer shall:

- (i) **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 8 for the meaning of clear days.

- (ii) subject to standing order 20, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- (iii) **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
- (iv) **facilitate inspection of the minute book by local government electors;**
- (v) **receive and retain copies of byelaws made by other local authorities;**
- (vi) **hold acceptance of office forms from councillors;**
- (vii) hold a copy of every councillor's register of interests;
- (viii) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- (ix) liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- (x) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- (xi) assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the

requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- (xii) arrange for legal deeds to be executed;
(see also standing order 30);
- (xiii) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- (xiv) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- (xv) refer a planning application received by the Council to the Chairman or in their absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- (xvi) manage access to information about the Council via the publication scheme; and
- (xvii) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 30).

2. RESPONSIBLE FINANCIAL OFFICER

- 2.1. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

3. ROLES AND RESPONSIBILITIES

- 3.1. The chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor.
- 3.2. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- 3.3. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

4. RESTRICTIONS ON COUNCILLOR ACTIVITIES

4.1. Unless duly authorised no councillor shall:

- (i) inspect any land and/or premises which the Council has a right or duty to inspect; or
- (ii) issue orders, instructions or directions.

5. MEMBERS INTERESTS

- 5.1. Within 28 days of a Member's election or a co-opted Member's appointment (where that is later), he/she shall register all interests which fall within the categories set out in the code of conduct.
- 5.2. Upon the re-election of a Member or the re-appointment of a co-opted Member, he/she shall within 28 days re-register any interests in the code of conduct.
- 5.3. A Member shall register any change to interests or new interests in the code of conduct. within 28 days of becoming aware of it.
- 5.4. A Member need only declare on the public register of interests the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.
- 5.5. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

6. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 5.5.

- 6.1. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 6.2. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 6.3. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have

another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- 6.4. **Dispensation requests shall be in writing and submitted to the proper officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 6.5. A decision as to whether to grant a dispensation shall be made by the proper officer and that decision is final.
- 6.6. A dispensation request shall confirm:
 - (i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - (iv) an explanation as to why the dispensation is sought.
- 6.7. Subject to standing orders 6.4 and 6.6, a dispensation request shall be considered [by the proper officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] or [at the beginning of the meeting of the council, or committee or sub-committee for which the dispensation is required].
- 6.8. **A dispensation may be granted in accordance with standing order 6.5, if having regard to all relevant circumstances any of the following apply:**
 - (i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - (ii) **granting the dispensation is in the interests of persons living in the council's area;**
or
 - (iii) **it is otherwise appropriate to grant a dispensation.**

7. CODE OF CONDUCT COMPLAINTS

- 7.1. Upon notification by the district or unitary council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the proper officer shall, subject to standing order 22, report this to the council.

- 7.2. Where the notification in standing order 17.1 relates to a complaint made by the proper officer, the proper officer shall notify the chairman of council of this fact, and the chairman shall nominate another staff member to assume the duties of the proper officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 7.1.
- 7.3. the council may:
- (i) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 7.4. **Upon notification by the district or unitary council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. such action excludes disqualification or suspension from office.**

8. NOTICE

- 8.1. For the purposes of these standing orders, clear days do not include:
- The day on which the notice is issued
 - The day of the meeting
 - A Saturday or Sunday
 - A day of the Christmas or Easter Break
 - A bank holiday or other public holiday
 - A day of public thanksgiving or mourning

9. MEETINGS GENERALLY

- 9.1. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- 9.2. A person shall raise their hand when requesting to speak and may stand when speaking.
- 9.3. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

- 9.4. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 9.5. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- 9.6. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 9.7. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 9.8. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 15.8 and 15.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- 9.9. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 9.10. **The minutes of a meeting shall include an accurate record of the following:**
- (i) the time and place of the meeting;
 - (ii) the names of councillors who are present and the names of councillors who are absent;
 - (iii) interests that have been declared by councillors and non-councillors with voting rights;
 - (iv) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - (v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - (vi) if there was a public participation session; and
 - (vii) the resolutions made.

9.11. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

9.12. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 14.4(viii) for the quorum of a committee or sub-committee meeting.

9.13. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

9.14. A meeting shall not exceed a period of 2 hours. If this period of time becomes insufficient to complete the business, the Council will resolve :-

- (i) to continue for another 30 minutes or
- (ii) to defer all items on the agenda not dealt with, until the next monthly meeting or
- (iii) to convene an additional meeting in two weeks time from the date of the meeting, to discuss the outstanding business on the agenda.

9.15. The decision of the chairman of a meeting as to the application of standing orders at the meetings shall be final.

10. PUBLIC ACCESS AND PUBLIC QUESTION TIME

10.1. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

10.2. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

10.3. The period of time designated for public participation at a meeting in accordance with standing order 10.2 shall not exceed 15 minutes unless directed by the chairman of the meeting.

10.4. Subject to standing order 10.3, a member of the public shall not speak for more than three minutes.

10.5. In accordance with standing order 10.2, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

11. REPORTING MEETINGS

- 11.1. **Subject to standing order 11.2, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- 11.2. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 11.3. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

12. DISORDERLY CONDUCT AT MEETINGS

- 12.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 12.2. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 12.3. If a resolution made under standing order 12.2 is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

13. RULES OF DEBATE AT MEETINGS

- 13.1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 13.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 13.3. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- 13.4. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

- 13.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 13.6. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 13.7. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 13.8. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 13.9. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- 13.10. Subject to standing order 13.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- 13.11. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- 13.12. A councillor may not move more than one amendment to an original or substantive motion.
- 13.13. The mover of an amendment has no right of reply at the end of debate on it.
- 13.14. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 13.15. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - (i) to speak on an amendment moved by another councillor;
 - (ii) to move or speak on another amendment if the motion has been amended since they last spoke;
 - (iii) to make a point of order;
 - (iv) to give a personal explanation; or
 - (v) to exercise a right of reply.

- 13.16. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 13.17. A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- 13.18. When a motion is under debate, no other motion shall be moved except:
- (i) to amend the motion;
 - (ii) to proceed to the next business;
 - (iii) to adjourn the debate;
 - (iv) to put the motion to a vote;
 - (v) to ask a person to be no longer heard or to leave the meeting;
 - (vi) to refer a motion to a committee or sub-committee for consideration;
 - (vii) to exclude the public and press;
 - (viii) to adjourn the meeting; or
 - (ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- 13.19. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- 13.20. Excluding motions moved under standing order 13.8, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

14. COMMITTEES AND SUB-COMMITTEES

- 14.1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- 14.2. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

14.3. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

14.4. The Council may appoint standing committees or other committees as may be necessary, and:

- (i) shall determine their terms of reference;
- (ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- (iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- (iv) shall, subject to standing orders 14.2 and 14.3, appoint and determine the terms of office of members of such a committee;
- (v) may, subject to standing orders 14.2 and 14.3, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;
- (vi) shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- (vii) shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- (viii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- (ix) shall determine if the public may participate at a meeting of a committee;
- (x) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- (xi) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- (xii) may dissolve a committee or a sub-committee.

15. ORDINARY COUNCIL MEETINGS
- 15.1. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- 15.2. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 15.3. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- 15.4. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- 15.5. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- 15.6. **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- 15.7. **The Vice-Chairman of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- 15.8. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- 15.9. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- 15.10. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- (i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - (ii) Confirmation of the accuracy of the minutes of the last meeting of the Council;

- (iii) Receipt of the minutes of the last meeting of a committee;
- (iv) Consideration of the recommendations made by a committee;
- (v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- (vi) Review of the terms of reference for committees;
- (vii) Appointment of members to existing committees;
- (viii) Appointment of any new committees in accordance with standing order 14;
- (ix) Review and adoption of appropriate standing orders and financial regulations;
- (x) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- (xi) Review of representation on or work with external bodies and arrangements for reporting back;
- (xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- (xiii) Review of inventory of land and other assets including buildings and office equipment;
- (xiv) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- (xv) Review of the Council's and/or staff subscriptions to other bodies;
- (xvi) Review of the Council's complaints procedure;
- (xvii) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 22, 27 and 28);
- (xviii) Review of the Council's policy for dealing with the press/media;
- (xix) Review of the Council's employment policies and procedures;
- (xx) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

(xxi) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

16. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

16.1. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

16.2. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

16.3. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

16.4. If the chairman of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

17. PREVIOUS RESOLUTIONS

17.1. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 20, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

17.2. When a motion moved pursuant to standing order 17.1 has been disposed of, no similar motion may be moved for a further six months.

18. VOTING

18.1. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

18.2. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 15.8 and 15.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- 18.3. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- 18.4. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

19. VOTING ON APPOINTMENTS

- 19.1. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

20. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 20.1. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 20.2. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 20.3. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 20.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 20.4. If the Proper Officer considers the wording of a motion received in accordance with standing order 20.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- 20.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the

councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- 20.6. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 20.7. Motions received shall be recorded and numbered in the order that they are received.
- 20.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

21. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

21.1. The following motions may be moved at a meeting without written notice to the Proper Officer:

- (i) to correct an inaccuracy in the draft minutes of a meeting;
- (ii) to move to a vote;
- (iii) to defer consideration of a motion;
- (iv) to refer a motion to a particular committee or sub-committee;
- (v) to appoint a person to preside at a meeting;
- (vi) to change the order of business on the agenda;
- (vii) to proceed to the next business on the agenda;
- (viii) to require a written report;
- (ix) to appoint a committee or sub-committee and their members;
- (x) to extend the time limits for speaking;
- (xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- (xii) to not hear further from a councillor or a member of the public;
- (xiii) to exclude a councillor or member of the public for disorderly conduct;
- (xiv) to temporarily suspend the meeting;
- (xv) to suspend a particular standing order (unless it reflects mandatory statutory or

legal requirements);

(xvi) to adjourn the meeting; or

(xvii) to close the meeting.

22. MANAGEMENT OF INFORMATION

See also standing order 27.

- 22.1. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- 22.2. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- 22.3. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- 22.4. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

23. DRAFT MINUTES

See also standing order 27.

- 23.1. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 23.2. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 21.1(i).
- 23.3. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

23.4. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

23.5. **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

~~23.6. Subject to the publication of draft minutes in accordance with standing order 23.5 and standing order 27.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.~~

24. ACCOUNTS AND ACCOUNTING STATEMENTS

24.1. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

24.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

24.3. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

(i) the Council's receipts and payments (or income and expenditure) for each quarter;

(ii) the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

(iii) the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

24.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

(i) each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for

information; and

- (ii) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 24.5. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

25. FINANCIAL CONTROLS AND PROCUREMENT

25.1. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- (i) the keeping of accounting records and systems of internal controls;
- (ii) the assessment and management of financial risks faced by the Council;
- (iii) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- (iv) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- (v) whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

25.2. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

25.3. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 25.6 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

25.4. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- (i) a specification for the goods, materials, services or the execution of works shall be drawn up;
- (ii) an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- (iii) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- (iv) tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

Hard Copy Submissions

- (v) tenders submitted in writing, should be provided in a sealed marked envelope addressed to the Proper Officer;
- (vi) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

Digital Submissions

- (vii) tenders submitted digitally shall be opened by the Proper Officer after the deadline for submission of tenders has passed.
- (viii) the email containing the original submission shall be retained.;

25.5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

25.6. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess¹ of £213,477 (inc. VAT) for a public service or supply contract or in excess of £5,336,937 (inc. VAT) for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European**

¹ Thresholds effective 1-Jan-22 [Microsoft Word - Procurement Policy Note 10:21 - New Thresholds Values and Inclusion of VAT in Contract Estimates.docx \(publishing.service.gov.uk\)](#)

~~Commission every two years and published in the Official Journal of the European Union (OJEU))~~ legislation) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and ~~in OJEU~~ Find a Tender service.

25.7. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by ~~the European Commission every two years and published in OJEU~~ legislation) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

26. HANDLING STAFF MATTERS

- 26.1. A matter personal to a member of staff that is being considered by a meeting of Council or the HR committee is subject to standing order 22.
- 26.2. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the council or, if they are not available, the vice-chairman (if there is one) of council of absence occasioned by illness or other reason and that person shall report such absence to HR committee at its next meeting.
- 26.3. The chairman of the HR committee or in their absence, the vice-chairman of the council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the HR committee.
- 26.4. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Human Resources committee or in their absence, the Chairman or the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources committee.
- 26.5. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by staff relates to a member of the Human Resources committee, this member shall be replaced by the substitute member and shall be reported back and progressed by resolution of the Human Resources Committee.
- 26.6. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

26.7. In accordance with standing order 22.1, persons with line management responsibilities shall have access to staff records referred to in standing order 26.6.

27. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 28.

27.1. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

~~27.2. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~

OR

27.3. [If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

28. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list. See also standing order 22.

28.1. The Council may appoint a Data Protection Officer.

28.2. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

28.3. **The Council shall have a written policy in place for responding to and managing a personal data breach.**

28.4. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

28.5. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

28.6. **The Council shall maintain a written record of its processing activities.**

29. RELATIONS WITH THE PRESS/MEDIA

29.1. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

30. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 1.2(xii) and (xvii).

30.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

30.2. **Subject to standing order 30.1 the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

31. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

31.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

31.2. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

32. STANDING ORDERS GENERALLY

32.1. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

32.2. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 20.

32.3. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

32.4. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

© NALC 2020. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

The Model Standing Orders 2018 for England were revised in 2020.



SANDOWN TOWN COUNCIL

**SANDOWN TOWN COUNCIL
FINANCIAL REGULATIONS**

To be read in conjunction with Standing Orders as adopted by the Town Council.

APPROVAL DATE:

REVIEW DATE:

MINUTE NUMBER:

Contents

1. GENERAL	2
2. ANNUAL ESTIMATES/PRECEPT.....	2
3. RISK MANAGEMENT ASSESSMENT	2
4. BUDGETARY CONTROL.....	2
5. ACCOUNTING AND AUDIT.....	3
6. STAFFING.....	3
7. BANKING ARRANGEMENT AND CHEQUES (GENERAL)	3
8. INTERNET BANKING	4
9. PAYMENT OF ACCOUNTS.....	4
10. PAYMENT OF SALARIES AND WAGES.....	5
11. CONTRACTS FOR WORK AND GOODS AND SERVICES	5
12. LOANS AND INVESTMENTS.....	7
13. TOWN GRANTS	7
14. INCOME.....	8
15. INSURANCE	8
16. PETTY CASH.....	8
17. ASSETS, PROPERTIES AND ESTATES	9
18. HIRE OF TOWN COUNCIL FACILITIES.....	9
19. DATA PROTECTION ACT	9
20. FINANCIAL SCHEDULE	10
21. REVIEW OF REGULATIONS	10

1. GENERAL

- 1.1. These Financial Regulations shall govern the conduct of the financial management of the Council and may only be amended or varied by resolution of the Council or by Government legislation and shall be read in conjunction with Standing Orders adopted by the Council.
- 1.2. The Council shall appoint a person to act as the Councils Responsible Financial Officer (R.F.O.) to work in conjunction with and under the direction of the Town Clerk. The Town Clerk may, if desired also be the RFO
- 1.3. The RFO will be responsible for the proper administration of the Town Councils financial affairs and will be responsible for the production of financial management information as required by the Town Clerk and Council.

2. ANNUAL ESTIMATES/PRECEPT

- 2.1. Each committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November.
- 2.2. Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared by the RFO in the form of a draft budget in consultation of the Town Clerk. This draft will be made available to all members before being considered by the Council.
- 2.3. The Council shall set the budget and not later than the end of February shall fix the precept for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget which shall form the basis of financial control for the ensuing year.
- 2.4. The approved annual budget shall form the basis of financial control for the ensuing year.

3. RISK MANAGEMENT ASSESSMENT

- 3.1 The RFO will produce a Risk Management Assessment document each year for consideration by the Council as part of Internal Control.
- 3.2 Once agreed, the Risk Management Assessment must be formally approved in February to stand alongside the full year budget.
- 3.3 The RFO or Town Clerk will highlight at the earliest opportunity, where there are indications that a risk referred to within the Assessment is becoming active. The Council will consider the matter and recommend any necessary action.

4. BUDGETARY CONTROL

- 4.1 Expenditure should always be in accordance with the annual estimated budget and precept levied.

- 4.2 The RFO will advise the Council of any planned expenditure that will exceed the budget. Should they still wish to proceed with the expenditure, the Council must indicate from where such overspend should be funded.
- 4.3 All items of expenditure exceeding £5,000 incurred on behalf of the Town Council must be approved by specific resolution of the Town Council unless approved by the Council within the budget set for that financial year.
- 4.4 All Councillors shall have the right to question the RFO as to the content of any financial figures provided.
- 4.5 The RFO can vire amounts up to £1,000 in the budget with the Town Clerk's authorisation but will report back any virements at the next meeting of the Council.

5. ACCOUNTING AND AUDIT

- 5.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 5.2 The RFO is responsible for ensuring the annual accounts of the Town Council are completed as soon as practicable after the end of the financial year and will submit a copy to each member before the end of May. The RFO will also report thereon to the meeting of the Town Council.
- 5.3 The Town Council will employ a competent internal auditor independent of the operations of the Council. The internal auditor shall be free from any conflict of interest and have no involvement in the financial decision making of the Council. The internal auditor will undertake the role in accordance with regulation 6 of the Accounts and Audit Regulations 2003.
- 5.4 The internal auditor will complete their work no later than May in each year. Their written report will be provided to, and considered by, members at the first monthly meeting after its completion.
- 5.5 The Annual Statement of Accounts, required for external audit, must be prepared by the RFO for formal approval at a meeting held before the end of June.
- 5.6 The Town Clerk will ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices.

6. STAFFING

- 6.1 Council employees will be employed on the National Agreement of Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Service.

7. BANKING ARRANGEMENT AND CHEQUES (GENERAL)

- 7.1 The Town Council's banking arrangements will be approved by the Town Council.

- 7.2 At least two accounts will be maintained: a current account and a deposit account.
- 7.3 Banking income - see regulation 14
- 7.4 Cheques and withdrawal forms will be signed by the Town Clerk with two confirmatory signatures being obtained from Council Members.
- 7.5 The signatories shall each initial the counterfoil.
- 7.6 A list of cheque signatories will be maintained.
- 7.7 A bank debit card may be used up to a limit of £1000 in any one transaction and reported as payments schedule at the monthly meeting. Any expenditure exceeding the limit shall require signed authority from the Mayor/Deputy Mayor.
- 7.8 Banking arrangements shall be reviewed annually.

8. INTERNET BANKING

- 8.1 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 8.2 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.
- 8.3 The Bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 8.4 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.
- 8.5 Changes to account details for suppliers, which are used for internet banking may only be changed on approval of the RFO.

9. PAYMENT OF ACCOUNTS

- 9.1 Apart from petty cash payments (see regulation 16) all accounts will be paid by either cheque or internet banking or other order drawn on the Town Council's Bank.
- 9.2 Before certifying any invoice, the RFO will satisfy that the work, goods or services to which the invoice relates have been carried out, received, examined and approved.
- 9.3 All invoices under £1,000 will be examined, verified and certified by RFO.
- 9.4 All invoices over £1,000 will be examined, verified and certified by the RFO and the Town Clerk.
- 9.5 The RFO, when satisfied as to the validity of the invoice, will take reasonable steps to settle invoices received within any time period agreed with the contractor, or

supplier. The Council will normally wish to negotiate, and pay to, net monthly terms.

- 9.6 All certificated invoices will be kept with the accounts for auditing purposes.
- 9.7 If a payment is necessary to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of the council, where the RFO can certify that there is not dispute or other reason to delay payment, the RFO may take all necessary steps to settle such invoices provided that a list of such payments shall be submitted to the next meeting of the council for ratification.
- 9.8 The RFO will deal with the VAT element of each invoice ensuring the correct sum is recovered as appropriate from HM Revenues and Customs.
- 9.9 Payment for utility supplies (energy, rates, telephone, and water) may be made by variable Direct Debit provided that the instructions are signed the Town Clerk and any payment is reported to the Council meeting. All direct debits shall be reviewed annually.
- 9.10 Payments will be verified against invoices by two members who are bank signatories and the schedule signed. The schedule will be presented at the next meeting of council as an agenda item for approval.

10. PAYMENT OF SALARIES AND WAGES

- 10.1 The salaries of all employees will be paid monthly, in accordance with the terms agreed in their contract with the Town Council.
- 10.2 All hourly paid employees must complete a separate time sheet every week, detailing the hours worked and the tasks performed. Each time sheet must be authorised by the Town Clerk before payment can be effected.
- 10.3 The RFO will be responsible for the calculation of wages and salaries and the payment there of. Payment will be by BACS wherever possible.
- 10.4 The RFO will ensure that all relevant taxes are deducted as appropriate and payment for same made to the relevant authorities on a timely basis.
- 10.5 Payroll services can be outsourced to a third party.

11. CONTRACTS FOR WORK AND GOODS AND SERVICES

- 11.1 Procedures are laid down as follows: -
- 11.2 Every contract shall comply with these financial regulations, and no exception shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts that relate to items 11.2.1 to 11.2.7.
- 11.3 For the supply of gas, electricity, water, sewage and telephone services.

- 11.4 For specialist services such as are provided by solicitors, accountants, surveyors and planning consultant.
- 11.5 For work to be executed or goods or materials to be supplied which consists of repairs to or parts of existing machinery or equipment or plant.
- 11.6 For work to be executed or goods or materials be supplied which constitute an extension of existing contract by the Council.
- 11.7 For additional audit work of the external Auditor up to an estimate of £1,000.
- 11.8 For goods or materials proposed to be purchased which are priority articles and/or only sold at a fixed price.
- 11.9 The principle of best value will be embraced at all times when negotiating for any work, goods or services.
- 11.10 The Town Clerk, following consultation with the Town Mayor or appropriate Committee Chairman is empowered to purchase goods or services, or undertake emergency small works to the value of £5,000.
- 11.11 When applications are made to waive financial regulations relating to contract to enable a price to be negotiated without competition the reason shall be embodied in the recommendation to the Council.
- 11.12 For work of a value of £5,000 but less than £25,000, three written quotations should be obtained and brought to a meeting of the Council for approval where there are a sufficient number of suppliers to do so.
- 11.13 For work less than £5,000 three written estimates should be obtained where there are a sufficient number of suppliers to do so unless work can be undertaken by contractor from the preferred supplier list.
- 11.14 When contracts exceed EU thresholds EU procurement directives must be followed.
- 11.15 Any tender received after specified time shall remain unopened, save that such tender may be considered when the Council is satisfied that there is evidence of posting in time for delivery by the normal course of delivery and the other tenders have not been opened.
- 11.16 The Town Clerk will keep on file:
 - (i) A copy of all advertisements for expressions of interest in a contract.
 - (ii) A record of the number of expressions of interest received together with a list of those selected for further discussions.
 - (iii) The criteria used in the selection process should be recorded and the candidate's scores.
- 11.17 All contracts entered into by the Town Council will be passed by resolution made by the Town Council.
- 11.18 The Town Clerk will maintain a Register with details of companies tendering for contracts, tenders received and details of tender opening and evaluation and the Town Councils decision.

- 11.19 Whilst best value principles must always be adopted when deciding upon a contract, the Town Council will not be bound to select the lowest, or any tender.
- 11.20 In accordance with the Transparency Code Compliance, details of orders, commissioned activities, contracts and any legally enforceable agreements of a value that exceeds £5000 and invitations to tender for contracts and services of a value that exceeds £5000 will be made available on the Town Council website.

11.21 Hard Copy Submissions

- (i) tenders submitted in writing, should be provided in a sealed marked envelope addressed to the Proper Officer;
- (ii) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

11.22 Digital Submissions

- (i) tenders submitted digitally shall be opened by the Proper Officer after the deadline for submission of tenders has passed.
- (ii) the email containing the original submission shall be retained.;

12. LOANS AND INVESTMENTS

- 12.1 All loans and investments will be negotiated by the RFO in the name of the Town Council. Changes must be reported to the Town Council at the earliest opportunity.
- 12.2 All certificates, statements, and other documents relating to banking matters and investments will be retained in the custody of the Town Clerk.
- 12.3 The Council shall consider the need for an investment policy, which shall be in accordance with relevant regulations, proper practices and guidance. Any policy shall be reviewed annually.
- 12.4 All investments and borrowings shall be affected in the name of the Council after obtaining any necessary borrowing approval. Any application for borrowing shall be approved by the Council as to terms and purpose.

13. TOWN GRANTS

- 13.1 Any organisation or club applying for a Town Council Grant must complete a Grant Application Form to be submitted by a specified deadline.
- 13.2 Grant applications will be considered by the Council within the approved budget allocated by the Council.
- 13.3 Grant applicants may be invited to speak for up to three minutes and answer members' questions at the meeting which considers their application.
- 13.4 In accordance with the Transparency Code compliance all grants over £500 will be listed on the Town Council website.

14. INCOME

- 14.1 The collection of any sums due to the Town Council will be the responsibility of the RFO.
- 14.2 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council as to whether the debts shall be written off.
- 14.3 All sums due to the Town Council will be banked as soon as possible but must be banked within ten working days of receipt (Insurance Company policy may demand more frequent banking)
- 14.4 All cash paid from hall hire will be recorded on the date of receipt and kept safe until banked or if the total sum exceeds £500.
- 14.5 The RFO shall ensure prompt completion of VAT returns in accordance with the requirements of HM Revenue and Customs. Any refund claim due to the Council shall be made at least annually coinciding with the year end.
- 14.6 No personal cheques shall not be cashed out of money held on behalf of the Council.

15. INSURANCE

- 15.1 The RFO will deal with all insurance matters and negotiate all claims on the Town Councils insurers.
- 15.2 The RFO and Town Clerk will ensure the Town Councils property; effects and risks are covered by policy and annually review the situation.
- 15.3 The Town Clerk or RFO will advise the Town Council at the earliest opportunity in the event of any known loss liability or other situation, which may lead to a claim.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.
- 15.5 As a requirement of the insurance sector, an insurance inventory of the Town Council's assets will identify both purchase and the replacement values of items.

16. PETTY CASH

- 16.1 The RFO may maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses.
- 16.2 Vouchers for payments made from petty cash shall be kept substantiating the payment.
- 16.3 Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- 16.4 Replenishment of petty cash will be from the bank account and not from any income stream.
- 16.5 The RFO is responsible for petty cash and floats which will be independently checked on an intermittent basis by the Town Clerk or as part of the Council Internal Review.
- 16.6 A £50 limit to the value of any single petty cash transaction is allowed.

17. ASSETS, PROPERTIES AND ESTATES

- 17.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council.
- 17.2 The Asset Register should include the following, whether purchased, gifted or otherwise acquired, together with their holding location:
 - (a) All land and buildings held freehold or on long term lease in the name of the Council,
 - (b) Community assets,
 - (c) Vehicles, plant and machinery,
 - (d) Assets considered to be portable, attractive or of community significance,
 - (e) Other assets estimated or known to have a minimum purchase or resale value of £100 and a useful life of longer than 1 year.
 - (f) Long term investments, shares and loans made by the Council
- 17.3 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 17.4 The Town Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date.
- 17.5 The continued existence of tangible assets shown in the Register shall be verified at least annually in conjunction with a health and safety inspection of external assets.

18. HIRE OF TOWN COUNCIL FACILITIES

- 18.1 All aspects of hire are the responsibility of the Town Clerk in accordance with policy.
- 18.2 The Town Council will review fees and charges of hire annually.

19. DATA PROTECTION ACT

- 19.1 The Town Clerk/RFO will ensure all aspects of the Data Protection Act are adhered to.

20. FINANCIAL SCHEDULE

20.1 The attached schedule is appended to and forms part of these Financial Regulations.

21. REVIEW OF REGULATIONS

21.1 These financial regulations shall be reviewed at every two years or more often if appropriate due to changes in legislation.

21.2 Any update or amendment shall be reviewed by the Council for approval.

Annual Financial Schedule

Month	Matter	Action	Minute Required	Publication on Website
January	Budget and Precept	Circulate draft budget	No	No
February	Budget and Precept	<ul style="list-style-type: none"> • Approve Budget and set precept. • Communicate to IWC 	Yes	Yes
	Internal Auditor Appointment	Appoint Internal Auditor to complete audit by end of May	Yes	No
	Risk Management	Review, receive and approve.	Yes	Yes
May	Year End Accounts	To receive and approve year end accounts	Yes	Yes
	Asset Register	To review and approve the updated asset register	Yes	No
	AGAR	<ul style="list-style-type: none"> • To approve the Annual Return Governance Statement and Accounting Statements. • To Submit the Annual Return Governance Statement and Accounting Statements. • To advise of submission of Annual Return Governance Statement and Accounting Statements. 	Yes	Yes
June/July	Notice of Electors Rights	<ul style="list-style-type: none"> • Notice of electors rights published on website with Annual Return Governance Statement and Accounting Statements advising that accounts are available for public inspection (This period should start on the following day which must include the first 10 working days of July) • A copy of notice should be retained on file 	Yes	Yes
	External Audit	Relevant documents to be submitted to External Auditors and any subsequent queries to be dealt with by RFO	No	No
September	External Audit	Notice of completion to be posted to Website by 30 September	No	Yes
September	External Audit Report	Report and Opinion to be presented to the council at its next meeting.	Yes	Yes

(a) Absence and Sickness Policy	3
(b) CCTV Policy	7
(c) Complaints Procedure	13
(d) Communications Policy	23
(e) Dignity at Work – Bullying and Harassment	29
(f) Disciplinary Policy	33
(g) Document Retention Policy	41
(h) Equality and Diversity Policy	47
(i) GDPR Policy	53
(j) Grant Award Policy	59
(k) Grievance Procedure	67
(l) Health and Safety Policy	71
(m) Lone Worker Policy	77
(n) Publication Schedule -Freedom of Information	79
(o) Recording Policy	89
(p) Redundancy Policy	93
(q) Staff Recruitment and Retention	107
(r) Training and Development Policy	109
(s) Vexatious Complaints Policy - combined with (c)	
(t) Volunteer Policy	115



ABSENCE AND SICKNESS POLICY

1. Introduction

The Council recognises that sickness and absence can have a big impact on both the business of the Council and the life of employees. This policy sets out how the Council will support employees during sickness absence and what action it will take, if an employee has frequent short-term sickness absences, or a prolonged period of ill health.

2. Policy

Should any employee consider they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their line manager. The Council also reserves the right to require employees not to report for work, if it considers an employee is unfit to attend work due to sickness/ injury.

3. Notification

Should an employee be unable to work, they must inform their line manager as soon as reasonably practical, ideally on the first day of absence within one hour of their normal start time, stating the reason and the likely length of absence.

4. Line Manager

- 4.1. The Town Clerk is the line manager of all staff.
- 4.2. For the purpose of this policy, the Mayor or Deputy Mayor is the Line Manager for the Clerk.

5. Certification

- 5.1. All employees must provide the Council with a completed self-certification form for the first seven calendar days of sickness absences. The form should be completed on return to work (if the absence lasts less than seven days).
- 5.2. Should the absence extend to the eighth day (including weekends), the employee must send a fit note, issued by their GP, to the council. This note must also cover any subsequent periods of absence.

6. Fit Notes

Should a GP indicate "may be fit for work" on the fit note and identifies potential amendments; the Council will contact the employee and arrange for a meeting to discuss the suggested amendments, before they return to work.

7. Return to Work

Employees will not be allowed to return to work until their GP deems that they are fit to do so. Any requests for temporary adjustments to working conditions will be considered and accommodated, wherever possible.

8. Absence

8.1. Short-term Absence

If in any 3 month period there are 3 separate periods of absence (whether certificated or not), or if there is an unacceptable pattern of absence, for example regular time off on Mondays or Fridays When an employee returns to work from any absence (excluding holidays), the line manager will formally review the employees absence record.

8.2. Long-term Absences

Long-term absence is a period of sickness which lasts longer than 2 weeks. The Council will take a sympathetic view about genuine health problems, and will be supportive in its approach to all employees in this situation. Such absence will be monitored by telephone contact.

8.3. Problematic Absence:

If absence reaches problematic levels, the Council may have no choice but to dismiss the employee. The point, at which this action will be taken, will depend on the nature of work and the difficulties employee absence causes to the Council. The Council would regard dismissal as a last resort, following evaluation of medical information, alternative working options and employee views.

9. Medical Examinations and Reports

9.1. In order to gather information about an employee's medical condition, the council may request permission to contact the employees' doctor and ask for a medical report (the employee may request a report copy).

9.2. The Council may in the case of extended periods of absence, require employees to be examined by a medical consultant of its choice in order to seek a medical opinion. If an employee refuses to be examined, they may be dealt with under the council disciplinary procedure.

10. Holiday Sickness

Where an employee is laid up through sickness or injury during a period of pre-booked holiday, the Council will, subject to notification and certification, allow the employee to transfer to sick leave and take replacement holiday at a later date.

11. National Agreement on Pay and Conditions of Service ('Green Book')

As the Council abides by Green Book provisions, then an employee will be entitled to sick pay as defined in the employee's contract of employment.

12. Non-Compliance

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Council's Disciplinary Policy up to and including dismissal.

13. Implementation of the Policy

The Clerk will discuss the implementation of this policy with all existing employees and it will be included in the induction of all new employees



SANDOWN TOWN COUNCIL

Closed-Circuit Television (CCTV) Policy

CCTV POLICY

1. Introduction

- 1.1 The Town Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes.
- 1.2 Sandown Town Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor The Broadway Centre in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property.
- 1.3 The system comprises a number of fixed cameras.
- 1.4 The system does not have sound recording capability.
- 1.5 The CCTV system is owned and operated by the Town Council and the deployment is determined by the Town Clerk under guidance from the Town Council.
- 1.6 The CCTV is monitored centrally from the Community Centre offices and remotely by the Town Clerk and other staff as necessary.
- 1.7 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.
- 1.8 The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 1.9 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 1.10 The council recognises that during periods where children and young adults are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. An option will be made available to a designated and responsible individual to temporarily isolate CCTV coverage during applicable periods.

2. Statement of Intent

- 2.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.
- 2.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- 2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which

they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

- 3.2 The Council will make every effort to position cameras so that their coverage is restricted to the Council premises
- 3.3 Members of staff should have access to details of where CCTV cameras are situated.

4. Covert Monitoring

- 4.1 The Council may in exceptional circumstances set up covert monitoring. For example: Where there is good cause to suspect that illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- 4.2 Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.3 In these circumstances authorisation must be obtained from the Town Clerk.
- 4.4 Covert monitoring must cease following completion of an investigation.
- 4.5 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

5. Storage and Retention of CCTV images

- 5.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely.

6. Access to CCTV images

- 6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The Council will respond to requests within 28 calendar days of receiving the written request and fee.
- 7.3 A fee of £25 will be charged per request.
- 7.4 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8. Access to and Disclosure of Images to Third Parties

- 8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Town Clerk.
- 8.3 The data may be used within the Council's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

- 9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Town Clerk in the first instance.

10. Further Information

- 10.1 Further information on CCTV and its use is available from the following:
 - CCTV Code of Practice (published by the Information Commissioners Office)
 - Regulation of Investigatory Powers Act (RIPA) 2000
 - Data Protection Act 1998

CCTV ACCESS REQUEST FORM	
Date of Recording:	
Place of Recording:	Time of Recording:
Applicants Name and Address Post Code	Tel no
Signature of Applicant (or parent/guardian if under 18)	
Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Reason for request (to be submitted to the Town Council)	
Received by:	Clerk's Signature
Date Received	Time Received
Fee Charged / N.A. Fee Paid:	Request Approved YES / NO
Date Applicant Informed:	



SANDOWN TOWN COUNCIL

Complaints Procedure (including Vexatious Complaints)

Contents

1.	COMPLAINTS REGARDING COUNCILLORS	3
2.	INTRODUCTION	3
3.	PROCESS FOR MAKING A COMPLAINT.	3
3.1.	Making a Complaint.....	3
3.2.	Stage 1:	3
3.3.	Stage 2:	4
4.	VEXATIOUS (UNREASONABLE) COMPLAINTS AND BEHAVIOUR	4
4.3.	Terminology and Definitions relating to Vexatious Complaints.....	5
4.4.	Decision Making	7
4.5.	Vexatious Procedure – First Stage	7
4.6.	Vexatious Procedure – Second Stage	7
4.7.	Vexatious Procedure – Further Actions.....	8
4.8.	Restrictions	8
4.9.	New complaints from complainants who are treated as abusive, vexatious or persistent.....	9
4.10.	Review	9
4.11.	Record Keeping.....	9
4.12.	Right of Appeal	9

1. COMPLAINTS REGARDING COUNCILLORS

- 1.1. Pursuant to section 27 of the Localism Act 2011, Sandown Town Council ('the Council') has adopted a Code of Conduct to promote and maintain the high standards of behaviour by its Members and co-opted Members.
- 1.2. The code applies whenever they conduct the business of the Council including:
 - the business of the office to which they were elected or appointed; or
 - when they claim to act; or
 - give the impression of acting as a representative of the Council.
- 1.3. The Localism Act 2011 requires local authorities to establish arrangements to deal with allegations of breaches by councillors of the Members' Code of Conduct.
- 1.4. Therefore, any complaints against a member of Sandown Town Council are considered by the Monitoring Officer of the Isle of Wight Council.
- 1.5. Please click [on the link](#) or refer to the Isle of Wight Councils website for the [procedure for making a complaint against a councillor](#). If you would like a copy emailed or posted to you please contact the clerk.

2. INTRODUCTION

- 2.1. Sandown Town Council will do their utmost to settle complaints and satisfy any complaint made.
- 2.2. If a complaint is not settled by the Town Council, it cannot refer the complaint to any other body for settlement.
- 2.3. A complaint can however be referred to the Monitoring Officer, if the complainant considers that members of the council, while considering the complaint, breached the Member Code of Conduct.
- 2.4. The council will not tolerate abusive or bullying contacts.

3. PROCESS FOR MAKING A COMPLAINT.

3.1. Making a Complaint

- 3.1.1. Complaints in the first instance should be addressed to the clerk.
- 3.1.2. If the complainant prefers not to put the complaint to the Clerk, he or she shall be advised to put it to the Lead Member for Complaints.

3.2. Stage 1:

Oral Complaints

- 3.2.1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and they cannot satisfy the complainant fully, the complainant shall be asked to put the complaint in writing to the Clerk.

Written Complaints

- 3.2.2. On receipt of a written complaint the Clerk or Lead Member, shall try to settle the complaint directly with the complainant.
- 3.2.3. If the complaint is about the behaviour of the Clerk, they will be notified and given an opportunity for comment on the allegation and the intended method of dealing with and resolving the complaint.
- 3.2.4. If a written complaint is dealt with to the satisfaction of the complainant, it will be reported at the next council meeting.

3.3. Stage 2:

- 3.3.1. If a complaint cannot be settled to the satisfaction of the complainant, it shall be brought to the next meeting of the Council for decision.
- 3.3.2. The complainant will be advised on which date the complaint will be considered.
- 3.3.3. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public.
- 3.3.4. Any decision on a complaint shall be announced at the council meeting in public.
- 3.3.5. Council shall defer dealing with any written complaint only if:
 - (a) It is of the opinion that issues of law or practise arise on which advice is necessary; or
 - (b) Further evidence is required.
- 3.3.6. In such cases the complaint shall be dealt with at the next meeting after the advice has been received.
- 3.3.7. As soon as is reasonably possible after the decision has been made, the decision and any action to be taken shall be communicated in writing to the complainant.

4. VEXATIOUS (UNREASONABLE) COMPLAINTS AND BEHAVIOUR

4.1. Purpose of Policy in regard to Vexatious Complaints and Behaviour

- 4.1.1. This policy intends to:
 - (a) Assist in identifying and managing persons who are disruptive to the Council through pursuing an unreasonable course of conduct.
 - (b) Provide a mechanism for dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.
- 4.1.2. Habitual or vexatious questions and complainants can be problematic for council staff and councillors. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time.
- 4.1.3. There are situations when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 4.1.4. Examples of Contacts which might be considered unreasonable would include:
 - (a) Constant repetition of a query when reasonable answer has been given.
 - (b) Ongoing questions of details when the substance of a matter is closed.

(c) Repeated questions in relation to a matter over which the town council has no authority.

(d) The council will not tolerate abusive or bullying contacts.

4.2. In some cases, complaints made either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious.

4.3. Terminology and Definitions relating to Vexatious Complaints.

4.3.1. In this policy the term habitual means 'done repeatedly or as a habit'.

4.3.2. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.

4.3.3. The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

4.3.4. Sandown Town Council define unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

4.3.5. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

4.3.6. For the purpose of this policy the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

(a) unreasonable complaints and/or unrealistic outcomes; and or

(b) reasonable complaints in an unreasonable manner.

4.3.7. Examples include the way in which, or frequency with which, complainants raise their complaint with staff or how complainants respond when informed of the Council's decision about the complaint.

4.3.8. Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

(c) Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).

(d) Refuse to specify the grounds of a complaint despite offers of assistance.

(e) Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.

(f) Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.

(g) Refuse to accept that issues are not within the power of the Council to investigate, change or influence.

- (h) Insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (e.g., insisting that there must not be any written record of the complaint).
- (i) Make what appear to be groundless complaints about the staff dealing with the complaints and seek to have them dismissed or replaced.
- (j) Make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints.
- (k) Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes, telephone calls or emails).
- (l) Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language.
- (m) Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- (n) Introduce trivial or irrelevant new information whilst the complaint is being investigated and expects this to be taken into account and commented on.
- (o) Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- (p) Deny statements he or she made at an earlier stage in the complaint process.
- (q) Electronically record meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- (r) Adopts an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police or solicitors.
- (s) Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- (t) Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure.
- (u) Persistently approach the Council through different routes about the same issue
- (v) Persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons.
- (w) Refuse to accept documented evidence as factual.
- (x) Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.

(y) Combine some or all of these features.

4.3.9. Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.

4.3.10. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it, this should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

4.4. Decision Making

4.4.1. Since vexatious complaints impact on council staff welfare and capacity, where complainants have been, and continue to be identified as potentially habitual or vexatious in accordance with the criteria set out in Section 3, officers will refer the matter to the Human Resources Committee for a decision on:

(a) Agreement to issue warning correspondence (Virtually).

(b) Agreement to treat the complainant as a habitual or vexatious complainant if behaviour persists (Meeting).

(c) Agreement regarding the appropriate course of action to be taken if behaviour continues (Meeting).

4.5. Vexatious Procedure – First Stage

4.5.1. Sandown Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.5.2. Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

4.5.3. The Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the council may take if they do not comply (the Warning).

4.5.4. If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted (second Warning).

4.6. Vexatious Procedure – Second Stage

4.6.1. If the disruptive behaviour continues a meeting of the Human Resource Committee will be called.

4.6.2. A decision will be made on:

(a) Treat the complainant as a habitual or vexatious due to behaviour persisting.

(b) Appropriate course of action to be taken.

4.6.3. Following a decision by the committee to declare the complainant as habitual or vexatious:

(a) The Clerk on behalf of the Town Council will notify complainants, in writing or by email, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

(b) The correspondence will include:

- Why the decision has been taken;
- What procedures have been put in place and;
- The duration of that action.

4.6.4. The Isle of Wight Council will also be informed that a constituent has been designated as a habitual or vexatious complainant.

4.6.5. The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

4.6.6. Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time that the restriction will be in place for.

4.6.7. In most cases restrictions will apply for between 3-6 months, but in exceptional cases, this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

4.6.8. The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

4.7. Vexatious Procedure – Further Actions

4.7.1. Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Complaints Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.7.2. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, eg the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

4.8. Restrictions

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include (the list is not exhaustive):

- (a) Restricting the complainants contact with officers by telephone to through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf.
- (b) Prohibiting the complainant from sending emails to individual and/or all Council Officers and insisting they only correspond through a nominated councillor, usually the Mayor.
- (c) Requiring contact to take place with one named member of staff only.
- (d) Requiring contact to take place through a single medium.
- (e) Restricting telephone calls to specified days and/or times and/or duration.
- (f) Requiring any personal contact to take place in the presence of an appropriate witness.
- (g) Informing the complainant know that Sandown Town Council will not reply to, or acknowledge any further contact, from them on the specific topic of that complaint (in

this case, a designated member of staff will be identified who will read future correspondence)

4.9. New complaints from complainants who are treated as abusive, vexatious or persistent

4.9.1. New complaints from people who have come under this policy will be treated on their merits. The Clerk and the Human Resources Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint.

4.9.2. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

4.10. Review

4.10.1. The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, and the Human Resources Committee after three months, and at the end of every subsequent three months within the period during which the policy is to apply.

4.10.2. The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

4.11. Record Keeping

4.11.1. The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- (a) The name and address of each complainant considered abusive, vexatious or persistent.
- (b) Detail of any warnings issued (date, if response received).
- (c) The start and end date of any period of restriction.
- (d) The nature of the restriction.
- (e) The date of the decision.
- (f) The date the complainant and Council were notified.

4.11.2. The Council will be provided with an annual report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

4.12. Right of Appeal

4.12.1. A complainant declared Vexatious by the Human Resources Committee may appeal the decision by requesting the matter be brought to the next meeting of Full Council.

4.12.2. This request must be made via email or in writing.

4.12.3. The complainant will be notified of the date of the meeting.

4.12.4. The relevant documents will be circulated to all members.

4.12.5. A decision will be made at the start of the Agenda item if the matter will be debated or if Council supports the Committees decision without further discussion.

4.12.6. The complainant will be notified in writing of the outcome of the meeting.



SANDOWN TOWN COUNCIL

Communications Policy

Contents

COMMUNICATIONS POLICY.....	3
1. AIMS	3
2. INTRODUCTION	3
3. Notice Boards	3
4. Website.....	3
5. Correspondence	4
6. Communications with the Press and Public	4
7. Communications with Town Council Staff.....	5
8. Council Meetings	5

COMMUNICATIONS POLICY

1. AIMS

- 1.1. To establish clear, easy to use channels of communication between Sandown Town Council, the Clerk, Councillors and the residents of Sandown and vice versa.
- 1.2. To provide information on important matters in an appropriate manner so as to facilitate and encourage informed comment from interested individuals and groups.

2. INTRODUCTION

- 2.1. Each Councillor has a duty to represent, without bias, the interest of the whole community and is available to help parishioners with regard to matters relating to Sandown.
- 2.2. They may be contacted by telephone or email (if available) and a contact list is displayed on the council notice board and on the council website.
- 2.3. If the matter is important, then a letter to the clerk or their deputy will ensure that this will be brought before the council and dealt in a suitable manner.
- 2.4. It is the council's intention to comply with the schedule as below.

3. NOTICE BOARDS

- 3.1. The following items will be displayed permanently:
 - Councillors with contact email addresses
 - Council meetings dates for the year
 - Notice of the annual audited accounts will be displayed when appropriate.
- 3.2. The agendas pertaining to council meetings will be displayed 5 days in advance of the meeting.
- 3.3. Notices of public meetings will be displayed as and when appropriate.

4. WEBSITE

- 4.1. The following items will be permanently available:
 - Councillors with contact email addresses
 - Council meeting dates for the year once confirmed
 - The approved minutes from the next council meeting.
 - Financial information including bank reconciliations and annual budget
 - The Mayors Annual Report
 - All statutory documents including Standing Orders and Financial Regulations
 - All adopted policies
 - Details of the Publication Scheme
- 4.2. The clerk will ensure that council information included on the website is regularly updated.

4.3. Any council information on the website will be agreed by the clerk and/or the mayor before publication.

5. CORRESPONDENCE

5.1. **Council Correspondence**

5.1.1. The clerk is the main point of contact for the town council.

5.1.2. All correspondence relating to the town council should be addressed to the clerk in the first instance. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practicably possible.

5.1.3. All correspondence to the clerk will be acknowledged within one week of receipt.

5.1.4. All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper.

5.1.5. Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. cc)

5.2. No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the council, a committee, sub-committee or working party.

5.3. Councillors and officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

5.4. **Councillor Correspondence to external parties**

5.4.1. As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the Town council.

5.4.2. A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

6. COMMUNICATIONS WITH THE PRESS AND PUBLIC

6.1. The Clerk will clear all press reports, or comments to the media, with the Mayor or the Chair of the relevant committee.

6.2. Press reports from the council, its committees or working parties should be from the clerk or an officer or via the reporter's own attendance at a meeting.

6.3. Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

6.4. Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

6.5. If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

7. COMMUNICATIONS WITH TOWN COUNCIL STAFF

- 7.1. Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).
- 7.2. No individual Councillor, regardless of whether or not they are the mayor of the council, the chair of a committee or other meeting, may give instructions to the clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- 7.3. **Telephone** calls should be appropriate to the work of the Town council.
- 7.4. **E-mails:**
 - 7.4.1. Immediate replies should not be expected from the Clerk; reasons for urgency should be stated;
 - 7.4.2. Information to Councillors should normally be directed via the Clerk;
 - 7.4.3. E-mails from Councillors to external parties should be copied to the Clerk;
 - 7.4.4. Councillors should acknowledge their e-mails when requested to do so.
- 7.5. **Meetings with the Clerk or other officers:**
 - 7.5.1. Wherever possible an appointment should be made;
 - 7.5.2. Meetings should be relevant to the work of that particular officer;
 - 7.5.3. Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

8. COUNCIL MEETINGS

- 8.1. A period of up to 15-minute public question time will be held at the beginning of each Council Meeting 15 minutes are available for members of the public to speak on matters relating to the agenda.
- 8.2. 10 minutes are available for members of the public to speak on any matters relating to town business at the end of the agenda.
- 8.3. The Council will meet in the main hall at the Broadway Centre, unless otherwise notified.
- 8.4. Council meetings will be called by the Town Clerk or their Deputy Clerk.
- 8.5. **Ordinary Meetings**
 - 8.5.1. The council will normally meet at 7:00 pm on the third Monday of the month as the council directs at least three times a year.
- 8.6. **Annual Meeting**
 - 8.6.1. The Annual Meeting will take place in May each year.

8.6.2. Councillors will elect the Mayor and appoint the Deputy Mayor for the coming year at the Annual Meeting of the Council.

8.7. Town Meeting

8.7.1. The annual Town Meeting will take place in between March and June each year.

8.7.2. The Town meeting will be called by the Mayor.

8.7.3. The town meeting will be an opportunity for any Sandown Government Elector to discuss any public matter relating to or effecting Sandown.

8.7.4. A minimum of 5 days' notice must be given to the Town Clerk or their deputy of any issue to be raised.

8.8. Agenda Items for Council, Committees, Sub-Committees and Working Parties

8.8.1. An Agenda should be clear and concise, containing sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

8.8.2. "Information only" should be kept to a minimum on an agenda.

8.8.3. Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

8.8.4. If a resident wishes a matter to be formally discussed at a Town Council meeting, then the clerk must be notified at least 14 days prior to the meeting to enable the item to be placed on the agenda.



Dignity at Work and Bullying & Harassment Policy

1. PURPOSE AND SCOPE

1.1 Statement

In support of our value to respect others Sandown Town Council will not tolerate bullying or harassment by, or of, any of their employees, officials, members, contractors, visitors to the Council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment.

The council will issue this policy to all employees as part of their induction and to all members as part of their Councillor Pack. The Council may also share this policy with contractors, visitors and members of the public.

Bullying and harassment is most likely to be complained about when individual elected members or members of the public criticise Town Council employees, often without objective evidence and in environments which are open to the public such as Town Council meetings, or by way of blogs, Facebook comments, Twitter and other social media (cyber bullying)

1.2 Definitions.

1.2.1 These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct rather than one off incidents.

1.2.2 Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness, absence, lack of respect for others, turnover, damage to the council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

Bullying

1.2.3 "Bullying may be characterised as a pattern of offensive, abusive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power which makes the recipient feel upset, threatened, humiliated or vulnerable which tends to undermines their confidence which may cause them to suffer stress".

Harassment

1.2.4 Harassment is unwanted conduct that isolates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

1.2.5 This policy cover, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

1.3 **Examples.**

1.3.1 Examples of unacceptable behaviour are as follows (this list is not exhaustive). Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities.

1.3.2 Bullying and harassment may occur face-to-face, in meetings, through written communication, including e-mail, by telephone, social media or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 **Penalties.**

1.4.1 Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council for employees or through referral to the Standards Committee of the IOW Council as a contravention of the Members' Code of Conduct which may result in penalties against the member concerned.

1.4.2 In extreme cases, harassment can constitute a criminal offence and the council should take appropriate legal advice, sometimes available from the council's insurer, if such matter arises.

1.5 **The Legal position.**

1.5.1 Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health & Safety at Work Act 1974. Under the following laws, bullying or harassment may be considered unlawful discrimination; Sex Discrimination Act 1995, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sex Discrimination) 20095, Employment Equality (Age) Regulations 2006.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. In addition, a harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal for sexual, racial, disability or age discrimination.

2. **PROCESS FOR DEALING WITH COMPLAINTS OF BULLYING AND HARASSMENT**

2.1 **Informal Approach**

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

2.2 Formal Approach

Employees

- 2.2.1 Where the employee feels unable to resolve the matter informally, any complaint about harassment or bullying can be raised confidentially and informally, initially with the Mayor or other Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

Others

- 2.2.2 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee /member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Monitoring Officer.
- 2.2.3 If elected members are bullying or harassing town council employees, contractors, fellow councillors or members of the public, a referral to the Monitoring Officer as a contravention of the Code of Conduct may be an initial appropriate measure. If this is unsuccessful then referral to the town council's solicitors may follow.
- 2.2.4 If any employee is experiencing bullying or harassment from a member of the public the Town Council will act reasonably in upholding its duty of care towards its own employees. Such complaints will be taken seriously and will be pursued with the third party concerned, exercising whatever sanctions are available. In some cases, harassment can constitute a criminal offence and the Town Council will take appropriate legal advice and action if such an issue arises.
- 2.2.5 A member of the public who feels he/she has been bullied or harassed by any members or officers of the council should use the council's official Complaints Procedure details are found on the Council's website.



Disciplinary Policy

1. PURPOSE AND SCOPE

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009.

2. PRINCIPLES

- 2.1. No disciplinary action will be taken against an employee until the case has been fully investigated
- 2.2. At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- 2.3. At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- 2.4. No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- 2.5. An employee will have the right to appeal against any disciplinary penalty imposed.
- 2.6. The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. MISCONDUCT and GROSS MISCONDUCT

Misconduct

- 3.1. The following list provides examples of misconduct which will normally give rise to formal disciplinary action:
 - a) Unauthorised absence from work
 - b) Persistent short-term and/or frequent absences from work without a medical reason
 - c) Lateness for work or poor time keeping

- d) Inappropriate standard of dress
- e) Minor breaches of Health and Safety or other Society rules or procedures
- f) Failure to perform your job to the standard expected or in line with your job
- g) description/objectives
- h) Time wasting
- i) Disruptive behaviour
- j) Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- k) Refusal to carry out reasonable requests or instructions
- l) Smoking in unauthorised areas
- m) Failure to follow an agreed council procedure

3.2. This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

Gross Misconduct

3.3. The following list provides examples of offences which are normally regarded as gross misconduct:

- n) Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- o) Fighting, assault on another person
- p) Deliberate damage to property of the council, its workers or members
- q) Gross incompetence in the conduct of work
- r) Gross negligence which results in the council or employees being put at risk.
- s) Being under the influence of illegal drugs or excessive alcohol
- t) Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- u) Serious acts of insubordination
- v) Serious breach of duty to keep information of the council, its service providers and its clients confidential
- w) Unauthorised entry to computer records
- x) Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or email and Internet Policy
- y) Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- z) Serious negligence which causes or might causes significant loss, damage or injury
- aa) Accepting bribes or incentive payments from suppliers
- bb) Unauthorised use of Council funds or credit

cc) Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

3.4. This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

4. PROCEDURES

Suspension

4.1. If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the council will be maintained although access to premises, equipment or systems may be denied.

4.2. The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

Informal Action

4.3. Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

Formal Action

4.4. The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 -see 3.4 below.

Disciplinary Letters

4.4.1. If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be

accompanied to the meeting.

- 4.4.2. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

Disciplinary Meetings

- 4.4.3. The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the hearing panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.
- 4.4.4. If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

5. OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

- 5.1. In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;
- a) the reason for the warning,
 - b) that it is the first stage of the disciplinary procedure,
 - c) the improvement that is required and the timescales for achieving this improvement,
 - d) together with a review date and any support available (where applicable) and
 - e) his or her right of appeal.

- 5.2. A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

- 5.3. If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager.
- 5.4. This will give details of the complaint, the improvement required and the timescale. It

will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

Stage 3 - Final Written Warning

- 5.5. If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal.
- 5.6. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 - Dismissal or other sanctions

- 5.7. If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result.
- 5.8. Only the appropriately convened hearing panel can take the decision to dismiss an employee.
- 5.9. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority.
- 5.10. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.
- 5.11. Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

6. APPEALS

- 6.1. The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct, Poor Performance or Gross Misconduct.
- 6.2. An employee who wishes to appeal against a disciplinary decision should inform the Chair/Mayor (or Chair of the relevant committee) within five working days, in writing and

giving reasons for the appeal. An Appeal may be raised if:

- a) The employee thinks the finding or penalty is unfair
- b) New evidence has come to light
- c) The employee thinks that the procedure was not applied properly

6.3. Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing.

6.4. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

7. THE RIGHT TO BE ACCOMPANIED

7.1. At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview.

7.2. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. present.

7.3. The companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

8. HEARING PANELS

8.1. The town council will establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

9. NOTE-TAKING

- 9.1. It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

10. GRIEVANCES RAISED DURING DISCIPLINARY PROCESSES

- 10.1. In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. It is recommended that in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but specialist advice should be sought if this arises.

11. CRIMINAL CHARGES OR CONVICTIONS

- 11.1. If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

12. GETTING IT WRONG

- 12.1. Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%.
- 12.2. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

SANDOWN TOWN COUNCIL

Document Retention Policy

SANDOWN TOWN COUNCIL

POLICY FOR RETENTION OF DOCUMENTS

- The table identifies when the retention period of records is due to expire and how immediate action will be taken to ensure the disposal of documents is undertaken in a proper and secure manner.
- When the information reaches the expiry date for retention, the Town Clerk will ensure that all copies of that information are permanently destroyed. If the information is held in more than one media the information must be removed from all the Councils record systems.
- The Town Council will endeavour to minimise the amount of paperwork both produced and received, notwithstanding this there will still be a certain amount of paperwork to process.
- To avoid confusion the method of destruction of all paper documents, with the exception of junk mail which will be returned to sender, is that it will be treated as confidential waste and will be shredded by a registered waste disposal operator and a certificate of destruction obtained.
- The method of destruction for all electronic data will be electronic erasing and in the case of CD or DVD the method of disposal will be by a registered waste disposal operator with a certificate of destruction obtained
- Electronic copies will be completely deleted from any memory source or other media

2. STORAGE OF DOCUMENTS.

- Archived records will be stored at the Broadway Centre from 1st April 2108
- Minutes will be kept in the Clerk's office and all other retained documents will be stored in archive boxes in the Broadway Centre
- If records need to be kept indefinitely, the Town Clerk will consider the most effective way of storage taking into account any space restrictions.
- At the time of writing this policy, the form of media for storage of the majority of documents is electronic.
- The Town Clerk may consider all forms of media for storage to accommodate the needs of the Council provided reproduction from that media is legally acceptable.

DOCUMENT RETENTION POLICY

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Agendas	Preserve	Indefinite	Archive
Byelaws and orders	Preserve	Indefinite	Archive
Councillors Declarations of acceptance of Office	Preserve	Indefinite	Archive
Councillors Register of interest	Destroy	1 year after member leaves Council	
Routine correspondence	Destroy	One month	
Correspondence and papers on important local issues	Preserve	Indefinite	Archive
Draft Minutes	Destroy	Destroy when minutes approved	
Gifts and Hospitality Records	Preserve	Indefinite	Challenge
Health and Safety Records	Preserve	Indefinite	Challenge
Insurance policies	Preserve	Forty years	Challenge
Leases, licenses and agreements.	Preserve	Indefinite.	Archive
Minutes (signed) of the Council, Committees, sub committees and working groups.	Preserve	Indefinite	Archive
Personnel – recruitment records Employee records	Destroy Destroy	3 months after appointment for applicant feedback if requested 6 months after termination of contract	Limitation period
Quotations and tenders for works	Destroy	20 years	Statute of limitation
Property registers including plans for allotments, open spaces, gardens, amenity areas	Preserve	Indefinite.	Archive
Scales of fees and charges	Destroy	Five years	Management

FINANCIAL			
RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Audit returns to external auditor	Preserve	Indefinite	Archive
Bank Statements	Destroy	20 years	Audit and grant funding
Bank paying in book and cheque book stubs	Destroy	8 years	Audit and grant funding
Borrowing	Preserve	Indefinite	Audit management
Hiring records of properties	Destroy	7 years	VAT
Internal Audit Management	Preserve	Indefinite	Audit Management
Investments	Preserve	Indefinite	Audit Management
Members allowances register	Destroy	7 years	Tax limitation
Paid invoices	Destroy	7years	VAT / grant funding
Paid cheques	Destroy	7 years	Limitation period/ grant funding
Petty Cash records	Destroy	7 years	VAT
Precept requests	Destroy	Retain as long as of value	
Project management records	Preserve	Indefinite	Archive /Audit/ grant funding
Receipt books of all kinds	Destroy	7 years	VAT
Receipts and Payments records	Preserve	Indefinite	Archived
Salaries records	Destroy	7 years	Limitation period
Staff time sheets	Destroy	7 years	Audit
VAT records	Destroy	7 years	VAT

OTHER INCLUDING PLANNING			
RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
General historic information relating to Sandown	Preserve	Indefinite	Archive
Legal papers	Preserve	Indefinite	Archive
Planning documents relating to Sandown generally	Destroy	After comment made by Town Council	Available on IWC website
Planning documents relating to Sandown Council <ul style="list-style-type: none"> • Town Plans • Design Statements • Policies 	Preserve	Indefinite	Archive

This Policy was originally adopted at Sandown Town Council meeting held on 15th January 2018 and amended on 4 June 2018.

**SANDOWN TOWN COUNCIL
EQUALITY AND
DIVERSITY POLICY**



EQUALITY AND DIVERSITY POLICY

STATEMENT OF INTENT - Our Commitment to Equality and Diversity

Sandown Town Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.

Sandown Town Council will comply with current legislation with regard to diversity and equality. We believe that meeting the needs of our residents and staff can only be achieved through recognising the value of every individual. Our aim is to create an environment that respects the diversity of staff and service users and enables them to achieve their full potential, to contribute fully, and to derive maximum benefits and enjoyment from their involvement with the Town Council.

To this end the Town Council acknowledges and strives to embed in all its activities the following basic rights for all:

- To receive a professional and appropriate service
- To be treated with respect and dignity
- To be treated fairly with regard to all procedures, assessments and choices
- To receive encouragement to reach their full potential

These rights carry with them responsibilities, not just for Sandown Town Council as a corporate body, but also its staff, volunteers, service users and those who supply services on our behalf. We must all recognise and uphold these rights and act in accordance with them in dealings with others. Councillors and any employees have a personal responsibility for fostering a fully integrated community, at work, by adhering to the principles of equal opportunity and maintaining racial harmony in the provision of dedicated services to people on equitable terms

Our statutory duty under the Equality Act 2010

As a public body leading and speaking on behalf of the community the Town Council must play its part in making society fairer by tackling discrimination and providing equality of opportunity for all. The Equality Act 2010 places a new Equality duty on the Town Council to work to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
- Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

No individual will be unjustifiably discriminated against. This includes, but is not limited to, discrimination because of the following characteristics (known as protected characteristics under the Act)

- Age
- Disability
- Gender
- Marital status and civil partnerships
- Pregnancy and maternity
- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

Sandown Town Council is aware that the above list is not exhaustive and that there are other forms of discrimination that should not be tolerated

We will engage with people to ensure the service is relevant and meets their needs.

We will empower people to recognise and counter discrimination, and be supportive in doing so.

No form of intimidation, bully or harassment will be tolerated.

**This Policy was initially adopted at the meeting of the Town Council held on 15th
January 2018**



GENERAL DATA PROTECTION REGULATION POLICY

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to Councilors', staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the Town Clerk /RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information.

GDPR requires continued care by everyone within the council, Councilors' and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as medium risk to the council (both financial and reputation) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Town Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result

in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorized users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices (Appendix A)

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was

originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Town Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.
- The Town Council will manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and Councilors' are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Adopted: 4th June 2018

Minute no: 1658/18



GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Sandown Town Council which is the data controller for your data.

Other data controllers the council may work with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications,
- Where you pay for activities such as use of the council’s facilities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers,

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances: in limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email or telephone

- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;

- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner’s Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

8) Transfer of Data Abroad

- Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

- If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

- We will keep this Privacy Notice under regular review and we will place any updates on this web page: <http://www.sandowntowncouncil.gov.uk>

Contact Details

- Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Protection Officer
 Clerk to Sandown Town Council
townclerk@sandowntowncouncil.gov.uk

I have read the above Privacy Notice and give permission for Sandown Town Council to retain my personal information in relation to the contract held between us.

Signed.....

Date



SANDOWN TOWN COUNCIL

Grant Award Policy

Contents

1. Introduction.....	3
2. General principles.....	3
3. Amounts awarded	3
4. Eligible parties	4
5. Ineligible parties	4
6. Eligible projects or activities.....	4
7. In-eligible projects or activities	5
8. Applications	5
9. Consideration of applications.....	5
10. Award of grants	6
11. Grant award conditions	6
12. Repayment of grants	6
13. Data protection.....	7
14. Contact details	7

1. INTRODUCTION

- 1.1. The Council can use Section 137 of the Local Government Act 1972 to award grants.
- 1.2. An allocated amount is included in the budget each year to facilitate this.
- 1.3. The following policy sets out how Sandown Town Council considers and makes grant awards.
- 1.4. The policy enables the council to make an informed and fair assessment of grant applications, so that decisions made in relation to grant applications within the allocated grant budget are made in a way which is fair and transparent.

2. GENERAL PRINCIPLES

- 2.1. Grants will only be awarded for activities and projects that are:
 - (a) In the interests of the town
 - (b) For the benefit for some or all of the residents of Sandown
 - (c) Improve the range of services in the town.
- 2.2. Grants can be awarded to voluntary groups, charitable bodies and community organisations, including new organisations or bodies who want to get established.
- 2.3. Generally, only one grant will be awarded to an organisation in any financial year.
- 2.4. The award of a grant in any given year does not set a precedent for or preclude the award of a grant in a subsequent year.
- 2.5. Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
- 2.6. Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.
- 2.7. The Town Council reserves the right to decline any application or to apply conditions to the grant.
- 2.8. Recognition of the grant from Sandown Town Council must be made in any publicity details of the grant award will be published by the council in its accounts and other published documents.

3. AMOUNTS AWARDED

- 3.1. There are no upper or lower limits set for the amount of any grant, but generally they will be restricted to a level of £500.

- 3.2. The total amount of grants awarded in any one financial year will not exceed the sum allocated in that year budget for disbursement as grants.
- 3.3. The Town Council will normally expect to distribute grants to a variety of organisations. This may mean a smaller amount is awarded than that requested.
- 3.4. The Council will normally only fund up to a maximum of 50% of a project cost.
- 3.5. Grants will not be awarded to cover costs that have already been incurred.

4. ELIGIBLE PARTIES

4.1. Grants can be applied for by:

- (a) Not-for-profit groups operating for the benefit of the community in Sandown.
- (b) Groups set up for charitable purposes,
- (c) Groups of people, not necessarily constituted who have specifically come together to run a project
- (d) A new group being set up. For new groups information will be required on:
 - Why the group is being started the group and how it will be continued
 - If there is any support from people wanting to join or run the group
 - How it has been established there is a need for the proposed activity or project.
- (e) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.
- (f) Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- (g) Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Sandown.

5. INELIGIBLE PARTIES

- 5.1. Sandown Town Council is prevented by law from giving financial assistance to individuals.
- 5.2. Sandown Town Council will not provide a grant to aid commercial organisations which aim to generate a profit.

6. ELIGIBLE PROJECTS OR ACTIVITIES

- 6.1. Grants will be awarded, at the discretion of the Sandown Town Council, to organisations and projects which provide or improve:
 - (a) Safety
 - (b) Recreation
 - (c) Community pride
 - (d) Sports
 - (e) Art, culture or heritage

- (f) Services for children and young adults
- (g) Services for the elderly
- (h) Services for people with disabilities or;
- (i) Other projects or services which the Council considers will be of benefit to the local community or Sandown's residents.

7. IN-ELIGIBLE PROJECTS OR ACTIVITIES

7.1. Grants will not be awarded for projects or activities that:

- (a) Are statutory responsibilities
- (b) Could reasonably be expected to be funded from other sources
- (c) Could reasonably be expected to be funded from membership subscriptions
- (d) Are political in nature
- (e) Seek to promote or oppose a religious viewpoint or activity
- (f) Seek to fund professional services
- (g) Seek to fund salary, routine or other administration costs

7.2. Grants cannot be awarded in relation to church buildings and other property owned by religious institutions.

8. APPLICATIONS

8.1. Applications are accepted at any time throughout the year but will not be considered until the next meeting of council.

8.2. Applications are considered in accordance with the policy and criteria set out above.

8.3. Grant applications will only be considered if:

8.3.1. Submitted using Sandown Town Councils Grant Application Form

8.3.2. Supported with all requested/relevant documentation.

8.3.3. All the questions on the application form are answered as fully as possible to provide a detailed picture of the proposed project or of the activities and of your organisation within the town.

8.4. Amounts over £500 will be given only in exceptional circumstances. If you feel you may have a special case, please discuss this with the Clerk in the first instance.

8.5. Grants applications should be submitted at least 14 days before the next meeting of council or will be considered at the following meeting.

9. CONSIDERATION OF APPLICATIONS

9.1. The council will consider if funding requested is commensurate to the benefit obtained by the residents of Sandown, including:

- (h) How well the grant will meet the needs of the community
- (i) How effectively the grant will be used by the applicant.

- (j) If the costs are reasonable and expected contributions that have been or are being raised locally are realistic.
 - (k) If the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
 - (l) The constitution and management of the applicant.
- 9.2. The council reserved the right to seek additional information in relation to the application and the applicant including undertaking checks and balances.
- 9.3. Groups working with young people and/or vulnerable adults are required to have protection policies in place staff must have been subject to the required safeguarding checks.
- 9.4. Applicants will need to demonstrate that they have adequate public liability or other insurance for the planned activity or project.
- 9.5. If funding has previously been awarded for the same project or activity, the Council must be satisfied that the project or service was delivered to a satisfactory level.

10. AWARD OF GRANTS

- 10.1. Applicants will be informed of the decision on their grant application within two weeks of council considering the application.
- 10.2. Grant awards will be paid by bank transfer into the bank account of the organisation. Payments will not be made to individuals.
- 10.3. The grant can only be awarded to the value approved by council.

11. GRANT AWARD CONDITIONS

- 11.1. Grant awards are made subject to the following conditions:
- 11.1.1. The grant award must be used for the purpose detailed in the application.
 - 11.1.2. Monies must be used within one year of award. The council recognises that project timescales can slip for valid reasons. In such circumstances, the council expects to be informed of any issues.
 - 11.1.3. If a project does not ultimately proceed as planned, grant monies will be returned.
 - 11.1.4. Proof of purchase will be made available to the council if an award relates to a specific item.
 - 11.1.5. The applicant will provide to the council all such assistance as is reasonably necessary to enable the council to comply with its requirements under the freedom of information action.
 - 11.1.6. The applicant will acknowledge the contribution made by the council when arranging promotional activity or literature including press releases relating to the application.

12. REPAYMENT OF GRANTS

- 12.1. Sandown Town Council will require repayment of monies if the applicant is unable to use the award for the stated purpose.
- 12.2. The council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if:

- The organisation to which the grant was awarded ceases to exist
- The grant is not used for the purposes specified, or the applicant does not comply with the conditions of the grant.

12.3. Should dishonesty be found in relation to the the application or spending the grant, the matter will be reported to the police and the Council will press for prosecution.

13. DATA PROTECTION

13.1. By submitting the application form, you give permission for Sandown Town Council to use the information that you provide for purposed including but not limited to:

- Establishing entitlement to a grant; and
- Inclusion in the council's records, including those which by law must be published.

13.2. Sandown Town Council aims to make the grant making and assessment process as open and clear as possible. Therefore, meetings are held in public and individual applications may be discussed in front of the public and press.

13.3. In certain circumstances the council recognises this is not appropriate and consideration is given to what information it would be appropriate to reveal, recognising the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law.

13.4. If you think your application falls within this category, please notify the clerk on application.

14. CONTACT DETAILS

Town Clerk: Richard Priest Deputy Clerk: Jennifer Armstrong

The Broadway Centre,
1 Broadway,
Sandown,
Isle of Wight
PO36 9GG

Tel: (01983) 408 287/ 300 329

Email: clerks@sandowntowncouncil.gov.uk



GRIEVANCE PROCEDURE

1. PURPOSE AND SCOPE

It is the policy of the council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008.

2. PRINCIPLES

- a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.
- b) Grievances will be dealt with promptly and consistently
- c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.
- d) An employee will have the right to appeal against any outcome of a Grievance Hearing.
- e) At no time will an employee be penalised or victimised for having raised a Grievance against the council

3. PROCEDURE

- 3.1 Wherever possible, any grievance should be raised informally with the Employee's line manager, or if this is inappropriate with the next level of management. In the case of the Clerk to the council raising a grievance this should be directed to the Chair or Mayor of the council unless the complaint is about the Chair or Mayor in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from a clerk should share the grievance with the relevant committee established to handle employment matters and the issues should be treated with discretion and confidentiality at all times.
- 3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.
- 3.3 **Meeting or Hearing:** Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the line manager or Chair of the appropriately convened committee or hearing panel will arrange a meeting with the employee.

The Hearing Manager will endeavor to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The manager will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as s/he shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place.

Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the Panel may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Panel may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

3.4 **Response:** The Hearing Manager will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties.

3.5 **Appeal:** If the employee is dissatisfied with the decision of the line manager on his/her complaint, s/he may appeal against the decision to the Mayor with written notice within five working days of the decision.

An Appeal may be raised if:

- The employee thinks the finding, or action plan, is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

On receipt of the appeal the council's Appeals Panel shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as s/he shall consider appropriate without unreasonable delay. The Appeal Hearing Chair shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. Where the council's Chair or Mayor has chaired the initial grievance meeting the Vice Chair or Chair of another committee will hear the appeal as a hearing manager the decision of the Appeal Hearing will be final. The council will need to ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

3.6 **Bullying or Harassment:** If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or Mayor or Deputy if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed.

The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the council through the Monitoring Officer of the Isle of Wight Council. Refer to the Dignity at Work Policy for further details

3.7 **Right to be Accompanied:** At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

3.8 **Hearing Panels:** The Council will establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 **Confidentiality:** So far as is reasonably practicable, the council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

3.10 **Record Keeping:** In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

3.11 **Grievances** raised during Disciplinary Process

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. In line with ACAS advice, disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but specialist advice should be sought if this arises.

4. GETTING IT WRONG

Following the repeal of the 2004 Dispute Resolution regulations employees no longer HAVE to raise a grievance before going to an employment tribunal. However, establishing a mechanism for differences and disputes to be resolved internally can often allow the employment relationship to continue. Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) when dealing with grievances can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%.

Tribunals dealing with constructive dismissal and discrimination claims are particularly interested in whether the employer followed a procedure when dealing with an internal dispute and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

SANDOWN TOWN COUNCIL

HEALTH & SAFETY POLICY

1 POLICY STATEMENT

Sandown Town Council is committed to maintaining safe and healthy working conditions and to preventing accidents and instances of work-related ill health by ensuring that all activities carried out on council premises or undertaken by its employees are managed in such a manner so as to avoid, reduce or control all foreseeable risks to the health and safety of anyone who may be affected by such activities as far as is reasonably practicable.

This policy will be reviewed and revised, as necessary, every year.

2 EMPLOYER'S RESPONSIBILITIES

In furtherance of the above policy statement and the need to ensure compliance with the following:

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Workplace (Health, Safety and Welfare) Regulations 1992
- d) Health and Safety (Display Screen Equipment) Regulations 1992
- e) Provision and Use of Work Equipment Regulations 1998
- f) Manual Handling Operations Regulations 1992
- g) Health and Safety (First Aid) Regulations 1981(SI 1981/917)
- h) The Health and Safety Information for Employees Regulations 1989
- i) Employers' Liability (Compulsory Insurance) Act 1969
- j) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- k) Electricity at Work Regulations 1989
- l) Control of Substances Hazardous to Health Regulations 2002
- m) Gas Safety (Installation and Use) Regulations 1994

The Town Council will:

- provide and maintain safe plant and equipment and safe systems of work;
- ensure materials and substances used are properly stored, handled, used and transported;
- assess the risks to the health and safety of anyone who may be affected by work activities;
- consult with employees on matters affecting their health and safety and ensure that all employees are competent to do their tasks;
- provide information, training, instruction and supervision;
- provide a safe place of employment;
- provide a healthy working environment;
- provide a written Health and Safety Policy;
- look after the health and safety of other people, in addition to employees;
- talk to safety representatives.

3 EMPLOYEES' RESPONSIBILITIES

Employees have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with supervisors and managers on health and safety issues. Employees should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

4 ROLES

4.1 The Town Council has overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of this policy.

4.2 The Clerk has day-to-day responsibility for ensuring that this policy is implemented.

5 RISK ASSESSMENTS

5.1 Every work activity to be undertaken will be subjected to a health and safety risk assessment prior to the activity starting, in consultation with those who will undertake the work.

5.2 A separate fire risk assessment will also be undertaken by the Clerk who will take reasonable steps to reduce the risk from fire and ensure occupants can safely escape the premises if a fire does occur.

5.3 A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level. The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken.

5.4 Action required removing or control health and safety risks will be approved by the Council who will be responsible for ensuring the action required is implemented. The Council will check that the implemented actions have removed or reduced the risks.

5.5 The Council will also check that the implemented actions have removed or reduced the risks. Assessments will be reviewed every year or when significant changes in the work activity occur, whichever is soonest by Town Council.

6 SAFE PLANT AND EQUIPMENT

6.1 When selecting and purchasing items of plant and equipment it is essential to ensure, as far as possible, that such items are safe and are appropriate for the task and location for which they are intended to be used.

6.2 The Council is responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased.

6.3 Account must be taken of the persons required to use the items which must be selected to minimise any possible adverse effects to the user and other persons who may be affected.

6.4 It is also essential to ensure that all plant and equipment is kept safe through regular maintenance and inspection and that all employees are trained to use equipment safely and are aware of instructions provided by manufacturers and suppliers.

6.5 Any problems found with plant and equipment should be reported to the Clerk.

6.6 All employees are responsible for identifying all plant and equipment needing maintenance.

6.7 The Clerk is responsible for ensuring effective maintenance procedures are installed and the Council is responsible for ensuring that all identified maintenance is implemented.

7 HAZARDOUS SUBSTANCES

7.1 Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health.

7.2 The main law on hazardous substances at work is the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). It defines hazardous substances to include most hazardous chemicals (including waste and by-products), biological agents and any dust.

7.3 Harmful substances which are covered by COSHH include the vast majority of chemicals, many of which have a warning label. Examples may include bleach and other cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive.

7.4 The Clerk is responsible for identifying all substances that need a COSHH assessment and for undertaking COSHH assessments and ensuring all relevant employees are informed.

7.5 The Council is responsible for ensuring that all actions identified in the assessments are implemented.

7.6 The Admin Assistant is responsible for checking that new substances can be used safely before they are purchased and report to the Clerk.

8 TRAINING

8.1 All employees must receive health and safety induction training as soon as possible after starting employment and job specific health and safety training where work activities require it.

8.2 A training needs analysis should be conducted for each job and if this highlights a training requirement then appropriate training must be provided within a reasonable time scale.

8.3 Records of all training undertaken by employees will be kept by the Clerk.

9 REPORTING ACCIDENTS, INVESTIGATING AND MONITORING

9.1 All employees are required to report all accidents and work-related causes of sickness absence to the Clerk and where the employee is the Clerk, to the Mayor or Deputy Mayor of the Council.

9.2 The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors and to prevent a recurrence. The Clerk is responsible for investigating accidents.

9.3 The Clerk is responsible for investigating work-related causes of sickness absence. The Council is responsible for acting on investigation.

10 ACCIDENTS AND FIRST AID

10.1 Employers are required by law to have first aid provisions in the workplace.

10.2 Employers are also required to report certain work-related accidents, dangerous occurrences and diseases. The appointed person is the Town Clerk. The first aid box is kept in the kitchen.

10.3 All accidents and instances of work-related ill health will be recorded in the accident book. The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

11 EMERGENCY PROCEDURES

11.1 All employees should read the Fire Action Notices provided in all areas of the workplace which give details of the company's fire and emergency procedures.

11.2 Escape routes will be checked every month by the Clerk. Fire extinguishers will be maintained and checked every year by the Council's appointed contractor.

12 CONSULTATION WITH EMPLOYEES

Employees will be consulted on matters affecting their health and safety at regular intervals.

13 INFORMATION AND SUPERVISION

13.1 Employers must display the health and safety law poster or alternatively, provide employees with individual copies of the same information in a leaflet. The Health and Safety Law poster will be displayed in the foyer.

13.2 Employers have an added duty to young people to provide information, instruction, training and supervision. Supervision given to young people must be greatly increased to ensure that they are fully supervised at all times.

14. APPRENTICE/YOUNG EMPLOYEES

14.1 When employing a young person as an apprentice, an employer has a responsibility to provide the same protection for their health, safety and welfare as for other employees.

14.2 If an employer currently employs a young person, or has done so in the last few years, their existing risk management arrangements should be sufficient if a new young person is of a broadly similar level of maturity and understanding, and has no particular needs.

14.3 If employing a young person for the first time, or employing one with particular needs, an employer will need to review their risk assessment, taking into account the specific factors for young people before they start their apprenticeship. A risk assessment will be carried out as part of the induction process to ascertain if there are any specific factors or additional needs to cater for.

15 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 specify minimum requirements for work with display screen equipment (DSE). In addition, the Management of Health and Safety Regulations 1999, The Provisions and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 also stipulate general duties which apply. In order to comply with the many statutory obligations and associated codes of practice and guidance below should be adhered to.

15. 1. ARRANGEMENTS FOR SECURING THE HEALTH & SAFETY OF DSE USERS

The Council will endeavour, so far as is reasonably practicable, to secure the health and safety of Display Screen Equipment (DSE) users. To achieve this, the following measures will be adopted:

(a) The Clerk will be responsible for identifying users in accordance with the DSE guidance and for ensuring that an assessment of the workstations within their area of responsibility is undertaken, taking into account the display screen equipment, the furniture, the working environment and the operator/user. This assessment must be reviewed if significant changes are made to the workstation or work tasks.

- (b) The Clerk will complete the assessment forms and will be responsible for maintaining up to date workstation records, for issuing individual user checklists and for the secure storage and retrieval of all DSE documents.
- (c) Where, as a result of the assessment risks are identified, necessary measures must be taken by the Council to remedy the problems identified.
- (d) Work activities must be planned so as to incorporate changes of task within the working day in order to prevent excessive periods of display screen equipment use and to provide rest periods before the onset of fatigue where natural breaks do not occur.
- (e) Software will be reviewed and selected to ensure that it is suitable for the task and not unnecessarily complicated.
- (f) Arrangements must be made at the request of an employee, who has been identified as a DSE user for an appropriate eye/eyesight test. If corrective appliances are required for DSE work the Council will meet the basic cost.
- (g) In accordance with the opticians report, to provide re-examination within the time scale subject to the refusal of the display screen equipment user, in writing, not to do so.
- (h) To provide employees, temporary workers and other DSE users with details of Work station assessments and measures to be taken to avoid risk.
- (i) In the case of adverse health or medical conditions being identified, the Clerk will report details to the Council in order that health surveillance measures can be affected. Users should be redeployed until such time as medical practitioner grants permission for them to continue using display screen equipment or it becomes necessary to review the case.

15.2 PROVIDING EYE AND EYESIGHT TESTING AND ANY NECESSARY CORRECTION FOR DSE WORK

Those members of staff who have been identified as DSE “users” are entitled on request, to an eye and eyesight test which the council must pay. If the test shows that they need special corrective appliances for DSE work the council will pay for the cost of the lenses and a basic frame (i.e. of a type and quality adequate for its function) to the maximum of £50.00. If after subsequent eye tests a change in lens is required, where practical, users should utilise existing frames. If a user chooses spectacles to correct eye or vision defects for purposes which include display screen work but go wider than that, the Council will only contribute to the cost attributable to the display screen work involved. Examples of this are more expensive frames or optional lenses and coatings.



SANDOWN TOWN COUNCIL

LONE WORKER POLICY

1. Statement of Policy

Sandown Town Council will take every practicable step to protect the health, safety and welfare of its Employees and Councillors whenever they are required by the nature of their duties to work alone and without direct support and supervision.

The Council's employees are expected to work alone and for some staff lone working is the norm. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

The policy applies to employees and Councillors and for the purposes of this policy lone working is defined as any activity or function performed on behalf of Sandown Town Council without any close supervision or with other employees.

2. Organisation and Arrangements

Sandown Town Council is responsible for:

- The lone working arrangements of employees;
- Determining the contents of this policy;
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with loneworking;
- Ensuring compliance with the policy and providing resources for putting the policy into practice;
- Making sure that employees and councillors are aware of this policy;
- Making sure that appropriate support is given to employees and Councillors involved in any incident.

The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly;
- Reporting annually to the Full Council on any incidents and actions taken in response.

All Employees and Councillors engaged in lone working are responsible for:-

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Follow all rules and regulations laid down by the Town Council;
- Report all incidents that may affect the health and safety of themselves or others;
- Taking part in training designed to meet the requirements of this policy;

- Report any dangers they identify or any concerns they might have;
- Record full details of their lone working time;
- Recognise and assess potentially high risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;
- In addition, and if appropriate, complete a form detailing visits from aggressive or potentially violent people. Any such forms or reports should be provided to the Clerk for appropriate action to be taken.

3. Lone Worker Guidance

- Lone workers must carry their mobile telephone.
- Lone workers must carry any personal alarm supplied by the Town Council.
- Employees and Councillors must take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken then they should discuss this with the Clerk in the first instance.
- Plan the visit – let someone know time of leaving, where going and estimated time of return.
- Try to avoid confrontation. If a situation does become heated try to stay calm. If violence is threatened it is best to withdraw.
In the event that an officer suspects that a violent attack is imminent it may be possible to use a mobile telephone to summon assistance (e.g. 999 for the police). Heated arguments can suddenly escalate to the point at which violence is used and in practice there may be little time to call for help.
- Officers who find themselves in a violent situation may activate their personal alarms. It may be that activation of an alarm is enough to bring an attacker to their senses and persuade them to break off the attack.
- Note, personal attack alarms are not weapons and should be used only to startle an attacker and alert passers-by. Aggressive use of such alarms may actually inflame a situation.
- Personal attack alarms are not toys! They can emit a piercing noise and could damage hearing if held close to someone's ear. Do not use them for practical jokes
- Ensure that you are properly trained and have the skills and knowledge to do your job safely and without risks to health. If you feel that you need extra training then discuss this with the Clerk.



SANDOWN TOWN COUNCIL

Publication Scheme
(Freedom of Information Act)

PUBLICATION SCHEME

1. INTRODUCTION

1.1. **The Freedom of Information Act 2000**

The Freedom of Information Act grants to members of the public rights of access to a variety of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at www.ico.gov.uk .

1.2. **Publication Scheme**

1.2.1. The Act requires every public authority to adopt and maintain a generic model publication scheme. This policy is designed to provide everyone with a comprehensive guide to the information that the council will automatically or routinely publish, or otherwise make available to the public.

1.2.2. The model scheme is Appendix A of this document.

1.3. **Sandown Town Council's Commitment to the Act**

The Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

1.4. **Freedom of Information Requests and the Publications Scheme**

1.4.1. The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld.

1.4.2. Application for any information not included in the guide below can be made by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

2. INFORMATION AVAILABLE FROM SANDOWN TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's Who on the Council and any Committees	Website Hard Copy from Clerk
Contact details for Town Clerk and Council members (named contacts with email address)	Website Notice Board Hard Copy
Location of main council office and accessibility details	Website Notice Board
Staffing structure	Website

Information to be published	How the information can be obtained
Class 2 – What we spend and how we spend it. (Financial Information - Current and previous financial year)	
Annual return form and report by auditor	Notice board Hard Copy Website
Finalised budget	Website Hard Copy
Precept (In Minutes & Accounts)	Website Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Website Hard Copy
Grants given and received	Website (Minutes) Transparency Code Hard Copy
List of current contracts awarded	Website Transparency Code Hard Copy
Members' allowances and expenses, if applicable	Hard Copy
Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website
Agendas of meetings (as above)	Website Notice board
Minutes of meetings	Website Hard Copy
Reports presented to council meetings (current meeting only)	Website
Responses to consultation papers (current meeting only)	Website (Minutes) Hard Copy
Responses to planning applications	Website (Minutes) IWC Planning Portal
Bye-laws	None/Not available
Class 5 – Our policies and procedures Current information only Information	
Committee - Terms of Reference	Website (Minutes) Hard Copy
Delegated authority in respect of officers (if applicable)	Hard Copy
Code of Conduct	Website
Other Policy statements	Website

Information to be published	How the information can be obtained
<i>Internal policies relating to the delivery of services:</i>	
Equality and diversity policy	Website
Health and safety policy	Website
Recruitment policies	Website Email
Policies and procedures for handling requests for information	Website Hard Copy
Complaints procedure	Website Hard Copy+B16
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the publication of information)	Website
Class 6 – Lists and Registers (Currently maintained only)	
<i>Any publicly available register or list:</i>	
Assets Register	Hard Copy
Disclosure log	None
Register of members' interests	Website iwight.com
Register of gifts and hospitality	Viewing only (Clerk)
Class 7 – The services we offer (Current information only)	
Broadway Centre Meeting rooms and hall hire	Website Transparency Code
Recreation Facilities at Sandham Gardens Skate Parks MUGA Steven Jenkins Playground Adizone	Assets Register (viewing only)
Seating	Assets Register (viewing only)
Public conveniences Yaverland Toilets St John's Road Toilets Eastern Gardens Toilets	Assets Register (viewing only) Transparency Code
Los Altos Park public open space	Assets Register (viewing only) Transparency Code

3. CHARGES

Method	Charge
Assets Register (viewing only)	Free
Email	Free
Hard Copy	10 p per page plus postage at standard Royal Mail charge.
Notice board	Free
Transparency Code	Free
Viewing only (Clerk)	Free
Website	Free
Staffing structure	Free
Hard Copy (black & white)	10 p per page Postage at standard Royal Mail 2nd Class.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

SANDOWN TOWN COUNCIL

Protocol and Guidance for Recording, Photography and use of Social Media at Sandown Town Council Meetings

Guidance

This guidance applies to any council or committee meetings that are open to the public.

The Council allows any member of the public or press to report on all public meetings subject to limited exceptions outlined below. The term reporting includes the taking of photographs, filming, audio-recording, tweeting, blogging or generally reporting on proceedings.

Those wishing to undertake any reporting of meetings are asked to advise the Clerk in advance of the meeting of their intention to do so, as explained below, in order to allow necessary arrangement to be made if required.

The chair of the meeting shall advise members of the public and members that the meeting may be recorded if notice has been received that reporting is happening.

The purpose of this protocol is to provide guidance, particularly, for members of the press or public on reporting of any Town Council meeting which is held in public.

Although there is a legal right to allow reporting of Council meetings the proceedings of that meeting must not be disrupted by the use of any equipment or the manner in which the reporting is undertaken. It is also important that reporting does not inhibit community involvement in the proceedings.

Guidelines for Reporting

Any member of the public or of the media wishing to report a public meeting should ensure that:

1. Any photography or audio / visual recording must take place from a fixed position in the meeting room approved by the Chairman so as to minimise disruption to the proceedings
2. The use of flash photography, additional lighting, sound booms or other equipment that may, in the chairs opinion, be likely to be intrusive or in any way interfere with proceedings will only be allowed if agreed in advance with the Chairman.
3. If the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way then the operator of the equipment will be required to stop reporting.
4. If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to report the meeting cease and the operator of the equipment will be required to stop reporting and leave the meetings taking all reporting equipment with them.

5. They comply with any request made by the Chairman regarding respecting the public's right to privacy.

6. People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. This also applies to those individuals who may ask a public question, present a petition or make a representation at a Council meeting open to the public and who are not seated in a "public seating area".

7. Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Notices advising the public that the public meeting may be reported on will be displayed in or directly outside the relevant meeting room and this will be noted on the agenda. The Chairman will also make an announcement that the meeting may be photographed, recorded or filmed.

What if I don't want to be recorded?

If as a member of the public you do not wish to be photographed, filmed or recorded please inform the Clerk in advance of the meeting. If you are concerned for your personal safety it may be possible to make alternative seating arrangements.

What is the procedure prior to the Meeting for those wishing to Record or Photograph a Meeting?

Members of the public wishing to report on a public meeting should wherever possible contact the Clerk for the meeting concerned two working days before the meeting or advise the Clerk before the meeting starts.

The request should include the following information:

1. Which meeting this refers to;
2. The name, organisation (if applicable) and contact details of the person making the request;
3. What equipment it is intended will be used (e.g. camera/audio recorder/video camera, tri-pod etc);
4. What the photographs, or audio / visual recording will be used for and / or where the information is to be published.

What is the procedure for reporting during the meeting?

All reporting equipment must be set up before the meeting starts to avoid disrupting the meeting.

If the Chairman feels the photography/ audio / visual recording is disrupting the proceedings the operator of the equipment will be required to stop reporting.

If the person continues reporting after having being requested to desist then the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to report at future Council meetings that are open to the public.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed. All equipment shall be removed from the meeting room when members of the public and press are excluded.

If a meeting for which agreement is given to report is adjourned by the Chairman then any reporting should stop at the point at which the meeting is adjourned.

Social Media

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

If the Chairman feels the use of social media is at the time disrupting the proceedings the Councillor, member of the public or media representative may be required to stop.

If use continues the Chair will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

What is disruptive behavior?

Essentially, this could be any action or activity which disrupts the proper conduct of meetings. Examples could include:

- moving to areas outside the areas designated for the public or press without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- Asking for people to repeat statements for the purposes of recording.

Can I leave recording equipment in a public meeting room and record without being present?

There is no legal prohibition, however, under this guidance and council standing orders the committee may require any such recording to stop if at any stage the meeting became a private meeting and so someone is required to be present to stop the equipment. In addition the Council will not be responsible for the security of any equipment left unattended.

Are there any limits to what I can say in a tweet or video or report I publish?

The law of the land applies including the law of defamation and the law on public order offences. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.

Will I be able to provide commentary during the meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting.

The new rules do not permit oral commentary during a meeting as this would be disruptive to the good order of the meeting.

Policy adopted at the meeting held on 15th January 2018

Sandown Town Council

Redundancy Policy

Adopted 1st April 2019

Manage staff redundancies

A redundancy plan will help you manage each stage of the redundancy process. It should show how you'll:

- avoid compulsory redundancies
- consult staff
- select staff for redundancy
- give staff notice
- work out redundancy pay
- support staff and plan for the future

You should work with staff representatives – for example trade unions – to develop your plan if it's a large or complex redundancy situation.

Having an agreed plan allows you to easily share information with all your staff and help them understand what's happening. It's particularly useful when you explain your proposed changes during the consultation phase.

You can avoid job losses by planning ahead and looking at other options.

Before making redundancies you should see if you can:

- offer voluntary redundancy or early retirement
- agree to flexible working
- temporarily reduce staff working hours
- ask staff to stop working for a short time
- retrain staff to do other jobs in your business
- let go of temporary or contract staff
- limit or stop overtime
- not hire any new staff

2. Offer voluntary redundancy or early retirement

Your offer needs to cover the whole workforce and it must always be the employee's choice to volunteer. Make sure you do not pressure anyone or single a person out. For example you could be accused of age discrimination if you only offer early retirement to your older workers.

You do not have to select an employee just because they volunteer. For example if your most experienced employee volunteers you can explain that you're not selecting them.

It's a good idea to make clear to staff early on that voluntary redundancy or early retirement is not automatically given.

You must have a fair way of selecting who does get voluntary redundancy or early retirement.

You can offer extra redundancy pay if you want to encourage staff to volunteer.

Agree to flexible working

You can agree to update employment contracts to allow more flexible working.

This could include staff:

- working fewer hours
- homeworking
- job sharing
- working compressed hours

Ask staff to temporarily stop working or reduce hours

If it's included in employment contracts you can ask staff to:

- stop working for a while (known as a 'temporary lay-off')
- work fewer hours (known as 'short-time' working)

It must be a temporary solution and not a permanent change to agreed working hours.

If it's not included in employment contracts

You can ask to update an employee's contract to include these options. They do not have to accept.

See the Acas guide on [lay-offs and short-time working](#).

Move staff into other jobs

You should try and move staff into other jobs within your organisation before you start the redundancy process.

Once you've made someone redundant

If you're looking to fill another role that is suitable for the person you're making redundant, you should offer it to them instead of redundancy. The redundancy could be judged an 'unfair dismissal' if you do not.

If you do offer them another job it needs to be:

- in writing
- made before their contract ends
- a different job to the one they're doing – you'll need to explain how it's different

They should not have to apply for the job. The new job must start within 4 weeks of their previous job ending.

Employees have the right to a 4-week trial period if they accept a new role. The trial period should start after they've worked their notice period and their previous contract has ended.

This avoids any confusion or disputes over dates if the trial does not work out. It's a good idea to set out the dates for the trial in writing.

If you both agree it is not working out they can still claim redundancy pay. You can agree to a longer trial period but it must be agreed in writing.

Related content

[Download guidance for handling collective redundancies](#)

[Download guidance for lay-offs and short-time working](#)

Consultation is when you sit down with staff to explain your planned changes and get their feedback and input. Your plans must not be finalised at this stage and you should aim to include any staff suggestions or ideas you agree with.

3. Who you must consult

You must discuss your planned changes with each member of staff who could be affected. This can include staff who are not actually losing their jobs.

You must sit down with each employee individually to explain changes and get their ideas and feedback. The meeting can take place over the phone if you both agree to it and there is a clear need, for example if someone works remotely.

When you must consult elected representatives

You must also consult trade unions or employee representatives during 'collective' redundancies. A collective redundancy is when you're making 20 or more redundancies within 90 days in a single establishment.

This means you must discuss redundancy changes with both elected representatives and individual members of staff in collective redundancies.

How to consult

There are set rules for collective redundancies which you must follow.

There are no set rules for consultations with fewer than 20 redundancies

but it's good practice to follow the same process.

You can read [the Acas guide to handling collective redundancies](#).

An employment tribunal could accept a claim for unfair dismissal if you can't show you've consulted an employee or employee representatives.

You must consult staff who are on maternity leave.

Prepare for the consultation

You should get the information ready that you're going to share.

During the consultation period you must let staff know in writing:

- why you need to make redundancies
- the number of people and which jobs are at risk
- how you will select employees for redundancy
- how you plan to carry out the redundancies, including timeframes
- how you will calculate redundancy pay
- details of any agency workers you're using

You should also have:

- a trained person to lead the consultation
- a clear way of presenting your redundancy plan
- question and answers document

Call Acas on 0300 123 1150 to find out about training courses for your staff.

When to begin your consultation

It's important you do not present a finalised redundancy plan to your employees. You must leave enough time to include any suggestions you agree to.

Number of redundancies	When to begin consultation
Under 20	No set rules
20 to 99 redundancies within 90 days in one establishment	30 days before the first redundancy
100 or more redundancies within 90 days in one establishment	45 days before the first redundancy

You must include in your total:

- voluntary redundancies
- employees you're moving into other roles

You only need to include employees on fixed-term contracts if you're making them redundant before the end of their contract.

Notify the Redundancy Payment Service (RPS)

For collective redundancies you must let the RPS know your plans before the consultation starts.

Fill in [form HR1 on GOV.UK](#) and send it to the RPS address on the form.

You can be fined if you do not notify the RPS.

How long the consultation lasts

There are no rules for how long the consultation should last. It can last longer than the minimum periods listed above if it's a large or complex redundancy situation.

You do not need to reach agreement for the consultation to come to an end. You simply need to show that the consultation was genuine and that you aimed to reach agreement. You must be able to show that you've listened to your employees and that you responded to questions and suggestions.

What to discuss at the consultation

Consultations allow you to explain why you're planning on making redundancies.

In return it allows employees to discuss:

- ways to avoid or reduce redundancies
- how to reduce the impact of redundancies
- how the organisation can restructure or plan for the future
- how people are selected for redundancy

You must consider and respond to any suggestions made by employees. You can reject any ideas you do not think are reasonable but you should explain why. It's important to document all discussions and the reasons for your decisions.

You might not always be able to avoid redundancies but by working with employees you'll often be able to save jobs and come away with a better idea of how your business can plan for the future.

What information to share

You should be as open as possible with unions and employee representatives. This will allow employees to feel part of the conversation.

Not providing enough information often leads to frustration and mistrust and can sometimes mean the consultation is invalid.

You should aim to provide the right level of detail for staff to understand your proposals. The information should not be so long or complex that a specialist is needed.

Consult staff individually

You would normally consult individuals after you've completed consultation with employee representatives. You can choose to overlap with individual consultations if needed.

Related content

[Download guidance on handling collective redundancies](#)

You must select employees for redundancy in a fair way and not discriminate against any individuals or groups.

It's a good idea to use selection criteria to help you choose which employees to make redundant.

You should base the criteria on:

- standard of work
- skills, qualifications or experience
- attendance record (do not include absence relating to disability or maternity)
- disciplinary record

You must not select staff because of their:

- age
- disability
- gender reassignment
- race
- sex
- sexual orientation
- religion or belief
- marriage or civil partnership status
- pregnancy or maternity leave – see [the Acas guide to redundancy for pregnant employees or those on maternity leave](#)
- family related leave – for example parental, paternity or adoption leave
- role as an employee or trade union representative
- membership of a trade union
- part-time or fixed-term employee status
- pay and working hours, including the Working Time Regulations, annual leave and the National Minimum Wage

Make sure your criteria does not indirectly discriminate against any of these groups. For example if you use flexible working as a criteria you could be discriminating against women. You would need to show that

flexible working is no longer possible after your business has changed.

4. Agree criteria with staff

You should consult employees to identify and agree selection criteria. For example you could sit down with employees to work out the skills and experience needed for your business in the future.

The more open and collaborative your selection process is the more your employees will trust that it is fair.

Select staff in a fair way

It's a good idea to score employees against all the agreed selection criteria. This will help you avoid relying on one particular criteria and can lower the risk of discriminating against employees.

It will also help you:

- be objective when selecting employees
- easily share with staff how the selection process works
- explain your decisions at tribunals

Ask staff to reapply for their jobs

You can ask staff to reapply for their jobs to help you decide who to select. You should still use criteria when you interview staff to make sure you're selecting people in a fair way.

How to score employees

You can decide how much you want to score each criteria. You should also provide written evidence to support your score.

You don't have to use the points system used in this guide, it's just an example. The 'standard of work' criteria could look like:

Criteria: standard of work	Score	Evidence
Outstanding	15	
Exceeds objectives for the role	12	
Meets all objectives for the role	9	
Meets some objectives of the role	6	

Criteria: standard of work	Score	Evidence
Fails to meet objectives for the role	3	

Decide which criteria are most important

You can adjust the points you give for each criteria. For example if it's agreed that 'attendance record' is less important you can allocate fewer points. This creates a 'weighting' which allows you to be more flexible in how you score staff.

Apply the selection criteria to the group of employees at risk of redundancy. This is sometimes known as the 'pool of selection'.

Set up an appeals process

You should set up an appeals process for employees who feel they have been unfairly selected. This can reduce the chances of someone making a claim against you to an employment tribunal.

You should explain in your redundancy plans how someone can appeal. You might meet with staff face-to-face to listen to their concerns or ask them to write a letter or email explaining why they do not agree with your decision.

Related content

[Download guidance on handling collective redundancies](#)

[Download guidance on managing redundancy for pregnant employees or those on mat...](#)

You can only make an employee redundant once you've finished consulting staff.

It's best to tell an employee face-to-face that you're making them redundant. You should also let them know in writing.

You should include in the letter:

- their notice period
- leaving date
- how much redundancy pay they're due
- how you calculated the redundancy pay
- any other pay you owe them (for example holiday pay)
- when and how you'll pay them
- how they can appeal

You must give them at least the statutory notice period. This is based on how long they've worked for you.

How long they've worked for you	Minimum statutory notice
One month up to 2 years	A week
Between 2 and 12 years	One week per year
12 years or more	12 weeks

You should also check your employment contracts – they might include a longer notice period.

When the notice period starts

The notice period starts when your employee gets the letter or email telling them they've been selected for redundancy. You should make sure you know when this happens.

It's a good idea to give them the letter at work or send it by recorded delivery. If you send it by recorded delivery make sure only the employee can sign for it.

Related content

[Download guidance for handling collective redundancies](#)

You must pay redundancy to employees who have:

- an employment contract
- worked for 2 full years

6. How to calculate redundancy pay

You must pay at least the statutory amount to your employees.

Use the [GOV.UK redundancy pay calculator](#) to work out an employee's statutory redundancy pay.

How much redundancy pay each employee gets depends on their age and how long they've worked for you. It's capped at 20 years – working backwards from the date you made them redundant. You must pay:

- 1.5 weeks pay for each year of work after their 41st birthday
- 1 week pay for each year of work after their 22nd birthday
- half a week for each year of work before their 22nd birthday

The limit for weekly pay is £525. The maximum total amount of statutory redundancy pay is £15,750.

You should check your employment contracts as you might need to pay more than the statutory amount.

You can choose to pay higher amounts if you want to encourage voluntary redundancies.

If your employee's pay changes from week to week

Calculate the average weekly pay for the previous 12 weeks from the date you made them redundant.

If they did not work for a whole week during that time – for example they were on holiday or off sick – replace it with an earlier week.

You must share in writing with employees how you've calculated redundancy payments.

When you must pay redundancy

You must pay redundancy on an employee's last day. You can pay shortly after on a set date if you both agree in writing.

You should clearly communicate when and how the payment will be made. For example let employees know if payments will be included in their monthly pay or as separate payments.

If you cannot afford to pay redundancy

If making redundancy payments puts your business at risk you can ask the Redundancy Payments Service (RPS) for financial help.

If you're insolvent you can get RPS to make your redundancy payments and recover the debt from your assets.

Call the RPS helpline to discuss your options.

RPS helpline: 0330 331 0020

Related content

[Redundancy pay calculator on GOV.UK](#)

[Download guidance on handling collective redundancies](#)

Redundancy can create difficult situations and conversations in your organisation.

You should think about how to support:

- employees at risk of redundancy
- managers who are breaking the news
- the people leading the consultation
- employee representatives
- staff that are staying on

It's often forgotten that those staying on experience stress from seeing colleagues and friends being made redundant. They will also be part of a

changing organisation and might feel uncertain about what the business and their roles will look like in future.

You can support staff by providing:

- counselling
- additional face-to-face meetings
- help getting financial advice
- clear plans for the future of your organisation
- help finding work for another company

7. Help staff find another job or training

You must allow staff a reasonable amount of time off to look for another job or training if:

- you're making them redundant
- they've worked for 2 full years (including the notice period)

Paying staff who take time off to look for another job

You must pay employees who take time off to look for new work. The most you need to pay for the whole notice period is 40% of one week's pay. This is the total amount and not the amount per week.

For example if an employee gets paid £500 a week for a 5 day working week, the most you would have to pay them for their time off is £200 (40% of their weekly pay). This stays the same even if they take more than 2 days off.

Contact Jobcentre Plus

Jobcentre Plus offers a 'Rapid Response Service' to help people get straight back into work. They can also help employees write or update CVs.

To get help using the Rapid Response Service email:

rrs.enquiries@jobcentreplus.gsi.gov.uk

You need to include in the email:

- your contact details
- the town and postcode your business is based in
- the location of the redundancies

They can also give you useful information about finding work to pass on to your staff.

Support the people breaking the bad news

You should make sure that anyone breaking the news to staff:

- understands in detail the organisation's plans
- knows why redundancies are being made
- is trained (at least in how to hold difficult conversations)
- is not over-worked (their role often involves long hours)
- has a group of colleagues they can turn to for support
- understands the support they can get from trade unions

Staff will have lots of questions about what's happening – it's important the person telling them they're being made redundant understands the changes and plans in detail.

Line managers often have to break the news to staff about redundancies. You should give line managers [training and support](#) to help them manage these difficult conversations.

They can then offer support and help to staff who are being made redundant. This in turn helps staff who are staying on believe that the organisation has dealt with the situation fairly and will be a good place to work in the future.

If the situation is handled in the right way it can make a big difference to:

- how staff react and cope with being made redundant
- the morale of staff who are staying on
- the success of the planned changes and future of the organisation

Related content

[Download guidance on handling collective redundancies](#)

Staff Recruitment and Retention Policy

Staff Recruitment

- 1.1 Any vacancy will have a Job Description and Person Specification prepared for it and this will be available to any prospective candidate by way of the Town Council website or a recruitment pack.
- 1.2 Application for vacancies will be by means of standard application forms
- 1.3 All applications received by the deadline will be viewed and assessed against the job description and person characteristics appertaining to the specific vacancy. A shortlist will be drawn up for those candidates selected for interview. Any variation to 1.1 and/or 1.3 will be informed to the Council and minuted.
- 1.4 Candidates will be selected taking full account of the provisions of any Equality legislation in force at the time.
- 1.5 Offers of employment following the selection process described above will normally be made initially by telephone and followed up by a letter.
- 1.6 Unsuccessful candidates will be informed of the outcome by letter and feedback will be made if requested.
- 1.7 All offers of employment are made subject to satisfactory references being received and are subject to a three month probationary period..
- 1.8 That references taken up will be from the current employer or immediate past employer. The Town Council will also check on the candidate's right to work in the UK according to Home Office rules.
- 1.9 The Town Council will also need to verify any qualifications which are relevant to the position being offered through sight of the appropriate original documentation.
- 1.10 All staff employed by the Town Council will be required to sign the Town Council's formal Contract of Employment on appointment and not later than 2 months into their service with the Town Council.
- 1.11 All staff are paid in accordance with the nationally negotiated local government pay scales in force at the time, and subject to the NJC terms and conditions

Staff Retention

- 2.1 All staff employed by the Town Council will be subject to an annual appraisal process.
- 2.2 The appraisal process provides a method of identifying any further training and development needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.
- 2.3 Staff training will enhance the aim of high quality service provision by the Town Council. The Town Council regards the provision of training for individual employees' as opportunities for personal advancement, primarily within the organisation, where those opportunities exist.



SANDOWN TOWN COUNCIL

Training and Development Policy

1. INTRODUCTION:

- 1.1. Sandown Town Council believes in supporting and investing in councillor and staff training and development; enabling them to replenish their knowledge and learn new skills, to realise their full potential, which benefits the community they serve.

2. SCOPE

- 2.1. This policy applies to
 - 2.1.1. The councils 12 elected (or co-opted) councillors
 - 2.1.2. The Clerk/RFO, Deputy Clerk, Caretaker and Litter Picker.
 - 2.1.3. Any other permanent, full-time or part-time, employees of the council.
- 2.2. Employees with temporary/short-term contracts might attend trainings at the clerks discretion.
- 2.3. This policy doesn't cover contractors or consultants.

3. INDUCTION

1.1. Staff

All new members of staff joining the Council will receive an induction consisting of:

- 3.1.1. A walk around the ward and councils provisions.
- 3.1.2. Council Induction pack and briefing session including but not limited to:
 - Standing Orders
 - Financial Regulations
 - Members Code of Conduct
 - All policies of the Council
 - Budget information
 - Map of the wards.
 - Other information deemed relevant.
- 3.1.3. Training in the skills and knowledge for the job
 - 3.1.4. An annual performance review which will include consideration of additional training for personal development and additional skills to support the council's objectives.
- 3.1.5. A copy of the council's provisions management document

1.2. Councillors

All new Councillors, within their first six months on joining the Council, will receive an induction consisting of;

- 3.1.6. A walk around the ward and councils provisions with the Clerk and Mayor

- 3.1.7. A Councillor Welcome Pack containing copies of key documents and policies such as:
- Standing Orders
 - Financial Regulations
 - Members Code of Conduct
 - All policies of the Council
 - Budget information
 - Map of the wards.
 - Other information deemed relevant.
- 3.1.8. On becoming a member of any Committee - appropriate briefing on the Terms of Reference, and detailed knowledge required to be an effective member of the committee.
- 3.1.9. Council will ensure sufficient budget allocation to support this policy.

4. GENERAL ACTIVITIES

- 4.1. The Clerk will alert members of staff and Councillors when new training opportunities are available.
- 4.2. Training needs identified will take into consideration the overall objectives of the Council as well as the needs of the individual. This will be monitored by the relevant parties during staff appraisals, formal and informal conversations and any other methods as appropriate.
- 4.3. The council will budget for training and development of councillors and staff.
- 4.4. The Council will encourage training and pay expenses arising from approved training.
- 4.5. There will be a library of relevant publications offering information on all aspects of local government in the town councils offices.
- 4.6. The Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.
- 4.7. The Council is committed to the Clerk being a member of the Society of Local Council Clerks
- 4.8. The Parish Council is committed to being members of the Hampshire Association of Local Councils and recognises the training opportunities it offers.
- 4.9. Requests for training and development should be made via the clerk (or deputy clerk)
- 4.10. Additional training needs will also be reviewed if:
- The council obtains new equipment.
 - The council delivers new services.
 - There are changes to legislation effecting the council.
 - New, relevant qualifications are offered.

4.11. Additional training will also be considered following an accident, complaint, mistake, or similar instance.

5. TRAINING FOR COUNCILLORS

- 5.1. The Council will ensure that all new Councillors receive adequate training at the earliest opportunity either in house or externally if appropriate training is available.
- 5.2. Attendance of induction session explaining the role of a Councillor.
- 5.3. Access to relevant courses
- 5.4. Circulation of documentation such as briefings and newsletters/magazines.

6. TRAINING FOR THE CLERK AND OR OTHER ADMINISTRATIVE STAFF

- 6.1. Induction session explaining the relevant role and other staff members.
- 6.2. The opportunity to gain the Certificate in Local Council Administration (CILCA) within 24 months of appointment to maintain Local Council Award Scheme recognition.
- 6.3. Subscription to relevant publications and advice services.
- 6.4. Provision of Local Council Administration by Charles Arnold Baker, the SLCC Clerks Manual other relevant publications.
- 6.5. Regular training including but not limited to:
 - Equality and Diversity
 - Health and Safety at Work
 - Workplace Hazards
 - The Reporting of Injuries, Diseases and Dangerous Occurrences
 - Lone Working
 - Fire Safety Awareness
 - Risk Management
 - Risk Assessment
 - VAT for Local Council's (Clerk/RFO and deputy)
- 6.6. The annual appraisal will be used to help identify any additional training relevant to the discharge of duties.

7. TRAINING FOR THE CARETAKER

- 7.1. Induction session explaining the role.
- 7.2. A tour of the relevant site(s) from the Clerk.
- 7.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- Control of Substances Hazardous to Health
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Fire Safety Awareness
- Manual Handling

7.4. Other training as highlighted during appraisals.

8. TRAINING FOR THE LITTER PICKER.

8.1. Induction session explaining the role.

8.2. A tour of the relevant site(s) from the Clerk.

8.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Manual Handling

8.4. Other training as highlighted during appraisals.

SANDOWN TOWN COUNCIL

VOLUNTEER POLICY 2018

This Policy applies to volunteers working on behalf of, but not employed by, Sandown Town Council.

1. Volunteers must be adequately trained to be able to carry out the role required. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:

- ❖ The job or activity
- ❖ The existing competency of volunteers
- ❖ The circumstances of the work (e.g. the degree of supervision)
- ❖ The tools and/or equipment being used

The training standard, however, must be sufficient to ensure the Health & Safety of volunteers and any people who might be affected by the work, as far as reasonable practicable. Responsibility for providing training rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work.

2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work.

3. Volunteers expect to be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers must be accommodated from all walks of life.

4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work.

5. A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. Sandown Town Council, through the offices of its Clerk or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.

6. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of Sandown Town Council then they will

be insured under the Town Council's Public Liability and Employers' Liability cover. Reporting to Sandown Town Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of Sandown Town Council on each occasion.

7. Volunteers must carry out only less hazardous work involving, for example, path maintenance and grass cutting, with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and strimmers, when stout footwear must be worn and safety goggles in case of strimmers. If there are serious issues with regards to trees, this work must be carried out a qualified tree surgeon with their own public liability cover of no less than £5,000,000.

Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stones. Responsibility for undertaking the inspection rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work. Remedial action must be taken immediately and these inspections are to be recorded.

If volunteers use their own tools, the Sandown Town Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools. Cleaning materials must not be stronger than those available on shop shelves. High visibility vests or other appropriate clothing must be worn where appropriate.

8. Jewellery, necklaces, watches and the like must not be worn if they might compromise the safe working environment for the volunteer.

9. Generally trainers, open-toed shoes, heeled shoes or sandals must not be worn if by so doing the safe working environment for the volunteer is compromised.

10. Long hair must be tied up if it is long enough to compromise health and safety requirements.

11. All work undertaken by volunteers shall have regard to the Health and Safety at Work Act 1974 and all other Health & Safety Legislation.

12. If Sandown Town Council is required to make a decision, a detailed and fully costed proposal must be submitted to the Clerk by no later than the Monday of the week preceding the Town council meeting.

13. Expenses will be paid only with the prior approval of Sandown Town Council and after receipt by the Town Council of paper receipts in respect of same. They will not include safety equipment or clothing.

14. Volunteers must inform Sandown Town Council of the work they intend to undertake before commencing such work, preferably in writing to the Clerk.

Cashed as of 31 March 2022		Balance Carried Forward		Total			
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
463	04/03/2022		Yaverland - Water	Business Stream	943.05	0.00	943.05
464	18/03/2022		Payroll	Community Action Isle of Wight	37.50	0.00	37.50
465	18/03/2022		Salaries	Community Action Isle of Wight	6000.14	0.00	6000.14
466	18/03/2022		Pension	Community Action Isle of Wight	971.34	0.00	971.34
467	18/03/2022		HMRC PAYE	Community Action Isle of Wight	2430.22	0.00	2430.22
468	09/03/2022		Cleaning Materials	Lake Cleaning and Catering Supplies	40.36	8.07	48.43
469	09/03/2022		Environment Officer Services	Isle of Wight Council	320.00	0.00	320.00
470	09/03/2022		Grass Cutting (Los Altos)	John O'Conner	379.44	75.89	455.33
471	09/03/2022		Toilets - Repairs	Focus Plumbing and Heating	4207.75	841.55	5049.30
472	09/03/2022		Misc. Kitchen for Centre	W Hurst & Son (IW) Ltd	4.41	0.88	5.29
473	09/03/2022		Misc. Kitchen for Centre	W Hurst & Son (IW) Ltd	20.79	4.16	24.95
474	09/03/2022		Cleaning Materials	Lake Cleaning and Catering Supplies	8.79	1.76	10.55
475	17/03/2022		Electricity St Johns	Corona Energy Retail 4 Ltd	84.71	4.24	88.95
476	17/03/2022		Electricity	Corona Energy Retail 4 Ltd	161.25	8.06	169.31
477	17/03/2022		Electricity - Eastern Gardens	Corona Energy Retail 4 Ltd	72.04	3.60	75.64
478	17/03/2022		Electricity - Yaverland	Corona Energy Retail 4 Ltd	41.57	2.08	43.65
479	18/03/2022		Cleaning Materials	Lake Cleaning and Catering Supplies	4.32	0.87	5.19
480	18/03/2022		Drain Clearance	Rod Father	200.00	0.00	200.00
481	18/03/2022		Playground Equipment	Wicksteed	18.58	3.72	22.30
482	18/03/2022		Grass Cutting (SIP)	Garden Tidy	80.00	0.00	80.00
484	30/03/2022		Braille Documents	Sight for Wight (IWSB)	60.00	0.00	60.00
485	30/03/2022		Braille Documents	Sight for Wight (IWSB)	60.00	0.00	60.00
486	30/03/2022		Braille Documents	Sight for Wight (IWSB)	80.00	0.00	80.00
487	30/03/2022		Expenses - Pre Planning Advice	Richard Priest	218.75	43.75	262.50
488	30/03/2022		Braille Documents	Sight for Wight (IWSB)	130.00	0.00	130.00
489	30/03/2022		Electrical Testing	FW Marsh	513.34	102.67	616.01
490	30/03/2022		Electrical Testing	FW Marsh	256.66	51.33	307.99
491	30/03/2022		Window Cleaning	Crystal Clear Windows	15.00	0.00	15.00
492	30/03/2022		Grass Cutting (SIP)	Garden Tidy	80.00	0.00	80.00
493	30/03/2022		Waste Collection (Wheelle Bins)	Biffa Waste Services Ltd	146.25	29.25	175.50
494	30/03/2022		Grass Cutting (Los Altos)	John O'Conner	379.44	75.89	455.33
495	30/03/2022		Grass Cutting (Los Altos)	John O'Conner	360.00	72.00	432.00
496	30/03/2022		Cleaning	Independent Cleaner	145.00	0.00	145.00
497	31/03/2022		Cleaning	Danfo (UK) Ltd	1638.66	327.73	1966.39
498	31/03/2022		Cleaning	Danfo (UK) Ltd	1480.08	296.02	1776.10
499	31/03/2022		Printer Ink and Paper	Wight Business Supplies	41.28	8.26	49.54
500	31/03/2022		Broadband and Telephone	Wightfibre	51.28	10.26	61.54
501	30/03/2022		Expenses - Zoom	Richard Priest	99.92	19.98	119.90

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 31/03/2022		
	Cash in Hand 01/04/2021		518,454.33
	ADD Receipts 01/04/2021 - 31/03/2022		415,087.45
			933,541.78
	SUBTRACT Payments 01/04/2021 - 31/03/2022		497,955.71
A	Cash in Hand 31/03/2022 (per Cash Book)		435,586.07
	Cash in hand per Bank Statements		
	Petty Cash	2.41	
	5 - 32 Day Access Acc Number TB 31/03/2022	300,034.16	
	2 - Treasurers Account 30-97-42 1 31/03/2022	0.00	
	5 - Business Bank Instant 30-97-4 31/03/2022	0.10	
	3 - Reserves 30-97-42 24097868 31/03/2022	0.00	
	4 - Business Bank Instant 30-97-4 31/03/2022	13,000.00	
	1 - Treasurers Account 30-97-42 0 31/03/2022	122,460.90	
			435,497.57
	Less unrepresented payments		
			435,497.57
	Plus unrepresented receipts		88.50
B	Adjusted Bank Balance		435,586.07
	A = B Checks out OK		

SANDOWN TOWN COUNCIL

Summary of Income & Expenditure 2021-2022
 All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

28 April 2022 (2021-2022)

ADMINISTRATION

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Public Works Loan Board				34,803.00	33,742.98	1,060.02	1,060.02 (3%)
2	Audit				1,850.00	8,592.20	-6,742.20	-6,742.20 (-364%)
3	County Association Dues				1,100.00	1,938.20	-838.20	-838.20 (-76%)
4	ICO				35.00	35.00		(0%)
5	Broadband & Phone				930.00	626.99	303.01	303.01 (32%)
6	Postage				102.00	2.25	99.75	99.75 (97%)
7	Stationery				765.00	472.86	292.14	292.14 (38%)
8	Photocopier				468.00	527.26	-59.26	-59.26 (-12%)
9	ICT				3,870.00	2,957.68	912.32	912.32 (23%)
10	Insurance (All Assests)				5,390.00	6,364.91	-974.91	-974.91 (-18%)
11	Professional fees		1,616.25	1,616.25	1,075.00	1,361.75	-286.75	1,329.50 (123%)
78	Bank Interest		43.12	43.12				43.12 (N/A)
79	VAT Refunded							(N/A)
85	Mayors Board				35.00		35.00	35.00 (100%)
86	Office Equipment				80.00	64.50	15.50	15.50 (19%)
SUB TOTAL			1,659.37	1,659.37	50,503.00	56,686.58	-6,183.58	-4,524.21 (N/A)

ADVERTS & PUBLICITY

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Chronicle				1,821.00	1,315.28	505.72	505.72 (27%)
14	Notice Boards							(N/A)
15	Local Press Adverts							(N/A)
SUB TOTAL					1,821.00	1,315.28	505.72	505.72 (N/A)

BEACHES

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Beach Cleaning (Litter)				10,732.00	10,428.00	304.00	304.00 (2%)
SUB TOTAL					10,732.00	10,428.00	304.00	304.00 (2%)

BROADWAY CENTRE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Business Rates		440.00	440.00	4,284.00	4,241.50	42.50	482.50 (11%)
20	Water				567.00	370.81	196.19	196.19 (34%)
21	Licences				317.00	487.90	-170.90	-170.90 (-53%)
22	Electricity				1,492.00	1,409.39	82.61	82.61 (5%)
23	Gas				2,000.00	1,697.71	302.29	302.29 (15%)
24	Alarms/CCTV				1,100.00		1,100.00	1,100.00 (100%)
26	Waste				1,746.00	2,064.50	-318.50	-318.50 (-18%)
27	Cleaning materials					618.13	-618.13	-618.13 (N/A)
28	Furniture and Fittings				500.00	999.26	-499.26	-499.26 (-99%)
29	Repair and Maintenance				762.00	645.54	116.46	116.46 (15%)
30	Landscape				1,000.00	1,249.61	-249.61	-249.61 (-24%)
31	Signage				102.00	30.00	72.00	72.00 (70%)

SANDOWN TOWN COUNCIL
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

32 Service				951.00	1,671.66	-720.66	-720.66 (-75%)
77 Room Hire	26,387.20	26,387.20					26,387.20 (N/A)
84 Covid-19 Business Support Grants							(N/A)
SUB TOTAL	26,827.20	26,827.20		14,821.00	15,486.01	-665.01	26,162.19 (N/A)

CIVIC

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Remembrance Events				1,700.00	682.66	1,017.34	1,017.34 (59%)
35	Christmas Tree and Lighting				1,500.00	910.42	589.58	589.58 (39%)
36	Town Crier				250.00		250.00	250.00 (100%)
87	War Memorial (Esplanade)				1,500.00	1,283.38	216.62	216.62 (14%)
88	War Memorial (Animal)				250.00		250.00	250.00 (100%)
SUB TOTAL					5,200.00	2,876.46	2,323.54	2,323.54 (59%)

COMMUNITY GRANTS & EVENTS

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Fireworks				6,000.00	6,000.00		(0%)
38	Events and Grants		6,000.00	6,000.00	2,000.00	9,433.66	-7,433.66	-1,433.66 (-71%)
39	Green Towns				2,000.00	2,000.00		(0%)
89	Schools				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL			6,000.00	6,000.00	11,000.00	17,433.66	-6,433.66	-433.66 (-71%)

COUNCILLORS

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Mayor Allowance				1,000.00	54.62	945.38	945.38 (94%)
41	Election				4,000.00	5,201.53	-1,201.53	-1,201.53 (-30%)
42	Training				1,000.00		1,000.00	1,000.00 (100%)
43	Hospitality				500.00	2.68	497.32	497.32 (99%)
95	Meeting Materials and other paper					130.00	-130.00	-130.00 (N/A)
SUB TOTAL					6,500.00	5,388.83	1,111.17	1,111.17 (N/A)

ISLE OF WIGHT COUNCIL PRE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
80	Precept/Grant	334,366.70	335,212.00	845.30				845.30 (0%)
SUB TOTAL		334,366.70	335,212.00	845.30				845.30 (0%)

LOS ALTOS

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Grass Cutting (Los Altos)				6,000.00	4,378.32	1,621.68	1,621.68 (27%)
SUB TOTAL					6,000.00	4,378.32	1,621.68	1,621.68 (27%)

SANDOWN TOWN COUNCIL
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

MAINTENANCE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Defibrator Pads				200.00		200.00	200.00 (100%)
SUB TOTAL					200.00		200.00	200.00 (100%)

OTHER

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96	Misc					17.69	-17.69	-17.69 (N/A)
SUB TOTAL						17.69	-17.69	-17.69 (N/A)

SANDHAM GARDENS

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Inspections				1,000.00	553.50	446.50	446.50 (44%)
52	Maintenance and Repair (Sandham)				10,000.00	160.03	9,839.97	9,839.97 (98%)
53	All Playground Repair					18.58	-18.58	-18.58 (N/A)
55	Kerbing				2,500.00		2,500.00	2,500.00 (100%)
81	Grounds Maintenance (Sandham)				5,872.00	40.00	5,832.00	5,832.00 (99%)
83	Sandham Gardens - Lease		12,500.00	12,500.00				12,500.00 (N/A)
91	Signage (Sandham)				250.00		250.00	250.00 (100%)
SUB TOTAL			12,500.00	12,500.00	19,622.00	772.11	18,849.89	31,349.89 (N/A)

SANDHAM GARDENS (SJP)

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Playground Renewal Fund				10,000.00	15,128.16	-5,128.16	-5,128.16 (-51%)
54	Litter Picking				5,603.00	875.00	4,728.00	4,728.00 (84%)
92	Grounds Maintenance (SJP)				1,829.00	2,908.33	-1,079.33	-1,079.33 (-59%)
SUB TOTAL					17,432.00	18,911.49	-1,479.49	-1,479.49 (84%)

SANDHAM GARDENS (SKATE)

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Skatepark (General)				3,000.00		3,000.00	3,000.00 (100%)
49	Maintenance and Repair (Skate Park)				1,000.00		1,000.00	1,000.00 (100%)
93	Competition (Skate Park)				700.00		700.00	700.00 (100%)
SUB TOTAL					4,700.00		4,700.00	4,700.00 (100%)

SERVICE PROVISION

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Revetment Lighting				400.00		400.00	400.00 (100%)
59	Town Improvement Fund		750.00	750.00	32,114.00	49,792.23	-17,678.23	-16,928.23 (-52%)

SANDOWN TOWN COUNCIL
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

60 Hanging Baskets				6,871.00		6,871.00	6,871.00 (100%)
75 Seaside Awards (Town Improve					799.00	-799.00	-799.00 (N/A)
82 Grounds Maintenance (Ferncliff)				2,000.00	403.00	1,597.00	1,597.00 (79%)
SUB TOTAL		750.00	750.00	41,385.00	50,994.23	-9,609.23	-8,859.23 (N/A)

STAFF

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
61	Salaries/HMRC/ Pensions				109,221.00	92,712.31	16,508.69	16,508.69 (15%)
62	Training				1,000.00	384.17	615.83	615.83 (61%)
63	Expenses (Inc Travel)							(N/A)
64	Professional Subscriptions				247.00	579.00	-332.00	-332.00 (-134%)
65	Locum Clerk							(N/A)
99	Recruitment					251.99	-251.99	-251.99 (N/A)
SUB TOTAL					110,468.00	93,927.47	16,540.53	16,540.53 (N/A)

TOILETS

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Business Rates				5,243.00	-5,139.70	10,382.70	10,382.70 (198%)
67	Electricity				1,372.00	1,915.99	-543.99	-543.99 (-39%)
68	Water				8,717.00	2,421.61	6,295.39	6,295.39 (72%)
69	Cleaning & Security				32,625.00	25,657.75	6,967.25	6,967.25 (21%)
70	Wallgate & Inspection				1,568.00	763.00	805.00	805.00 (51%)
71	Repair and Maintenance				3,075.00	9,404.14	-6,329.14	-6,329.14 (-205%)
72	Solar/Turbine				200.00	225.00	-25.00	-25.00 (-12%)
73	Refurbishment				196,420.00	138,272.00	58,148.00	58,148.00 (29%)
94	Waste (Toilets)				668.00	374.40	293.60	293.60 (43%)
97	Accessible Toilet Income - St John		328.76	328.76				328.76 (N/A)
98	Unisex Toilet Income - St Johns		471.83	471.83				471.83 (N/A)
100	Contactless Fees					35.01	-35.01	-35.01 (N/A)
SUB TOTAL			800.59	800.59	249,888.00	173,929.20	75,958.80	76,759.39 (N/A)

Restated			-2,951.00	-2,951.00		-78,007.76	78,007.76	75,056.76 (N/A)
NET TOTAL	334,366.70	380,798.16	46,431.46	550,272.00	374,537.57	175,734.43	222,165.89 (25%)	
V.A.T.		37,252.29			49,798.99			
GROSS TOTAL		418,050.45			424,336.56			

12-2022/2023(4) - Paper H

SANDOWN TOWN COUNCIL

BALANCE SHEET

31/03/2022

<i>(Last) Year Ended</i> 31 Mar 2021		<i>(Current) Year Ended</i> 31 Mar 2022
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
2,951.00	Debtors (Net of provision for doubtful debts)	5,914.00
	Prepayments	
1,981.21	VAT Recoverable	14,527.91
	Temporary lendings (investments)	
518,454.33	Cash in hand	435,586.07
523,386.54	TOTAL ASSETS	456,027.98
	CURRENT LIABILITIES	
78,007.76	Creditors	4,388.61
<u>445,378.78</u>	NET ASSETS	<u>451,639.37</u>
	Represented by:	
445,378.78	General fund Balance	427,320.21
	Reserves:	
	Capital	24,319.16
	Earmarked	
	Adjustments	
<u>445,378.78</u>		<u>451,639.37</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed _____
Responsible Financial Officer

Date _____

SANDOWN TOWN COUNCIL

INTERNAL AUDIT REPORT 2021-22

1. INTRODUCTION

All Local Councils in England are required to complete an Annual Governance & Accountability Return (AGAR) summarising their financial records at the end of the financial year. The Annual Report of the Internal Auditor section of the AGAR needs to be completed by an Auditor who shall be independent of the Council. The Councils External Auditor needs to place reliance on the work of the Internal Auditor and provides guidance on the minimum level of testing required to provide this assurance

2. SCOPE OF AUDIT

The audit includes for examination on a test basis of evidence relevant to the amounts and disclosures as contained in the accounts. This examination has included the following-

Appropriate accounting records have been kept
Payments were supported by invoices and all expenditure reported.
VAT had been accounted for correctly and reclaimed from HMRC
Examination of budget preparation & precept setting
Inspection of bank reconciliation.
Accounting records prepared on the correct basis.
PAYE requirements were being met.

3. FINDINGS

- (1) The accounting record's, bank statement's and bank reconciliation for the year ended 31st March 2022 were examined and agreed.
- (2) A proper budget process was undertaken in support of the 2022-23 precept. The budget for the 2022-23 financial year was first considered at the Town Council meeting on the 15th November and the budget and precept for 2022-23 were agreed at the Council meeting on the 7th February 2022.
- (3) The Council continues to have outstanding loans with the Public Works Loan Board (PWLB). As at 31st March 2022 a sum of £496,631 was outstanding to PWLB.
- (4) The Internal Auditor needs to be satisfied that the Council considers the risks to not achieving its objectives. A Risk Register was approved at the Council meeting held on 7th February 2022.
- (5) Where annual turnover exceeds £200,000 it is a requirement that accounts are prepared on an income and expenditure basis and not on a receipts and payments basis. Section 2 of the AGAR had been completed on an income and expenditure basis for the 2021-22 annual accounts in order with this requirement..

- (6) Payroll is administered by Community Action IW who make all statutory declarations to HMRC. Evidence of submissions to HMRC was provided together with the Annual Statement to HMRC.
- (7) Consideration was given in the year to the level of financial reserves held in the Council bank accounts. It was agreed that a minimum sum of £100k be held in the Treasures account a balance based on expenditure commitments plus £75k be held in the Instant Access account.
- (8) The Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) of the Annual Governance & Accounting Return (AGAR) were inspected for the 2021-22 year and the latter was reconciled to accounting records. Records of variances from the 2020-21 accounts and significant items are included in supporting records submitted with the AGAR.
- (9) The Transparency Code requires the publication of certain information on a website. On examination of the website I am of the opinion that the Town Council is meeting the necessary reporting requirements.

Having regard to the above I am of the opinion that I have adequate assurance to complete and sign the Annual Internal Audit Report section of the Annual Governance & Accountability Return.

Gareth Hughes

GARETH HUGHES BA (Hon) CPFA

1ST MAY 2022

Annual Internal Audit Report 2021/22

EM Sandown Town Council

www.sandowntowncouncil.gov.uk IF AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02/05/2022 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

GARETH HUGHES INTERNAL AUDITOR

Signature of person who carried out the internal audit

REQUIRED

Date

02/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

SANDOWN TOWN COUNCIL
Income & Expenditure Account
01/04/2021 to 31/03/2022

(Last) Year Ended
31 Mar 2021

(Current) Year Ended
31 Mar 2022

Income

ISLE OF WIGHT COUNCIL PRECI	335,212.00
TOILETS	800.59
BROADWAY CENTRE	26,827.20
ADMINISTRATION	1,659.37
COMMUNITY GRANTS & EVENT	6,000.00
SANDHAM GARDENS	12,500.00
SERVICE PROVISION	750.00
Restated	-2,951.00
	<u>£380,798.16</u>

Expense

ADMINISTRATION	56,686.58
TOILETS	173,929.20
STAFF	93,927.47
SANDHAM GARDENS	772.11
COUNCILLORS	5,388.83
COMMUNITY GRANTS & EVENT	17,433.66
CIVIC	2,876.46
BROADWAY CENTRE	15,486.01
BEACHES	10,428.00
ADVERTS & PUBLICITY	1,315.28
SERVICE PROVISION	50,994.23
OTHER	17.69
LOS ALTOS	4,378.32
SANDHAM GARDENS (SJP)	18,911.49
Restated	-78,007.76
	<u>£374,537.57</u>

General Fund

355,688.97	Balance at 01 Apr 2021	445,378.78
<u>394,254.76</u>	ADD Total Income	<u>380,798.16</u>
749,943.73		826,176.94
<u>304,564.95</u>	DEDUCT Total Expenditure	<u>374,537.57</u>
445,378.78		451,639.37
	DEDUCT Reserves Balance	<u>24,319.16</u>
<u>£445,378.78</u>	Balance at 31 Mar 2022	<u>£427,320.21</u>

Reserves:

Capital Reserve Balance £24319.16

SANDOWN TOWN COUNCIL
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
ADMINISTRATION							
Anti-Virus (Bullguard) x3	19/11/2020	168.00		Laptops/Clerk	1 year		
Arnold Baker 2021	16/11/2020	123.80		Clerks Office	Until new version rele.		
Clerks Manual	12/5/2020	52.30		Clerks Office	Until new version rele.		
Computer Leads - HMDI/USB	6/10/20	27.00			2-3 Years		
Computer Mice (x3)	6/10/20	27.00		Clerks Office	2-3 Years		
Computer Mice (x3)	6/10/20	48.00		Clerks Office	2-3 Years		
Desks and Pedestals (x2)		720.00		Clerks Office, Broadway (
Filing Cabinet		135.00		Clerks Office, Broadway (
Filing Cupboards		250.00		Clerks Office, Broadway (
Laptops (x3) - Lenovo ThinkBoo	31/7/2020	2,489.91	2,489.91	Clerks Office	3-5 years		
Office chairs		190.00		Clerks Office, Broadway (
Presentation Boards and Misc.		500.00		Clerks Office, Broadway (
Small Office Equip							
Tables x 9		946.00		Clerks Office, Broadway (
Windows 365 (x3 Users)	29/9/20	347.92			1 year		
		6,024.93	2,489.91				
ADVERTS AND PUBLICITY							
Notice Board		1,000.00		Beachfield Rd			
		1,000.00					
BEACH							
Beach Wheel Chair	11/05/21	3,500.00	3,500.00	Lifeguards/Longshorema	2-3 Years		
		3,500.00	3,500.00				
BROADWAY CENTRE							
8 x Presentation Boards and Pr		860.00		Broadway Centre			

SANDOWN TOWN COUNCIL
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Additional chairs		990.00		Broadway Centre			
Blinds		800.00		Broadway Centre			
Chairs		200.00					
Chairs (30x Red - wipeable)	21/1/21	819.00	765.00	Rooms 1-4, Clerks Office	2-3 Years		
Clocks/Notice Boards	Oct-18	200.00		Broadway Centre			
Council and Community Building	23/04/2018	750,000.00		Broadway Centre			
Crockery	9/05/2019	168.84		Broadway Centre			
Door Guards Room 3/4	16/09/2021	360.00		Room 3/4	5 year		
Extension Lead (Reel)	5/1/21	14.99		Clerks Office	2-3 Years		
Fire Exit Lighting Replacement	29/10/2021	106.21			5 year		
Fireco Dorgard Units (*5)	31/07/2019	690.00		Broadway Centre			
Fold Up Table		400.00		Broadway Centre			
Hearing Loop & PA System		3,162.00		Broadway Centre			
Kitchen Equipment and China		1,500.00		Broadway Centre			
Land		250,000.00		Broadway Centre			
Log Cabin (External Storage)	6/7/2020	2,840.00		Rear of Broadway Centre	10 years	External Storage	0
Log Cabin Base	6/7/20	750.00		Broadway Centre - Rear			
Maintenance Equipment and Ladd		500.00		Broadway Centre			
Microwave	18/12/20	49.99		Broadway Centre - Kitche	1-2 years		
Misc. Kitchen for Centre	09/03/2022	20.79			2-3 Years		
Planters and Troughs		2,000.00		Broadway Centre			
Storage shed	10/05/2019	379.99		Broadway Centre			
Tables and Chairs for Meeting	Jul-18	3,800.00		Broadway Centre			
Water Urn		1,000.00		Broadway Centre			
		1,021,611.81	765.00				
CIVIC							
Animal memorial carving	Nov-19	850.00		Broadway Centre			

SANDOWN TOWN COUNCIL
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Deputy Mayors Chain		500.00		Postholder			
Hanging Baskets (See notes)	31/03/2022	720.00	720.00	Highstreet/STC	2-3 Years		
Mayors Chain		4,500.00		Postholder			
Planters -	22/07/2021	504.23		War Memorial	5 years		
Ships Bell and Honour board		3,000.00		Broadway Centre			
War Memorial		1.00		Esplanade			
		10,075.23	720.00				
CIVIC SPACE							
War Memorial Flag Poles x2	31/03/22	990.00	990.00	War Memorial	2-3 Years		
		990.00	990.00				
COMMUNITY GRANTS & EVENTS							
Planters -	22/07/2021	1,294.47		High Street/Green Towns			
		1,294.47					
SANDHAM GARDENS							
(SJP) Large Play Unit	Mar-19	1.00		Steven Jenkins Playgroui			
(SJP) Litter Bins (x2)	Mar-19	423.00		Steven Jenkins Playgroui			
(SJP) Mushrooms (x4)	Mar-19	1.00		Steven Jenkins Playgroui			
(SJP) Play Units (x2)	Mar-19	28,000.00		Steven Jenkins Playgroui			
(SJP) Playground Signage		300.00		Steven Jenkins Playgroui			
(SJP) Rainbow Benches (x6)	Mar-19	1,987.00		Steven Jenkins Playgroui			
(SJP) Rainbow Picnic Tables (x	Mar-19	1,572.00		Steven Jenkins Playgroui			
(SJP) Roundabout		9,840.00		Steven Jenkins Playgroui			
(SJP) Safety Surface		28,105.00		Steven Jenkins Playgroui			
(SJP) Self-closing Gates (x2)	Mar-19	1,600.00		Steven Jenkins Playgroui			
(SJP) Steven Jenkins Playgroun		1.00		Sandham Gardens			
MUGA Area (Large)		1.00					

SANDOWN TOWN COUNCIL**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
MUGA Area (Small)		1,600.00		Sandham Gardens			
MUGA Basketball posts	31/05/2019	246.24		Sandham Gardens (MUG)			
MUGA Fencing	Sep-19	6,800.00		Sandham Gardens MUG,			
Skate park		1.00		Sandham Gardens			
SMP Multi Play Area		29,600.00		Sandham Gardens			
SMP Multi Play Area - Safety S	11/11/2009	13,435.50		Sandham Gardens SMP			
Spring Kit for Dolphin	28/06/2019	480.44		Steven Jenkins Playgroui			
		123,994.18					
SANDHAM GARDENS (SJP)							
Eco Fleck Wet Pour (Flooring)	16/09/2021	2,132.00	2,132.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Cradle Swing	16/09/2021	207.00	207.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Donkey Rocker	16/09/2021	1,278.00	1,278.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Crazy Twister	16/09/2021	795.00	795.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Cuckoo Clock Panel	16/09/2021	350.00	350.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Make it Rain Panel	16/09/2021	1,425.00	1,425.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Sand of Time	16/09/2021	785.00	785.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Teacup Twister	16/09/2021	2,495.00		Sandham Gardens - SJP	5 years		
Playground Equipment - Xylophone Panel Panel	16/09/2021	1,425.00	1,425.00	Sandham Gardens - SJP	5 years		
Playground Equipment - Zip Wire Seat	16/09/2021	193.00	193.00	Sandham Gardens - SJP	5 year		
		11,085.00	8,590.00				
SERVICE PROVISION							
Beach Safety Equipment	24/06/2021	1,536.39		Beach/Beach Safety Serv	2-3 Years		
Beach Safety Equipment	22/07/2021	513.35		Beach/Beach Safety Serv	2-3 Years		
Beach Safety Equipment	24/06/2021	402.65		Beach/Beach Safety Serv			
Decorative Lighting	09/12/2021	13,288.00		Esplanade/High Street	5 year		
Defibrillator	06/05/2021	1,550.00		Broadway Centre /Clerks			

SANDOWN TOWN COUNCIL
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Defibrillator		1.00		Library			
Gardening Tools (for volunteer)	8/10/20	137.75					
		<u>17,429.14</u>					
TOILETS							
Padlock (Eastern Accessible)	6/7/20	44.80		Eastern Gardens Accessi			
Padlock (Eastern Gardens Ladie	18/12/20	89.59		Eastern Gardens Toilet	2 years		
Padlock (Yaverland Service Are	4/4/2020	63.70		Yaverland Toilets	2 years		
St Johns Toilet Re-provision	23/09/2021	77,775.00		St Johns Road Carpark, i	10 years		
Toilet block		1.00		Yaverland			
Toilet block		1.00		Eastern Garedens			
Toilet block		1.00		St Johns Road			
		<u>77,976.09</u>					
Grand Total:		1,274,980.85	17,054.91				

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

EN Sandown Town Council TY

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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.sandowntowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

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	<i>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.</i>	
2. (+) Precept or Rates and Levies	339,587 Restated	335,212	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	54,668 Restated	45,586	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	90,740	92,712	<i>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.</i>	
5. (-) Loan interest/capital repayments	34,045	33,743	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	179,780	248,082	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	445,379	451,639	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	518,454	435,586	<i>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.</i>	
9. Total fixed assets plus long term investments and assets	1,162,054	1,274,981	<i>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.</i>	
10. Total borrowings	513,724	496,631	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

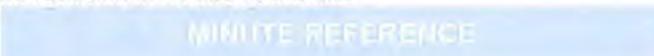
 IRED

Date 03/05/2022

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

 DD/MM/YY

as recorded in minute reference:

 MINUTE REFERENCE

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

 SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENSandown Town Council

1 Respective responsibilities of the auditor and the authority

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’s limited assurance opinion 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, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not 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.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Sandown Town Council

County Area (local councils and parish meetings only): Isle of Wight Council

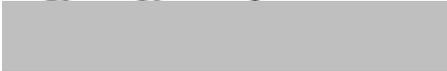
On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday, 13 June 2022

and ending on Friday 22 July 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)


Signed: _____

Role: Clerk and RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

2021-2022 Receipts							
Voucher	Date	Description	Net	VAT	Total		
321	31/03/2022	WC Income	5.70	0.00	5.70		
322	31/03/2022	WC Income	7.20	0.00	7.20		
323	31/03/2022	Room Hire	15.00	3.00	18.00		
327	31/03/2022	Hall Hire	48.00	9.60	57.60		

2022-2023 Receipts				Balance Carried Forward				
Voucher	Date	Description	Net	VAT	Total			
321	31/03/2022	WC Income	5.70	0.00	5.70			
322	31/03/2022	WC Income	7.20	0.00	7.20			
323	31/03/2022	Room Hire	15.00	3.00	18.00			
327	31/03/2022	Hall Hire	48.00	9.60	57.60			
1	01/04/2022	Room Hire	66.00	13.20	79.20			
2	01/04/2022	Room Hire	66.00	13.20	79.20			
3	01/04/2022	Room Hire	44.00	8.80	52.80			
4	04/04/2022	Room Hire	12.00	2.40	14.40			
5	04/04/2022	Room Hire	255.00	51.00	306.00			
6	05/04/2022	Southern Water Community Funding Grant	10000.00	0.00	10000.00			
7	06/04/2022	Room Hire	75.00	15.00	90.00			
8	06/04/2022	WC Income St Johns	16.30	0.00	16.30			
9	06/04/2022	Hall Hire	15.00	3.00	18.00			
10	06/04/2022	Hall Hire	15.00	3.00	18.00			
11	06/04/2022	Room Hire	50.00	10.00	60.00			
12	07/04/2022	Room Hire	45.00	9.00	54.00			
13	07/04/2022	Room Hire	180.00	36.00	216.00			
14	08/04/2022	Room Hire	110.00	22.00	132.00			
15	11/04/2022	Precept	355158.00	0.00	355158.00			
16	11/04/2022	Hall Hire	105.00	21.00	126.00			
17	11/04/2022	Hall Hire	127.50	25.50	153.00			
18	11/04/2022	Hall Hire	127.50	25.50	153.00			
19	11/04/2022	Hall Hire	157.50	31.50	189.00			
20	11/04/2022	Hall Hire	157.50	31.50	189.00			

Voucher	Date	Description	Net	VAT	Total
21	11/04/2022	Bank Interest	0.12	0.00	0.12
22	14/04/2022	VAT Refund	0.00	14527.91	14527.91
23	19/04/2022	Grant for Beach Safety Base	7500.00	0.00	7500.00
24	20/04/2022	Room Hire	150.00	30.00	180.00
25	20/04/2022	Room Hire	12.00	2.40	14.40
26	20/04/2022	Room Hire	37.50	7.50	45.00
27	20/04/2022	WC Income St Johns	23.75	0.00	23.75
28	20/04/2022	WC Income St Johns	17.30	0.00	17.30
29	27/04/2022	Hall Hire	48.00	9.60	57.60
30	27/04/2022	Hall Hire	75.00	15.00	90.00
31	27/04/2022	WC Income St Johns	16.45	0.00	16.45
32	29/04/2022	Hall Hire	340.00	68.00	408.00
33	29/04/2022	Hall Hire	425.00	85.00	510.00
34	22/04/2022	Room Hire	22.50	4.50	27.00
35	24/04/2022	Hall Hire	262.50	52.50	315.00
36	30/04/2022	Bank Interest	11.90	0.00	11.90
					390,936.83
			End Balance		390,936.83

Signed

Signed

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 30/04/2022		
	Cash in Hand 01/04/2022		435,586.07
	ADD Receipts 01/04/2022 - 30/04/2022		390,848.33
			826,434.40
	SUBTRACT Payments 01/04/2022 - 30/04/2022		24,645.62
A	Cash in Hand 30/04/2022 (per Cash Book)		801,788.78
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2021	2.41	
	5 - 32 Day Access Acc Number TB 30/04/2022	300,046.06	
	2 - Treasurers Account 30-97-42 1 30/04/2022	0.00	
	5 - Business Bank Instant 30-97-4 30/04/2022	0.10	
	3 - Reserves 30-97-42 24097868 30/04/2022	0.00	
	4 - Business Bank Instant 30-97-4 30/04/2022	13,000.00	
	1 - Treasurers Account 30-97-42 0 30/04/2022	488,740.21	
			801,788.78
	Less unrepresented payments		
			801,788.78
	Plus unrepresented receipts		
B	Adjusted Bank Balance		801,788.78
	A = B Checks out OK		

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2021 and 01/04/2022)

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	Public Works Loan Board				34,803.00	33,742.98	1,060.02
2	Audit				1,850.00	8,592.20	-6,742.20
3	County Association Dues				1,100.00	1,938.20	-838.20
4	ICO				35.00	35.00	
5	Broadband & Phone				930.00	626.99	303.01
6	Postage				102.00	2.25	99.75
7	Stationery				765.00	437.38	327.62
8	Photocopier				468.00	527.26	-59.26
9	ICT				3,870.00	2,957.68	912.32
10	Insurance (All Assests)				5,390.00	6,364.91	-974.91
11	Professional fees			1,616.25	1,075.00	1,201.75	1,489.50
78	Bank Interest			43.12			43.12
79	VAT Refunded						
85	Mayors Board				35.00		35.00
86	Office Equipment				80.00	64.50	15.50
				£1,659.37	50,503.00	£56,491.10	-4,328.73

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>
13	Chronicle				1,821.00	1,315.28	505.72
14	Notice Boards						
15	Local Press Adverts						
					1,821.00	£1,315.28	505.72

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>
16	Beach Cleaning (Litter)				10,732.00	10,428.00	304.00
					10,732.00	£10,428.00	304.00

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>
19	Business Rates			15.00	4,284.00	4,241.50	57.50
20	Water				567.00	243.72	323.28
21	Licences				317.00	487.90	-170.90
22	Electricity				1,492.00	1,262.46	229.54
23	Gas				2,000.00	1,697.71	302.29
24	Alarms/CCTV				1,100.00		1,100.00
26	Waste				1,746.00	2,064.50	-318.50
27	Cleaning materials					618.13	-618.13
28	Furniture and Fittings				500.00	999.26	-499.26
29	Repair and Maintenance				762.00	645.54	116.46
30	Landscape				1,000.00	1,249.61	-249.61
31	Signage				102.00	30.00	72.00
32	Service				951.00	1,671.66	-720.66
77	Room Hire			23,398.20			23,398.20
84	Covid-19 Business Suppo						
				£23,413.20	14,821.00	£15,211.99	23,022.21

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>
34	Remembrance Events				1,700.00	682.66	1,017.34
35	Christmas Tree and Lightir				1,500.00	910.42	589.58
36	Town Crier				250.00		250.00
87	War Memorial (Esplanade)				1,500.00	1,283.38	216.62
88	War Memorial (Animal)				250.00		250.00
					5,200.00	£2,876.46	2,323.54

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2021 and 01/04/2022)

Cost Centre Name**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>
37	Fireworks				6,000.00	6,000.00	
38	Events and Grants			6,000.00	2,000.00	9,433.66	-1,433.66
39	Green Towns				2,000.00	2,000.00	
89	Schools				1,000.00		1,000.00
				£6,000.00	11,000.00	£17,433.66	-433.66

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>
40	Mayor Allowance				1,000.00	54.62	945.38
41	Election				4,000.00	5,201.53	-1,201.53
42	Training				1,000.00		1,000.00
43	Hospitality				500.00	2.68	497.32
95	Meeting Materials and oth					130.00	-130.00
					6,500.00	£5,388.83	1,111.17

ISLE OF WIGHT COUNCIL PRECEPT

<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	Precept/Grant		334,366.70	335,212.00			845.30
			334,366.70	£335,212.00			845.30

LOS ALTOS

<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>
56	Grass Cutting (Los Altos)				6,000.00	4,378.32	1,621.68
					6,000.00	£4,378.32	1,621.68

MAINTENANCE

<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>
46	Defibrator Pads				200.00		200.00
					200.00		200.00

OTHER

<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>
96	Misc					17.69	-17.69
						£17.69	-17.69

SANDHAM GARDENS

<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>
51	Inspections				1,000.00	553.50	446.50
52	Maintenance and Repair (10,000.00	160.03	9,839.97
53	All Playground Repair					18.58	-18.58
55	Kerbing				2,500.00		2,500.00
81	Grounds Maintenance (Sa				5,872.00	40.00	5,832.00
83	Sandham Gardens - Leas			10,000.00			10,000.00
91	Signage (Sandham)				250.00		250.00
				£10,000.00	19,622.00	£772.11	28,849.89

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>
50	Playground Renewal Func				10,000.00	15,128.16	-5,128.16

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2021 and 01/04/2022)

Cost Centre Name

54 Litter Picking	5,603.00	875.00	4,728.00
92 Grounds Maintenance (SJ)	1,829.00	2,908.33	-1,079.33
	17,432.00	£18,911.49	-1,479.49

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>
48	Skatepark (General)				3,000.00		3,000.00
49	Maintenance and Repair (1,000.00		1,000.00
93	Competition (Skate Park)				700.00		700.00
					4,700.00		4,700.00

SERVICE PROVISION

<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	Revetment Lighting				400.00		400.00
59	Town Improvement Fund	18,271.00		750.00	32,114.00	46,828.23	4,306.77
60	Hanging Baskets				6,871.00		6,871.00
75	Seaside Awards (Town Im)					799.00	-799.00
82	Grounds Maintenance (Fe				2,000.00	403.00	1,597.00
		£18,271.00		£750.00	41,385.00	£48,030.23	12,375.77

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>
61	Salaries/HMRC/ Pensions				109,221.00	92,712.31	16,508.69
62	Training				1,000.00	384.17	615.83
63	Expenses (Inc Travel)						
64	Professional Subscription				247.00	579.00	-332.00
65	Locum Clerk						
99	Recruitment					251.99	-251.99
					110,468.00	£93,927.47	16,540.53

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>
66	Business Rates				5,243.00	-5,139.70	10,382.70
67	Electricity				1,372.00	1,430.44	-58.44
68	Water				8,717.00	2,421.61	6,295.39
69	Cleaning & Security				32,625.00	25,657.75	6,967.25
70	Wallgate & Inspection				1,568.00	763.00	805.00
71	Repair and Maintenance				3,075.00	9,252.99	-6,177.99
72	Solar/Turbine				200.00	225.00	-25.00
73	Refurbishment				196,420.00	138,272.00	58,148.00
94	Waste (Toilets)				668.00	91.00	577.00
97	Accessible Toilet Income -			328.76			328.76
98	Unisex Toilet Income - St			471.83			471.83
100	Contactless Fees						
				£800.59	249,888.00	£172,974.09	77,714.50

NET TOTAL

£18,271.00	334,366.70	£377,835.16	550,272.00	£448,156.72	163,854.74
-------------------	-------------------	--------------------	-------------------	--------------------	-------------------



SANDOWN TOWN COUNCIL

Grant Application Form

Please complete this form as clearly as possible. You may continue on to additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission.

Applicant Details

A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

BLUE SEAS PROTECTION

A2. Name of Contact

This should be the main contact in respect of this application.

SUE BETTS

A3. Address

This should be the address of the organisation or the main address for correspondence.

FORT STREET
SANDOWN
ISLE OF WIGHT
PO368BA

A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: 01983 400767

Mobil 0758 0263004

Email:

Blueseasprotection@gmail.com

A5. Club/Organisation Description

Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence.

WE ARE A MARINE CONSERVATION CHARITY CONSTITUTED IN 2017,
REGISTERED WITH UK CHARITY COMMISSION IN 2020 AND BASED IN SANDOWN
BAY WHICH IS PART OF THE BEMBRIDGE MARINE CONSERVATION ZONE
AIMS ATTACHED SEPARATELY

A6. Link to the Sandown Community

Briefly explain how your organisation is linked to Sandown and supports its Community.

WE HAVE BEEN RUNNING BEACH CLEANS AT SANDOWN AND YAVERLAND FOR 5 YEARS NOW INCLUDING DURING COVID. SHARKLAB HAS BEEN RUNNING SINCE 2018 BUT LAUNCHED STRATOSPHERICALLY IN JANUARY 2022 WITH THE ADDITION OF AN HMRC APPROVED KICKSTARTER. WE HAVE HAD THE SANDOWN SEA SCOUTS, CUB SCOUTS, SHANKLIN BROWNIES AND OTHER COMMUNITY GROUPS ATTEND OUR EVENTS
LAST YEAR FOR KEEP BRITAIN TIDY WE HAD AROUND 60 ATTENDEES SPLIT INTO GROUPS OF 6. WE DO EGGCASE HUNTS, MICROPLASTIC SURVEYS AND NURDLE HUNTS. WE GIVE TALKS AND RAISE AWARENESS ABOUT THE SPECIAL RARE AND ENDANGERED SPECIES IN THE MARINE CONSERVATION ZONE AND HAVE GIVEN TALKS TO SCHOOLS, SEASCOOTS AND OTHER SPECIAL INTEREST GROUPS. DURING FEBRUARY HALF TERM WE RAN A "COASTAL CURIOSITY WEEK" FOR FAMILIES DURING HALF TERM AND PLAN TO DO AGAIN FOR EASTER AND SUMMER HOLIDAYS. THESE HAVE PREVIOUSLY RUN SUCCESSFULLY REMOTELY ONLINE THROUGH OUR SOCIAL MEDIA OUTLETS

A7. Membership

3000+

Total Membership: Adults Children Sandown Residents Membership
..... Adults Children

A8. Registered charity

If yes, charity registration No: 1189529

A9. VAT registered

If yes, VAT No:

Grant Details

B1. Description

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

WE ARE ASKING SPECIFICALLY FOR HELP TO DELIVER OUR "SHARKLAB AT SANDOWN BAY" EDUCATION AND AWARENESS PROGRAMME FOR 6-8 WEEKS DURING THE SUMMER HOLIDAYS IN CONJUNCTION AND COLLABORATION WITH THE BLUE FLAG AWARD SCHEME AND SANDOWN TOWN COUNCIL. THIS WILL BE BASED AT THE LIFEGUARD HUT ON SANDOWN BEACH OR AT A BEACH HUT RENTED BY STC FOR (WE PROPOSE) 5 DAYS PW 5 HRS PD (NEGOTIABLE) THE FIRST WEEK WE WILL BE RUNNING THE GREAT SHARK SNAPSHOT WEEK IN COLLABORATION WITH THE SHARK TRUST PLYMOUTH TO MONITOR AND FILM UNDERWATER THE 7 OR SO SPECIES OF SHARKS, SKATES AND RAYS WE HAVE FOUND TO BE IN THE BAY. WEEKS 2-8 WILL BE ENVIRONMENT AWARENESS ACTIVITIES SUCH AS MICROPLASTIC SURVEYS, LITTERPICKING, NURDLE HUNTS AND MARINE SPECIES EDUCATIONAL ACTIVITIES BEING A CHARITY OUR ACTIVITIES ARE FUNDED SOLEY BY GRANTS AND DONATIONS. MOST ACTIVITY LEADERS ARE VOLUNTEERS WHO TAKE REASONABLE EXPENSES ONLY, EXCEPTION BEING OUR 2 KICKSTARTERS. SO FAR THE KICKSTART PROGRAMME HAS SUPPORTED 2 KICKSTARTERS BUT THIS FUNDING STREAM ENDS IN APRIL AND JUNE RESPECTIVELY

WE ARE ASKING FOR A CONTRIBUTION TOWARDS OUR REASONABLE COSTS, VOLUNTEER TIME AND EXPENSES TO PROVIDE 1 CORE QUALIFIED STAFF MEMBER FOR DELIVERING RUNNING, OVERSEEING AND MANAGING THE ABOVE SERVICES PROVISION AND ANY ADDITIONAL ASSISTANT STAFF REQUIRED. EDUCATIONAL MATERIALS, ACTIVITIES AND EQUIPMENT WILL BE PROVIDED FREE OF CHARGE TO USERS. VENUE AND MISCELLANEOUS PHOTOCOPYING, POSTERS AND PENS/PENCILS ARE TO BE PROVIDED BY STC

2

B2. Grant Beneficiaries

Please indicate which sections of the community will benefit from your project.

LOCAL FAMILIES will have quality time together on the beach learning about the "Jewel of Hampshire" engendering a sense of pride in their local environment and wanting to preserve and protect our rare and endangered species in simple, easy ways by getting involved in the Sharklab project longer term

BUSINESSES AND ALL RELATING TO THE TOURISM SECTOR. Opportunities for future new and existing ecotourism based businesses will be created due to the interest engendered (eg glass bottom boat trips, sea safaris, local sea produce etc)

TOURISTS will learn about our amazing Marine Conservation Zone and Isle of Wight Biosphere

B3. Timeline

Please indicate when the project will start. Grant funds will not be released earlier than 3 months before the start of the project. This also applies to events.

IT WILL START ALONGSIDE THE LIFEGUARDS PROVISION DURING THE SUMMER HOLIDAYS FROM 23 JULY OR AS REQUIRED BY THE BLUE FLAG AWARD SCHEME

Funding Details

C1. Total Cost

Please use the table below to provide an itemised breakdown of the expenditure for which this grant is being applied for. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods, labour or facilities.

Item Costs

SHARKLAB AT SANDOWN BAY by SANDOWN TOWN COUNCIL
£99 PER DAY 5 DAYS PW FOR 6-8 WEEKS £ 2970-3960

C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

WE HAVE SECURED A GRANT OF £3500 FROM MORRISONS FOR 1 YEAR IN SUPPORT OF OUR "OPERATION SHARKLAB" PROJECT IN GENERAL FOR EQUIPMENT ETC BUT NOT SPECIFICALLY FOR THIS SUMMER PROJECT

C3. Previous Applications

3

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

NONE

Additional Information

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

AS A MARINE CONSERVATION CHARITY BASED IN SANDOWN WE FEEL IT IS IMPORTANT TO CELEBRATE AND SHOUT OUT ABOUT SANDOWN'S NATURAL RESOURCES, TO "TAP INTO" THE "GREEN POUND" IE ECO TOURISM, TO PROMOTE THE BIOSPHERE IN SCHOOLS AS WELL AS THE LOCAL COMMUNITY AND TO VISITORS TO OUR BEAUTIFUL BEACH

WE COLLABORATE WITH OTHER GROUPS AROUND THE ISLAND (AND ABROAD.) WE WORK WITH OTHER LOCAL COMMUNITY GROUPS
WE ARE MEMBERS OF SANDOWN FORUM
WE ARE ASSOCIATE MEMBERS OF UNOAG
WE ARE ASSOCIATE MEMBERS OF GLOBAL ISLAND PARTNERSHIP
WE ARE MEMBERS OF IW CHAMBER OF COMMERCE
WE ARE REGISTERED WITH UK CHARITY COMMISSION no.1189529

D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

A copy of your club/organisation's constitution or set of rules

A copy of your bank statement and recent accounts

A copy of any quotations as specified in section C1

EVENTS 2022 & AIMS DOCUMENTS ATTACHED

Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed Date of Application

02/03/22

Name (in capitals)

SUSAN BETTS

Position in Club/Organisation

SECRETARY

Please return completed forms to:

Town Clerk
Sandown Town Council
The Broadway Centre
S1 Broadway
Sandown
IW
PO36 9GG

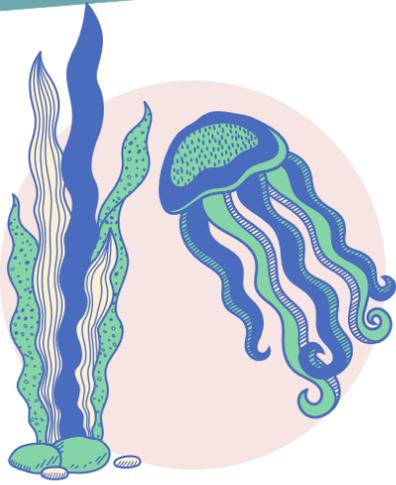
Email signed forms to: admin@sandowntowncouncil.gov.uk

OCEAN HEALTH

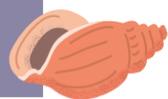
IS

OUR HEALTH

What are the main goals of a Marine Conservation Charity like Blue Seas Protection



GOAL ONE



Create Marine Protected Areas (MPAs) and sanctuaries to preserve natural marine habitats



GOAL TWO

Investigate how anthropogenic activities affect marine life



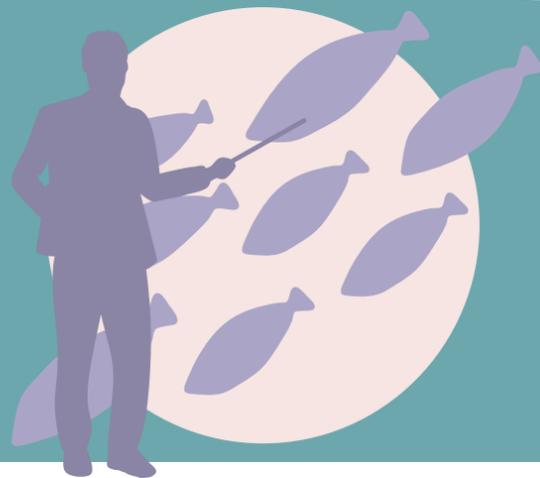
GOAL THREE



Participate in the creation of laws that will ensure the future of marine life is safeguarded

GOAL FOUR

Raise awareness of importance of conserving marine life and ecosystems and educate the public through campaigns, workshops and talks



Ready to do your part?

- Reduce your intake of fish.
- Attend beach cleans and local projects to help keep our beaches clean.
- Join a local pressure group to ensure the oceans are protected.

BLUESEASPROTECTION.ORG

Sources: Centre of Excellence



This is to confirm that
BLUES SEAS PROTECTION

was entered on the Register of Charities on

18 May 2020

Registered charity number:

1189529

Rt Hon Baroness Stowell of Beeston MBE
Chair

Dr Helen Stephenson CBE
Chief Executive Officer

This certificate confirms that a charity has been entered on to the Register of Charities.
You can check a charity's current registration status by visiting the Register of Charities at
www.gov.uk/charity-commission



CHARITY COMMISSION
FOR ENGLAND AND WALES



Mae hyn i gadarnhau bod

BLUES SEAS PROTECTION

wedi'i chofnodi yn y Gofrestr Elusennau ar

18 Mai 2020

Rhif elusen gofrestredig:

1189529

Y Farwnes Stowell o Beeston MBE PC
Cadeirydd

Dr Helen Stephenson CBE
Prif Swyddog Gweithredol

Mae'r dystysgrif hon yn cadarnhau bod elusen wedi cael ei chofnodi yn y Gofrestr Elusennau. Gallwch weld statws cofrestredig presennol elusen drwy ymweld â'r Gofrestr Elusennau yn www.gov.uk/charity-commission



COMISIWN ELUSENNAU
AR GYFER CYMRU A LLOEGR

Constitution of a Charitable Incorporated Organisation whose only voting members are its Charity Trustees

Blues Seas Protection

Date of constitution (last amended):

.....

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is "Blue Seas Protection".

2. National location of principal office

The principal office of the CIO is in England.

3. Objects

The objects of the CIO which are for the public benefit, are specifically restricted to the following :

to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment by promoting marine preservation and the prevention of marine biodiversity decline and by promoting the adequate protection of the marine biodiversity and furthering the effective enforcement of existing conservation regulations.

4. Powers

The CIO has the power to:

- (1) Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land.
- (2) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.
- (4) Employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a Charity Trustee only to the extent that it is permitted to do so by Clause 6 (Benefits and payments to Charity Trustees and connected persons) and provided it complies with the conditions of that Clause.
- (5) Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A Charity Trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A Charity Trustee may benefit from Trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this Clause shall prevent a Charity Trustee or connected person receiving any benefit or payment, which is authorised by Clause 6.

6. Benefits and payments to Charity Trustees and connected persons

(1) General provisions

No Charity Trustee or connected person may:

- (a) Buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public.
- (b) Sell goods, services, or any interest in land to the CIO.
- (c) Be employed by, or receive any remuneration from, the CIO.
- (d) Receive any other financial benefit from the CIO.

Unless the payment or benefit is permitted by sub-Clause (2) of this Clause or authorised by the Court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this Clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting Trustees' or connected persons' benefits

- (a) A Charity Trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the Trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-Clause (3) of this Clause a Charity Trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the Charity Trustee or connected person.

- (d) A Charity Trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A Charity Trustee or connected person may receive rent for premises let by the Trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The Charity Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A Charity Trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its Charity Trustees may only rely upon the authority provided by sub-Clause (2)(c) of this Clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written Agreement between the CIO and the Charity Trustee or connected person supplying the goods (“the supplier”).
 - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other Charity Trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a Charity Trustee or connected person. In reaching that decision the Charity Trustees must balance the advantage of contracting with a Charity Trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a Contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Charity Trustees is present at the meeting.
 - (f) The reason/s for any individual decision is recorded by the Charity Trustees in the minute book.
 - (g) A majority of the Charity Trustees then in office are not in receipt of remuneration or payments authorised by Clause 6.
- (4) In sub-Clauses (2) and (3) of this Clause:
- (a) “The CIO” includes any company in which the CIO:
 - (i) Holds more than 50% of the shares; or
 - (ii) Controls more than 50% of the voting rights attached to the shares; or
 - (iii) Has the right to appoint one or more Directors to the Board of the Company.

- (b) "Connected person" includes any person within the definition set out in Clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A Charity Trustee must:

- (1) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO, which has not previously been declared; and
- (2) Absent himself or herself from any discussions of the Charity Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest/s).

Any Charity Trustee absenting him or her from any discussions in accordance with this Clause must not vote or be counted as part of the quorum in any decision of the Charity Trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity Trustees

(1) Functions and duties of Charity Trustees

The Charity Trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each Charity Trustee:

- (a) To exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) Any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) If he or she acts as a Charity Trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for Trusteeship

- (a) Every Charity Trustee must be a natural person.
- (b) No individual may be appointed as a Charity Trustee of the CIO:
 - If he or she is under the age of 16 years; or

- If he or she would automatically cease to hold office under the provisions of Clause 12(1)(e).
- (c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity Trustees decide, his or her acceptance of the office of Charity Trustee.
- (d) At least one of the Trustees of the CIO must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(3) Number of Charity Trustees

- (a) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.
- (b) There is no maximum number of Charity Trustees that may be appointed to the CIO.

(4) First Charity Trustees

The first Charity Trustees are as follows:

- a) Capt. Garry Oates
- b) Aisha Eveleigh
- c) Susan Wood
- d) Roger Barnes

10. Appointment of Charity Trustees

- (1) Apart from the first Charity Trustees, every Trustee must be appointed by a resolution passed at a properly convened meeting of the Charity Trustees.
- (2) In selecting individuals for appointment as Charity Trustees, the Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new Charity Trustees

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- (a) A copy of the current version of this constitution; and
- (b) A copy of the CIO's latest Trustees' Annual Report and Statement of Accounts.

12. Retirement and removal of Charity Trustees

- (1) A Charity Trustee ceases to hold office if he or she:
- (a) Retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).

- (b) Is absent without the permission of the Charity Trustees from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated.
 - (c) Dies.
 - (d) In the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months.
 - (e) Is disqualified from acting as a Charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a Charity Trustee is eligible for reappointment.

13. Taking of decisions by Charity Trustees

- (1) At a meeting of the Charity Trustees; or
- (2) By resolution in writing or electronic form agreed by all of the Charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more Charity Trustees has signified their agreement. Such a resolution shall be effective provided that:-
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. Delegation by Charity Trustees

- (1) The Charity Trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The Charity Trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Charity Trustees, but is subject to the following requirements:
 - (a) A committee may consist of two or more persons, but at least one member of each committee must be a Charity Trustee.
 - (b) The acts and proceedings of any committee must be brought to the attention of the Charity Trustees as a whole as soon as is reasonably practicable.
 - (c) The Charity Trustees shall from time to time review the arrangements, which they have made for the delegation of their powers.

15. Meetings of Charity Trustees

(1) Calling Meetings

- (a) Any Charity Trustee may call a meeting of the Charity Trustees.
- (b) Subject to that, the Charity Trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of Meetings

The Charity Trustees may appoint a Trustee to Chair their meetings and may at any time revoke such appointment. If no one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Charity Trustees present may re-appoint a remaining Trustee to Chair that meeting.

(3) Procedure at Meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two Charity Trustees, or the number nearest to one third of the total number of Charity Trustees, whichever is greater, or such larger number as the Charity Trustees may decide from time to time. A Charity Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who Chairs the meeting shall have a second or casting vote.

(4) Participation in Meetings by Electronic Means

A meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may:

- (a) Communicate with all the other participants.
- (b) Any Charity Trustee participating at a meeting by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including Chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its' Charity Trustees. The only person eligible to be members of the CIO are its' Charity Trustees. Membership of the CIO cannot be transferred to anyone else.

- (2) Any member and Charity Trustee who ceases to be a Charity Trustee automatically ceases to be a member of the CIO.

17. Informal or Associate (non-voting) Membership

- (1) The Charity Trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) Amend the constitution of the CIO.
 - (b) Amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011.
 - (c) Wind up or dissolve the CIO (including transferring its business to any other Charity).

Must be made by a resolution of the members of the CIO (rather than a resolution of the Charity Trustees).

- (2) Decisions of the members may be made either:
 - (a) By resolution at a general meeting; or
 - (b) By resolution in writing, in accordance with sub-Clause (4) of this Clause.
- (3) Any decision specified in sub-Clause (1) of this Clause must be made in accordance with the provisions of Clause 28 (amendment of constitution), Clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
 - (a) A copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) The required majority of members has signified its agreement to the resolution in a document or documents, which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member’s agreement must be authenticated by their signature, with a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General Meetings of Members

(1) Calling of General Meetings of Members

The Charity Trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business, which must by law be discharged by a resolution of the members of the CIO as specified in Clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of General Meetings of Members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another Clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at General Meetings of Members

The provisions in Clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to Trustees to be taken as references to members.

20. Saving Provisions

- (1) Subject to sub-Clause (2) of this Clause, all decisions of the Charity Trustees, or of a committee of Charity Trustees, shall be valid notwithstanding the participation in any vote of a Charity Trustee:
 - Who was disqualified from holding office.
 - Who had previously retired or who had been obliged by the constitution to vacate office.
 - Who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise.

If, without the vote of that Charity Trustee and that Charity Trustee being counted in the quorum, the decision has been made by a majority of the Charity Trustees at a quorate meeting.

- (2) Sub-Clause (1) of this Clause does not permit a Charity Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Charity Trustees or of a committee of Charity Trustees if, but for sub-Clause (1), the resolution would have been void, or if the Charity Trustee has not complied with Clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).
- (2) A document is validly executed by signature if it is signed by at least two of the Charity Trustees.
- (3) If the CIO has a seal:

The seal must only be used by the authority of the Charity Trustees or of a committee of Charity Trustees duly authorised by the Charity Trustees. The Charity Trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two Charity Trustees.

22. Use of Electronic Communications

General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) The requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form.
- (b) Any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) Register of its members and Charity Trustees.

24. Minutes

The Charity Trustees must keep minutes of all:

- (1) Appointments of officers made by the Charity Trustees.
- (2) Proceedings at general meetings of the CIO.
- (3) Meetings of the Charity Trustees and committees of Charity Trustees including:
 - The names of the Trustees present at the meeting;
 - The decisions made at the meetings; and
 - Where appropriate the reasons for the decisions.
- (4) Decisions made by the Charity Trustees otherwise than in meetings.

25. Accounting Records, Accounts, Annual Reports and Returns, Register Maintenance

- (1) The Charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year-end.

- (2) The Charity Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The Charity Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or by laws must not be inconsistent with any provision of this constitution. Copies of any such rules or by laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) By resolution agreed in writing by all members of the CIO; or
 - (b) By a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with Clause 19 (General meetings of members).
- (2) Any alteration of 3 (Objects), Clause 29 (Voluntary winding up or dissolution), this Clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Charity Trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) At a general meeting of the members of the CIO called in accordance with Clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) By a resolution passed by a 75% majority of those voting, or

- (ii) By a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
or
 - (b) By a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the Charity Trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) The Charity Trustees must send with their application to the Commission:
 - (i) A copy of the resolution passed by the members of the CIO;
 - (ii) A declaration by the Charity Trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) A statement by the Charity Trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) The Charity Trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any Charity Trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

- (a) A child, parent, grandchild, grandparent, brother or sister of the Charity Trustee.
- (b) The spouse or civil partner of the Charity Trustee or of any person falling within sub-Clause (a) above.
- (c) A person carrying on business in partnership with the Charity Trustee or with any person falling within sub-Clause (a) or (b) above.
- (d) An institution which is controlled:



Working Parties Update (Briefing Note)

Date 9 May 2022
Prepared by Town Clerk

1. PUBLIC REALM (ASSETS) WORKING PARTY MEETING

- 1.1. The working party met on Monday, 11 April 2022.
- 1.2. Members of the Working Party met with concessionaires from Esplanade
- 1.3. Pier Street Toilets – the Mayor outlined the Town Council’s understanding of current situation and efforts to secure longer term solution, the Town Council have highlighted needs for Summer 2022, but have not made budget provision for this location which is not owned/leased by Town Council.
- 1.4. Eastern Gardens Toilets – Members discussed the consultation that supported this £200k investment and work with Southern Water, members also noted the delay in IWC agreeing the licence and planning permission. Members reiterated that current provision would remain in use until new amenity is operational and then there would be discussion on future use, subject to arrangements with IWC, once new provision is in use.
- 1.5. Water Taps, Beach Raking, etc – members discussed these issues in relation to Blue Flag application and the resources of the Town Council – concessionaires appreciated the meeting being at 8.30 am to fit in with their working day and that they did not meet with IW Council.
- 1.6. Lifeguards – members discussed the planning and licencing issues of the application to IWC, and welcomed the commitment over the longer term, and felt 2021 provision was improvement on previous arrangements.
- 1.7. Cycling on revetment – concessionaires expressed concern over proposals discussed by Sandown Town Council and the impact this would have on businesses, the Mayor explained situation and that the Town Council had not expressed a view on the revetment and that there was a Bay wide working party that had met with IWC, and hopefully a report would be provided by that group in due course. Members also noted possible project with Cycle Wight, and that the Town Council had been asked to lead Bay Wide approach for future funding (this would need discussion by Full Council).

- 1.8. Marker Buoys – concessionaires said these were an asset last summer, and members noted that they should be in situ in May but dependent on them being put out by CHC in accord with schedule agreed with IWC.
- 1.9. Free use of new toilets – members noted the issues and the level of damage experienced at Eastern Gardens in previous years.
- 1.10. Blue Flags – members discussed the increased expectations of the submission in 2022, and the limited resource of the Council, it was noted that Brighton and Bournemouth had greater resources and departments responsible for this, the organisers have asked Town Council to submit a film in support this year and updated information boards owned by IWC.
- 1.11. Regatta – members noted Carnival association were taking forward and had invited groups to meetings – Town Council supported the New Years Day event.
- 1.12. Beach Bins and Cleaning – concessionaires asked if the Town Council could fund additional bins/beach cleans outside of main period – this would have budgetary implications and clerks would look into.
- 1.13. Southern Water funding – the Mayor outlined discussions with Southern Water, including painting of Eastern Gardens and movement of mural, and welcomed funding – members discussed possibility of provision of walkie talkies for incidents on the beach, as well as other possible support, and also additional beach educational activities, A boards for litter picks, and defib in High Street. It was noted proposal for use of funds would go to May Full Council.
- 1.14. Next meeting – individual items would be taken forward outside of meeting, but a 6 monthly meeting with concessionaires would be welcome and at similar time.

The concessionaires left and the Working Party then discussed:

- 1.15. Potential use of Southern Water Funds – members discussed grant application which may best go to Full Council Meeting (clerk to discuss with applicant). Members discussed supporting an educational activity project, linked to youth project and discussed in 2021, (£5k – possible match funded); walkie-talkies with concessionaires (£1.5k); A boards for litter picks (£1.5k); Defib (£1.5k)

And other educational materials (£.5K) – the figures in brackets are indicative and will be worked on before May Meeting. Members also noted potential for match funding, and if successful ongoing support and partnership work.

- 1.16. Planning and Licencing applications – members noted the ongoing delays at IWC given preplanning was sought at the start of the year, and the actual/potential further delay may incur additional costs to the Town Council. Updated details have been provided to IWC and further details requested – clerks will email concern regarding safety impact of delays.
- 1.17. Decorative Lighting – members asked about schedule of decorative lighting, and clerks would arrange for Easter times, in line with schedule previously discussed and

members noted all year lighting would have potential cost, have wear and tear on lights, and the possible 'Switching on' event planned for Christmas would be impacted.

- 1.18. Defib – members briefly discussed Defib project in High Street, as part of Town Council and community provision.
- 1.19. Blue Flag – members discussed the additional workload required by new guidance and that IWC point of contact had left, and longer term link needs to be identified. There are concerns re IWC signage and the application, and pressure to produce film without cost.
- 1.20. Sprint – members briefly mentioned recent Sprint and clerks have asked for de-brief once the organisers are in position to attend a meeting (nb the Tour of Britain Cycle event will also involve Sandown in September).
- 1.21. Eastern Gardens – discussions have been had re accessibility projects for the future and meetings have been provisionally agreed.
- 1.22. Other projects – members noted the volume of work generated and impact of the current delays, members will meet after May Full Council meeting, once issues progressed.

2. EVENTS WORKING PARTY MEETING

- 2.1. Met on Monday, 11 April 2022.
- 2.2. Jubilee Tree Planting – the Tree has been planted at Battery Gardens, working with Green Towns;
- 2.3. Church Service – a draft Order of Service is being worked on and Rev Williams should be attending meeting;
- 2.4. Saturday 4 June – the Church Service is planned to followed by a 'Thank You' at the Broadway Centre (discussions in hand with Town Band and TWG, etc);
- 2.5. Sunday 5 June event – Members have supported the organisation of the event, and facilitated meetings, and we have invited organisers for update;
- 2.6. Accessible Garden – initial work has been undertaken, with plants and Bench/es donated, a 'stakeholder' meeting to be suggested but not all volunteers can attend at same time;
- 2.7. School projects – 2 projects have been completed, and the Jubilee School Mug and Flag projects have been launched for over Easter, with added outcomes involving the Library and possible presentation to Lord Lieutenant;
- 2.8. Film Project – Research has commenced involving Historical Association, Library and other stakeholders (possible external funding via partner agency);
- 2.9. 2nd Film Project – has been developed linked to Heritage Trail project, involving local Church is almost completed – consideration of a 'Premier' with partner agencies;

- 2.10. Events at the Centre – Support has been given to several groups planning events to celebrate the Jubilee and the groups will publicise their own events;
- 2.11. Other initiatives – several groups/individuals have been in touch and have been included in the projects being developed.

3. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING

- 3.1. Met on Tuesday, 19 April 2022.
- 3.2. Members appreciated forthcoming May meetings, and end of year accounts, were prioritised, together with incidents over Bank Holiday weekend;
- 3.3. Members discussed current Youth Outreach Project, developed from the Resilience Project (with Community Action securing a grant following the operation of the Bay support network during the pandemic), and implications of issues at Sandham Grounds in recent weeks. Members noted support given to the project, and potential of match funding for a Police and Crime Commissioner Grant for future provision. Hopefully, more details will be available for May meeting, and longer term, grant funded, initiative for Sandham Grounds Town Council amenities.
- 3.4. Members also noted efforts of clerks to progress lighting issues at the Grounds.
- 3.5. Members discussed possible match funding for youth project linked to Southern Water contribution.
- 3.6. Members supported taking forward CCTV at Broadway Centre, extending existing coverage – including accessible garden, internal areas (lone worker concerns), and other vulnerable aspects of the Centre and grounds. Clerks to work with existing provider to extend coverage, with budgetary provision agreed.
- 3.7. Members noted that this CCTV project was separate to what may be needed at Sandham Grounds, and other locations.
- 3.8. Members discussed recent issues, and actions taken over Bank Holiday period, at Los Altos, Yaverland and Sandham Grounds.
- 3.9. Clerks updated members on licence at Ferncliff Gardens and the work of Green Town Volunteers.
- 3.10. Clerks updated members on other licences for planters.
- 3.11. Members noted concerns re decorative lighting and clerks would visit esplanade at night to record units not working – and report to contractor.
- 3.12. Members noted new flag poles, and need for provision of key, and possibility of additional commemorative services, such as Anzac Day.
- 3.13. Members discussed possible project re the notice boards in the Town (eg Ferncliff Gardens and St Johns) and link to heritage trail, etc.

3.14. Members noted that May's Council Meeting would also review membership of Working Parties.

4. PUBLIC ENGAGEMENT WORKING PARTY MEETING

4.1. Met on Tuesday, 19 April 2022.

4.2. Members discussed the issues delaying Facebook project, including workload for Mays Meetings and end of year accounts, and the Facebook presence would be for information and only contain agendas, details of meetings and minutes, and not be interactive, only out-going. Clerks would work to reflect change in Council documentation.

PROPOSAL:

(i) THAT Facebook be used for the dissemination of information only, including the publication of agendas, details of meetings, minutes and press releases 12212-2022.

(ii) THAT commenting be turned off.

4.3. Members also discussed need to inform any future communications strategy and the clerk would re-circulate the Communications Policy.

4.4. Sandown Publication – Members noted the progress of Sandown Community Association and it was likely that there would be more pages than originally anticipated (possibly 32 pages not 24) , and there was a demand by local groups for inclusion which may happen in future editions. Members noted the arrangements if there not a future edition, and this was reflected in draft minutes going to Full Council in May. Several members offered to help with distribution of publication. Clerks outlined payment method in line with budget.

4.5. Portable loops – members discussed the 4 portable loops the clerks had previously fundraised for, and the clerk would try and drop the items off at the RNID for servicing when next in Newport. Details of the loops were made available to members

4.6. Procurement Process for new audio/loop system, members noted the budget provision made and delay in forwarding a 'wish list' to clerks, members considered that any future system would need more microphones (if this was preferred system) than the numbers of councillors, employees and at least a general one for members of public. Clerks would ask suppliers for updated quotes once way forward agreed at May Meeting of Full Council, as there is likely to be need to close main hall for the upgrade.

PROPOSAL:

THAT pricing for a conference system for the main hall with 15 free standing wireless microphones and a suitable hearing loop be obtained.

- 4.7. Joint work with local councils – Members noted the joint procurement process with Shanklin Town Council regarding Toilet servicing and maintenance, and discussions regarding the Jubilee.
- 4.8. Future consultations – members noted the Budget consultation would start in the Autumn if possible given the workload linked to Eastern Gardens, Beach safety and other priorities of the Town Council.



Town Clerks Report

Date 9 May 2022
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. End of year accounts and annual governance statement prepared and sent to Internal Auditor and presented to Council.
- 1.2. Standing Orders revised to remove gender references and update public procurement regulation thresholds. These may need to be revisited before year end.
- 1.3. Arrangements for transition of RFO actioned.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Jubilee Events progressed:
 - Entries received from School and Judged.
 - Details of Church Service progressed. Order of service drafted.
 - Film Project being progressed.
- 2.2. Content provided to Sandown Community Association for hard copy publication.
- 2.3. Historical Association, Church and ANZAC day events.

3. BEACHES

- 3.1. Planning application for beach safety base submitted and accepted/advertised.
- 3.2. Blue flag application progressed, subject to additional information submitted.
- 3.3. Meeting with concessionaires to progress projects.
- 3.4. Buoys in the bay installation progress.

4. BROADWAY CENTRE

- 4.1. Continued management of bookings.
- 4.2. Provision of space to support Ukrainian Resettlement Project
- 4.3. Potential projects with Restorative Justice and Youth Offending Team.

5. CIVIC SPACE

- 5.1. License signed for Gateway and Ferncliff Gardens. License request submitted for High Street – further documents submitted in support of Sandown Green Towns.
- 5.2. Delivery of hanging basket liners, collection by nurse for planting; ongoing correspondence with Isle of Wight Council and liaison with the Green Town Volunteers.
- 5.3. Installation of new flag poles at War Memorial
- 5.4. Survey of Esplanade flag poles – may need to remove due to health and safety issues.
- 5.5. Arrangements to resolve snagging issues with decorative lights in preparation for Summer season.

6. SANDHAM GROUNDS

- 6.1. Ongoing issues with litter and minor anti-social behaviour.
- 6.2. Progression of investigations into lighting issues.
- 6.3. Potential funding streams for new equipment.
- 6.4. Continued work to address maintenance and repair issues
- 6.5. Responding to concerns regarding non-council Youth Project.
- 6.6. Match funding for Youth Project may realise additional external funding.
- 6.7. Initial discussions regarding grant funding at location.
- 6.8. Meeting with Environment Office re anti-social behaviour in grounds.

7. TOILETS

- 7.1. St John's:
 - (i) Monitoring electricity usage.
 - (ii) Processing income
- 7.2. Yaverland:
 - (i) On-going vandalism causing frequent call-outs for drain clearance.
 - (ii) Initial action to reduce water usage.
- 7.3. Eastern Gardens
 - (i) Additional information supplied to support licensing and planning applications. Isle of Wight Council to consider in June 2022 unless delayed.
 - (ii) Continued usage of existing toilets until new units installed.