

# SANDOWN TOWN COUNCIL



Minutes of the meeting of Sandown Town Council held at the Business Hub, College Close, Sandown, Isle of Wight, PO36 8EB Monday 12<sup>th</sup> March 2018 at 7pm

**PUBLIC QUESTION TIME** – 15 minutes are available for members of the public to speak on matters relating to the agenda.

Questions raised regarding the Broadway Centre:

- Will the build be completed on budget and where is the money for the internal fittings coming from? The anticipated total expenditure on the build will be on budget and the Clerk advised that £10K had been allocated for the internal fittings.
- Would the public be invited to see the building? An open day will be arranged, once the property is handed over to the Town Council.

**PRESENT** Cllrs: Andre, Brading, Cowley and Teasdale  
**In attendance:** Town Clerk Tina Bailey  
**Public:** Six member of the public  
**Recording:** Mr Lightfoot advised he was filming the meeting.

## **CHAIRMAN FOR THE MEETING RESOLVED**

In the absence of the Mayor and Deputy Mayor, Cllr Brading was elected Chairman.

## **1639/18 TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs: Patel, Ward, Lawson, Young, Humby, Mereweather,

## **1635/18 DECLARATIONS OF INTERESTS**

### **1 To receive any declarations of pecuniary and non -pecuniary interests**

- 1.1 Cllr Andre declared a pecuniary interest in item 1637/18( 2) Christ Church wall as a member of the Christ Church Parochial Parish Council.
- 1.2 As IWC Ward Councillors, Cllrs. Brading and Andre declared an interest in any matters relating to the Isle of Wight Council.

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

None

## **1636/18 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the meetings held on 19<sup>th</sup> February and 26<sup>th</sup> February 2018.

### **RESOLVED**

That the minutes of the meetings held on 19<sup>th</sup> February and 26<sup>th</sup> February 2018 are approved.

## **1637/18 BROADWAY CENTRE**

### **1. To note the job description for the Caretaker/Cleaner at the Broadway Centre**

Noted

**2. To discuss the issue of the Church Wall**

The contents of the letter from the Vicar regarding the wall, was noted. The Clerk advised that a meeting at the Broadway Centre had been arranged for Wednesday 14<sup>th</sup> March at 10. am and Councillors will be able to look at the issue and discuss it on site.

**3. To discuss and approve the new Hall Hire Policy and hiring charges**

The Clerk advised that a decision on the hiring charges have to be deferred whilst the issue of the VAT is being sorted.

**RESOLVED**

That the hall hire policy, excluding the hiring fees, is approved.

**4. To review the landscaping requirements and agree planting timescale.**

The plans drawn up by the Architect in accordance with planning permission requirements were reviewed. The timescale will be confirmed at the site meeting.

**5. To discuss and agree:**

**5.1 Remaining purchases for inside the centre**

- Purchase of items required for the building will be sorted once the move has been undertaken in the new financial year.

**Other issues:**

- The number of tables and chairs required will be confirmed after a site meeting
- The hire of the stage will be temporarily removed from the hall hire form whilst its location and future storage are sorted.
- Child Protection Policy – the Clerk questioned if the policy is realistic in application and it was agreed that the policy will be reviewed.
- Hearing Loop - The hall will have to be used for the acoustics to be judged but noted that no budget for this equipment has been made.
- Use of hall by Council – It was agreed that 2 Mondays a month will be prebooked for Council use.
- Office storage - the Clerk advised that the changing room next to the Clerk's office will have to be utilised for storage initially as there is a large number of documents that require sorting for storage in accordance with the Retention of Documents Policy.
- The issue of lack of storage for the Caretaker equipment was noted.
- The lack of storage for maintenance items is noted and will be discussed at the site meeting.

**5.2 Relocation timescale from current office and suggested date for opening the centre**

The Clerk advised that subject to handover of the building, the office will have to be shut from the 9<sup>th</sup> – 13<sup>th</sup> April to allow relocation, with a proposed moving date of 11<sup>th</sup> April. The office will open again on 16<sup>th</sup> April.

**1638/18 TO REVIEW AND ADOPT THE FOLLOWING POLICIES**

1. Updated Health and Safety Policy
2. Volunteer Policy

**RESOLVED**

That the Health and Safety Policy and Volunteer Policy are approved.

**1639/19 STANDING ORDERS DEFERRED FROM MEETING ON 15/1/2018**

To approve the amendments and adopt the Standing Orders.

**Amendments**

S/O 12 now read refer *to* 32

S/O 24 b and been inadvertently omitted and is *now added*

S/O 25 changed to "that members *shall* stand"

S/O 29c changed to action *should* be taken

**Proposed**

S/O 53 and 54 are removed

**RESOLVED**

That Standing Orders 53 and 54 are removed

That the amended Standing Orders are adopted.

The meeting closed at 20.10

Mayor .....

27<sup>th</sup> March 2018

