



SANDOWN TOWN COUNCIL – MEETING MINUTES – 18 SEPTEMBER 2023

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 18 SEPTEMBER 2023** at 7:00 pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

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

Also Present: Richard Priest (Clerk), Jennifer Armstrong (RFO), Lorraine Elliss (Administration Assistant), and 2 members of the public.

PUBLIC QUESTIONS:

No questions were asked.

44-2023/2024 APOLOGIES

Apologies were accepted from Sue Betts, Ian Ward, Toby Wilcock.

45-2023/2024 DECLARATIONS OF INTERESTS

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

Cllr Debbie Andre declared an interest in any matters pertaining to the Isle of Wight Council as a ward member and a non-pecuniary interest in any grass cutting at Los Altos as her property was adjacent to the park.

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

No requests for written dispensations had been received.

46-2023/2024 MINUTES OF THE LAST MEETING

Members noted that although only some councillors had included attendance at the Bay Place Plan events in their Town Councillor Reports, all councillors had in fact attended.

A proposal to approve the minutes of the meeting held on 17 July 2023 was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the minutes of the meeting held on 17 July 2023 be approved as a true record.

47-2023/2024 FINANCES

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

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

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

RESOLVED

THAT the Payments and Receipts for July 2023 be approved.

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

Members noted that the data for voucher #236 had corrupted during conversion to PDF; that the costs were correct and related to Biffa and disposal of general waste at the Broadway Centre.

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

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

RESOLVED

THAT the Payments and Receipts for August 2023 be approved.

3. To receive and note the verified bank reconciliations for July and August 2023

The verified banking reconciliations for July and August 2023 were noted.

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

The Net Position Report and briefing note providing commentary to the current budget position were considered and noted. Members welcomed the clear explanation of the budget position.

Clarification was provided that:

- The overspend in relation to Pier Street Toilets related to the Cleaning of the facility and while invoices had been received for repairs, these had been successfully challenged by officers as Council had not agreed to fund repairs on the Isle of Wight Council facility.
- The £15,000 Youth Offer related to the programme of activities delivered by Julian Wadsworth (Community Action).

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

Members noted that the auditors had confirmed receipt of the audit materials and requested a document be resent. However, no further correspondence had been received. Three members of the public had exercised their public rights. Consideration would need to be given to the process by which the public accessed the accounts in the future as documents had been removed from files and misfiled and misplaced during examination.

There was a statutory duty for Section 3 of the AGAR Due to the requirement for the Auditors report to be published by 30 September 2023 the RFO would follow-up with the auditors a week prior to the deadline.

48-2023/2024 TOWN CLERK REPORT

Council noted the report from the Clerk, who welcomed the new Caretaker, and highlighted a number of points detailed.

Questions were raised in relation to how councillors could provide support in relation to staff and contractors being abused by members of the public. Both staff and contractors had been advised not to engage.

Clarification was also sought regarding ownership of the viewing platform requiring repairs at Eastern Gardens. The Clerk advised that officers were seeking further information, including transfer of licenses for assets on the land as no details had been included in the original transfer in 2017. However, the immediate health and safety concern, of rotting decking boards, had to be addressed immediately and Sandown Town Council would bear the costs of the fencing.

49-2023/2024 WORKING PARTIES

A report had been published and circulated prior to the meeting, and the notes from the meetings circulated afterwards. Key points highlighted included:

Sandown Community Association had secured a grant of £30,000 for information boards at the library and the station. The funding had not yet been received but the match funding projects, which were Sandown Town Council projects that had already been delivered.

An update on the Station Defibrator was provided. There had been delays due to the phone box's location on Island Line property and with the adoption of the box. A way forward had now been agreed. The Community Heartbeat Trust would adopt the box and commission the electricity from BT. They would also provide the red and gold paint to restore the box. Restoration works would be undertaken by the probation service with the support of the youth offending team. The Sandown Town Council would fund, adopt, and maintain the defibrillator. A railway heritage grant had been secured for a mosaic and glass panels with designs to be from local schools.

The budget process was discussed. In relation to the consultation, members noted that most responses had been received online and that "Consultation Days" at the Broadway and the Library had not been well attended. Suggestions for improving engagement included QR codes at council assets and engaging with local community groups were discussed.

Clarification was provided regarding the Council's participation in Pride Events; Sandown should not hold its own event but participate and have a presence at the event for the Island. Activities relating to International Women's days should also be considered.

50-2023/2024 MOTIONS FROM COUNCILLORS

Motion proposed by Cllr Paddy Lightfoot: Appointment of a Heritage Champion

Cllr Paddy Lightfoot moved a motion to appoint a town councillor as a Heritage Champion for the Council, presenting that the Sandown Conservation Management Plan (SCAMP) had been published by the Isle of Wight Council (IWC) and that the plan had a number of actions that needed the support of both the IWC and Sandown Town Council (STC) to be delivered in a timely manner. He continued to say that the Heritage Champion role could include:

- Develop a relationship with the responsible Cllrs/ Officers at the IWC to make a plan of action and defined delivery objectives;
- raise the profile of the SCAMP within the designated zone.
- be the point of contact in Sandown for residents and businesses within the conservation zone;
- be the eyes and ears on the ground for works / development that conflict with the SCAMP

Clarification was also provided that the appointment would be for the duration of the council.

Cllr Ian Ward had volunteered for the position and an amendment was proposed and duly seconded to that effect, along with the appointment being for the term of the council to ensure continuity. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and the amendment passed.

For (7), Against (2), Abstentions (0).

Debate took place regarding the Accessibility/Inclusivity implications of the appointment with it being suggested that historic buildings were inherently discriminatory and therefore there were implications. Overall, it was not felt this was the case as members noted that STC did not own any historical buildings and equality and diversity would need to be assessed on a project-by-project basis, with the heritage champion role itself had been open to all councillors equally.

A substantive motion, to appoint Cllr Ian Ward as the Council's Heritage Champion for the duration of the council, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (2), Abstentions (0).

RESOLVED

THAT Cllr Ian Ward be appointed as the Council's Heritage Champion for the term of the council.

51-2023/2024 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

No environmental issues had been raised by the Isle of Wight Council, Environment Agency or other statutory body. Members noted that issues with individuals attacking birds and those feeding birds at the Canoe Lake had been escalated to the appropriate agencies.

52-2023/2024 TO RECEIVE ANY PLANNING MATTERS

The following planning applications were considered. No comments were returned.

[23/01565/FUL](#): 23 Cross Street Sandown, PO36 8BQ
Formation of new window opening on rear elevation of ground floor flat

53-2023/2024 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

Cllr Brothers reported she had attended the Regatta and talked to consultants at the Local Cycling and Walking Infrastructure Plan.

Cllr Andre advised she had been working collaboratively with the Police and the new Community Safety Officer in relation to antisocial behaviour. Councillors were asked to focus on Sandown's positives and encourage the reporting of incidents to the relevant agencies rather than publicly sharing. Cllr Andre also advised informed members she would be requesting Yaverland and Culver Parade be included in the upcoming speed reviews.

Cllr Humby informed members she continued to hold Thursday Surgeries in the Library. Recently there had been mainly negative feedback including complaints regarding weeds in the gutters and perceived dangers on the revetment. Comments had also been made regarding audio and the streaming of the meeting. Members were reminded Cllr Alex Lightfoot filmed the meeting in a personal capacity and that council did not have the equipment to stream. A new microphone had however, been used.

Cllr Baldry commented on the professionalism of the company who installed the Esplanade War Memorial flag poles, noting the new poles were far more robust than those previously installed.

Cllr Fletcher encouraged members to read information from IWALC which had been circulated by officers on his behalf. Cllr Fletcher has also requested statistics related Police armed responses in Sandown, as there was a perception that Sandown had a disproportionate number of armed response incidents.

Cllr Hicks reported on the Sustainability and Environment Forum she had recently attended provided statistics on the decline of native species of flora and fauna. Cllr Hicks also raised concerns by the Bayshore Hotel regarding overgrown vegetation and was reminded this could be reported on FixMyStreet.com.

Cllr Alex Lightfoot congratulated the Carnival Association on delivering a successful summer events programme and updated members on the presentation to the lifeguards at the end of the season; the end of season beach safety report would be circulated in due course.

Cllr Paddy Lightfoot informed members that following conversations with Sergeant Ben Sharland, a Community Case Review (previously a Community Trigger) had been triggered at the end of July and was with the Isle of Wight Council for next steps. Cllr Lightfoot also provided an update on the Bay Place Plan highlighting draft initial results from the events in the summer, such as what respondents felt should be left in the past and felt were key to the future. A first draft was expected at the end of September.

54-2023/2024 MOTION WITHOUT NOTICE

A motion was moved without notice under Standing Order 21.1(vi), and duly seconded, that Public Question Time on matters pertaining to the town be brought forward; the results were as follows and it was:

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

RESOLVED

THAT Public Question Time be moved forward on the agenda to after Item 10.

PUBLIC QUESTION TIME

PSCO Ash Webb provided an informal update on antisocial behaviour, noting that targeted patrols and other initiatives had resulted in a reduction in drinking and antisocial behaviour in the seafront shelters. However, there were still issues close to the HMOs. Further work would be undertaken with local shopkeepers and the Isle of Wight Council's Licensing department. Derlict Buildings remained an issue including the Ocean and the Parkbury.

55-2023/2024 EXCLUSION OF PUBLIC AND PRESS

A proposal was moved and duly seconded, that the public and press be excluded for the remaining business on the agenda. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstain (0)

RESOLVED

THAT under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 12 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 14 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.

56-2023/2024 MOTION WITHOUT NOTICE

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

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

57-2023/2024 CHANGING PLACES TENDER

Council was advised that five expressions of interest, followed by three tenders for the Changing Places project had been received and opened in the presence of two councillors. The documents had then been anonymised and scored by the working party. The Working Party recommendation in relation to the changing places tender was then considered.

A grant of £30,000 had been secured for a Changing Places facility and Council had expected to match fund the project. As the project had developed it had become apparent the old toilets would need to be decommissioned and external works undertaken. While the final tender costs were higher than expected, since these additional works to bring the building into good repair would be required regardless of the Changing Places project, it was debated if they should be as part of the Changing Places development or as a separate project in the near future. The benefits of the project both in terms of accessibility, improving the area (the building was currently derelict and in poor repair) and bringing people to Sandown were examined. The general consensus was it would be better approached as a single project.

The revenue costs associated with the facility were discussed and while there were indicative costings these would be dependent on the final design. Members were advised that the additional monies for the projects capital costs, could be funded through a mixture of grants received and savings/underspending in other areas, without the council drawing on its reserves.

A motion was moved without notice, under Standing Order 21.1(xvi), that the meeting be adjourned until further costings could be obtained. The motion was not seconded and fell.

A proposal was moved and duly seconded, that the Councillors' votes were confirmed verbally to meet accessibility requirements and a named vote was requested; the results were as follows and it was:

For (8)

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

Against (1)

Emily Brothers

Abstentions (0).

RESOLVED

- (i) THAT the tender be awarded to Astor Bannerman, for works up to the value of £94,000.
- (ii) THAT the Mayor and another member of the Assets working party be delegated authority to work with clerks to take the project further.

Closed 21:15

Item 4(1) - Paper B

Cashed as of 30 September 2023				Supplier	Description	Balance Carried Forward	214,700.83
Voucher	Date	Cheque No	Total				
292	05/09/2023			Garden Tidy	Grass Cutting (SJP)		175.00
293	05/09/2023			Garden Tidy	Grass Cutting (SJP)		80.00
294	05/09/2023			JW Autoshine Watering	Watering Hanging Baskets and Planters		4788.30
295	05/09/2023			Top Mops	Pier Street running costs contribution		2613.10
296	05/09/2023			Top Mops	Pier Street running costs contribution		266.05
297	05/09/2023			Brighstone Landscaping	Beach Cleaning		5068.80
298	05/09/2023			Hillbans Pest Control Ltd	Pest Control		280.00
299	01/09/2023			Isle of Wight Council	Business Rates		444.00
300	01/09/2023			Gallagher (Hisock Insurance Company Ltd	Insurance (All)		663.74
303	11/09/2023			Garden Tidy	Litter Picking and Bin Emptying		150.00
304	11/09/2023			Garden Tidy	Grass Cutting (SJP)		30.00
305	11/09/2023			Garden Tidy	Grounds Maintenance and Repairs		40.00
306	11/09/2023			Garden Tidy	Grounds Maintenance and Repairs		40.00
307	11/09/2023			Garden Tidy	Grass Cutting (SJP)		80.00
308	11/09/2023			WBS Wight Business Services	Office Equipment/Stationary		8.42
309	11/09/2023			Lake Cleaning & Catering Supplies	Cleaning Materials		35.10
310	11/09/2023			Lifeline Alarms	CCTV and Alarm Service and Maintenance (annual)		720.00
311	11/09/2023			Community Action Isle of Wight	Salaries		10060.46
312	11/09/2023			John O'Conner	Grass Cutting (Los Altos)		504.53
313	11/09/2023			Adobe Systems Software Ireland Ltd	Adobe Software		486.00
314	11/09/2023			Top Mops	Pier Street running costs contribution		337.18
315	11/09/2023			Parker Bell	PAT Test Recalibration		85.80
316	11/09/2023			IOW Defibrillators	Defibrillator Pads		65.00
317	15/09/2023			Nayax	Contactless Charges (Service)		72.00
318	15/09/2023			Nayax	Contactless Charges (Clearing)		33.53
319	18/09/2023			Heritage Attractions Ltd	Electricity - Sandham Lights		57.96

Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
320	18/09/2023		Top Mops	Pier Street running costs contribution			400.12
321	18/09/2023		Focus Plumbing and Heating	Eastern Gardens - Fencing/Investigations			264.00
322	18/09/2023		Crystal Clear Windows	Window Cleaning			20.00
323	18/09/2023		Flying Colour Flagmakers	Replacement Flag Poles - War Memorial			4726.56
324	22/09/2023		Electricity St Johns	Corona Energy Retail 4 Ltd			-92.50
325	22/09/2023		Electricity St Johns	Corona Energy Retail 4 Ltd			31.62
326	22/09/2023		Electricity St Johns	Corona Energy Retail 4 Ltd			32.19
327	22/09/2023		Electricity - Yaverland	Corona Energy Retail 4 Ltd			116.18
328	22/09/2023		Electricity - Eastern Gardens	Corona Energy Retail 4 Ltd			74.53
329	22/09/2023		Electricity	Corona Energy Retail 4 Ltd			301.61
330	18/09/2023		Heritage Attractions Ltd	Electricity - Sandham Lights			59.90
331	25/09/2023		Garden Tidy	Litter Picking and Bin Emptying			100.00
332	25/09/2023		Flying Colour Flagmakers	Flag (Union)			304.44
333	25/09/2023		Inspiration Fabrication	Lifeguard Base			1080.00
334	25/09/2023		Garden Tidy	Grass Cutting (SIP)			80.00
335	25/09/2023		Garden Tidy	Litter Picking and Bin Emptying			100.00
336	25/09/2023		WBS Wight Business Services	Office Equipment/Stationary			2.04
337	25/09/2023		WBS Wight Business Services	Office Equipment/Stationary			86.22
338	26/09/2023		Community Rail Partnership	Grant - Community Rail Partnership			500.00
339	27/09/2023		Business Stream	Water - Yaverland			665.39
				End Balance			36,037.27
							250,738.10

Signed

Signed

Item 4(2) - Paper C

Cashed as of 31 October 2023					Balance Carried Forward	
Voucher	Date	Cheque No	Supplier	Description		Total
340	02/10/2023		Wightfibre	Broadband and Telephone		62.95
341	02/10/2023		Isle of Wight Council	Business Rates		444.00
342	02/10/2023		Gallagher (Hiscock Insurance Company Ltd)	Insurance (All)		663.74
343	02/10/2023		Island Environmental Hygiene	Sanitary Services		60.84
344	02/10/2023		Island Environmental Hygiene	Sanitary Services		-59.28
345	02/10/2023		Island Environmental Hygiene	Sanitary Services		60.84
346	02/10/2023		Island Environmental Hygiene	Sanitary Services		60.84
347	02/10/2023		Island Environmental Hygiene	Sanitary Services		90.48
348	02/10/2023		Garden Tidy	Grass Cutting (SJP)		80.00
349	02/10/2023		Garden Tidy	Litter Picking and Bin Emptying		100.00
350	02/10/2023		Garden Tidy	Litter Picking and Bin Emptying		100.00
351	02/10/2023		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)		193.98
352	09/10/2023		Isle of Wight Council	Environment Officer Services		2810.00
353	09/10/2023		JW Autoshine Watering	Watering Hanging Baskets and Planters		722.00
354	09/10/2023		Brighstone Landscaping	Beach Cleaning		2376.00
355	09/10/2023		Danfo (UK) Ltd	Cleaning		4060.10
356	09/10/2023		Vision ICT	Email Hosting		345.60
357	09/10/2023		Garden Tidy	Grass Cutting (SJP)		80.00
358	09/10/2023		Garden Tidy	Litter Picking and Bin Emptying		125.00
359	09/10/2023		John O'Conner	Grass Cutting (Los Altos)		504.53
360	09/10/2023		Garden Tidy	Litter Picking		40.00
361	09/10/2023		Richard Priest	Expenses		323.50
362	10/10/2023		Jennifer Armstrong	Expenses - Microsoft Licenses		444.96
363	17/10/2023		Island Roads	Hanging Baskets Removal and Delivery		536.68
364	17/10/2023		Focus Plumbing and Heating	Fencing hire		90.48
365	17/10/2023		Garden Tidy	Grass Cutting (SJP)		80.00

Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
366	17/10/2023		Garden Tidy	Litter Picking and Bin Emptying			75.00
367	17/10/2023		Isle of Wight Council	Environment Officer Services			2810.00
368	17/10/2023		Rod Father	Grounds Maintenance and Repairs			100.00
369	17/10/2023		Community Action Isle of Wight	Salaries			10337.14
370	12/10/2023		Nayax	Contactless Charges (Clearing)			9.16
371	12/10/2023		Nayax	Contactless Charges (Service)			72.00
372	16/10/2023		ICO	ICO Registration			35.00
373	23/10/2023		Amazon	Broadway Centre Sundries			70.06
374	23/10/2023		Lake Cleaning & Catering Supplies	Cleaning Materials			92.05
375	23/10/2023		Garden Tidy	Grass Cutting (SJP)			80.00
376	23/10/2023		Garden Tidy	Litter Picking			100.00
377	26/10/2023		Corona Energy Retail 4 Ltd	Electricity St Johns			39.52
378	26/10/2023		Corona Energy Retail 4 Ltd	Electricity			-301.61
379	26/10/2023		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens			73.60
380	26/10/2023		Corona Energy Retail 4 Ltd	Electricity - Yaverland			70.52
381	26/10/2023		Corona Energy Retail 4 Ltd	Electricity			291.96
382	26/10/2023		Corona Energy Retail 4 Ltd	Electricity			183.14
383	26/10/2023		Thomson Reuters	Contract Template			96.00
384	31/10/2023		Wightfibre	Broadband and Telephone			59.11
					End Balance		28,689.89
							279,427.99

Signed

Signed

SANDOWN TOWN COUNCIL

Item 4(3) - Paper D

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		379,944.91
	ADD Receipts 01/04/2023 - 31/10/2023		621,533.85
			1,001,478.76
	SUBTRACT Payments 01/04/2023 - 31/10/2023		279,427.99
A	Cash in Hand 31/10/2023 (per Cash Book)		722,050.77
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	2.41	
	6 - Temporary Fixed Term Deposit 31/10/2023	62,234.49	
	5 - 32 Day Access Acc Number TB 31/10/2023	547,476.03	
	2 - Treasurers Account 30-97-42 1 31/10/2023	0.00	
	3 - Reserves 30-97-42 24097868 31/10/2023	0.00	
	4 - Business Bank Instant 30-97-4 31/10/2023	73,305.04	
	1 - Treasurers Account 30-97-42 0 31/10/2023	39,032.80	
			722,050.77
	Less unrepresented payments		
			722,050.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		722,050.77
	A = B Checks out OK		

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2023 and 31/10/2023)

Item 4(4) - Paper E

Cost Centre Name

ADMINISTRATION

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Audit - Internal				278.00	250.00	28.00
2	Audit - External				1,865.00		1,865.00
3	Broadband and Telephone				672.00	338.99	333.01
4	Broadband and Telephone				175.00		175.00
5	County Association Memb				881.00		881.00
6	ICO Registration				44.00	35.00	9.00
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables				117.00	144.55	-27.55
9	ICT Repair and Maintenan				233.00		233.00
10	ICT Accounting Software				1,140.00	1,140.00	
11	ICT Domain Registration				87.00		87.00
12	ICT Office 365				342.00	370.80	-28.80
13	ICT Email Hosting				444.00	288.00	156.00
14	ICT Adobe/Zoom/Survey M				1,116.00	486.00	630.00
15	ICT Antivirus				50.00		50.00
16	Insurance				6,897.00	3,573.89	3,323.11
17	Mayors Board				41.00	40.00	1.00
18	Office Equipment Service				79.00	76.49	2.51
19	Photocopier				596.00	291.59	304.41
20	Postage				119.00	24.00	95.00
21	Professional Fees (Sites)				1,500.00	767.00	733.00
22	Professional Fees Payroll				966.00	179.50	786.50
24	Professional Fees Plannin				2,500.00	2,848.00	-348.00
25	Professional Fees Accessi				899.00	414.00	485.00
26	Public Works Loan				33,516.00	16,607.24	16,908.76
27	Stationary				651.00	499.03	151.97
201	IWC Precept		531,299.00	531,299.00			
202	VAT Refund						
203	Grants						
204	Donations						
205	Bank Interest			7,877.71			7,877.71
207	Insurance Claim						
208	Misc Hire						
223	Recharges			5,576.68		276.68	5,300.00
224	Regeneration	5,000.00				5,000.00	
		£5,000.00	531,299.00	£544,753.39	56,208.00	£33,650.76	41,011.63

ADVERTS & PUBLICITY

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
28	Adverts				537.00	174.90	362.10
29	ICT Web-Hosting				268.00	241.88	26.12
30	Contribution to Hard Copy						
					805.00	£416.78	388.22

BEACHES

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

BROADWAY CENTRE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39	Independent Cleaner (Ad I				1,000.00	1,700.70	-700.70
40	Business Rates				4,708.00	3,109.10	1,598.90

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2023 and 31/10/2023)

Cost Centre Name

41 CCTV			200.00		200.00
42 Microphones and Loop (C			1,000.00		1,000.00
43 Furniture and fittings			500.00	350.14	149.86
44 Landscape			500.00	90.00	410.00
45 Licenses (music , microph			1,050.00	606.00	444.00
46 Repair and Maintenance (500.00		500.00
47 Repair & Maint. Sundries			1,376.00	548.25	827.75
48 Repair and Maintenance (5,000.00	1,412.64	3,587.36
49 Service Alarms/CCTV/Boil			951.00	883.06	67.94
50 Service Fire Extinguishers					
51 Signage			113.00		113.00
52 Utilities - Gas			3,348.00	757.98	2,590.02
53 Utilities Water			749.00	252.97	496.03
54 Utilities - Electric			3,454.00	321.92	3,132.08
55 Waste Collection (General			1,866.00	1,310.98	555.02
56 Waste Collection (Sanitary			387.00	196.80	190.20
206 Room Hire		15,663.40			15,663.40
213 Meeting Room Loop	700.00	36.67	700.00		1,436.67
	£700.00	£15,700.07	27,402.00	£11,540.54	32,261.53

CIVIC

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
57 Remembrance Wreaths					233.00		233.00
58 Remembrance Events					1,748.00		1,748.00
59 Coronation Events					500.00		500.00
72 Town Crier							
					2,481.00		2,481.00

CIVIC SPACE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
60 Christmas Tree and Lights					999.00		999.00
61 Christmas Tree and Lights					200.00		200.00
62 Decorative Lighting Maint					3,000.00		3,000.00
63 Decorative Lighting Capit					5,000.00		5,000.00
64 Defib Pads					233.00		233.00
65 Environment Officer/Plann							
66 Ferncliff - Grounds Mainte					1,108.00	880.00	228.00
67 Green Towns					2,500.00	2,500.00	
68 Hanging Baskets Planting					1,500.00	1,724.14	-224.14
69 Hanging Baskets Watering					8,000.00	5,510.30	2,489.70
70 Los Altos Grass Cut					6,065.00	2,941.08	3,123.92
71 Revetment Lighting					444.00		444.00
73 Town Improvement Fund		2,420.00			2,500.00		4,920.00
74 War Memorial (Esplanade				3,688.80	500.00	4,192.50	-3.70
75 War Memorial (Animal) Me					500.00		500.00
		£2,420.00		£3,688.80	32,549.00	£17,748.02	20,909.78

COMMUNITY GRANTS & EVENTS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
76 Schools		900.00			1,000.00	1,293.60	606.40
77 Carnival Association Even					2,000.00	2,000.00	
78 Grants		1,000.00			1,000.00	1,000.00	1,000.00
79 Youth Provision					15,000.00	15,000.00	
		£1,900.00			19,000.00	£19,293.60	1,606.40

COUNCILLORS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
80 Election							
81 Hospitality							
82 Mayor Allowance					500.00	500.00	
83 Training					1,000.00		1,000.00

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2023 and 31/10/2023)

Cost Centre Name

				1,500.00	£500.00	1,000.00		
SANDHAM GARDENS (GENERAL)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
84	Grounds Maintenance, Dr				1,665.00		1,665.00	
85	Grounds Maintenance, Gr				800.00	80.00	720.00	
86	Grounds Maintenance, Tre							
87	Grounds Maintenance, We				555.00	15.00	540.00	
88	Kerbing							
89	Lighting (Electricity)				1,800.00	307.71	1,492.29	
90	Maintenance and Repair				6,000.00	273.33	5,726.67	
91	Signage (Sandham)				300.00		300.00	
98	CCTV				3,500.00		3,500.00	
209	Land Lease			5,000.00			5,000.00	
214	Lighting Repair							
					£5,000.00	14,620.00	£676.04	18,943.96
SANDHAM GARDENS (MUGA)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
92	Replacement of MUGA - F				10,000.00		10,000.00	
215	Muga (Repair)	5,000.00			5,000.00		10,000.00	
		£5,000.00			15,000.00		20,000.00	
SANDHAM GARDENS (SJP)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
93	Grounds Maintenance, Gr				4,262.00	2,160.00	2,102.00	
94	Inspections				1,147.00	5,036.00	-3,889.00	
95	Litter Picking				3,469.00	3,715.00	-246.00	
96	Playground Renewal Func				10,000.00		10,000.00	
97	Repair/replace (damage)				5,000.00	3,758.28	1,241.72	
					23,878.00	£14,669.28	9,208.72	
SANDHAM GARDENS (SKATE PARK)								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
99	Maintenance and Repair				6,660.00	4,997.48	1,662.52	
100	Replacement RESERVES				10,000.00		10,000.00	
					16,660.00	£4,997.48	11,662.52	
STAFFING								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
101	Expenses (Milage etc)				1,252.00	80.73	1,171.27	
102	Locum Clerk				1,000.00		1,000.00	
103	Professional Subscriptions				343.00	221.00	122.00	
104	Salaries				103,457.00	46,782.44	56,674.56	
105	Salaries - HMRC				8,706.00	12,170.47	-3,464.47	
106	Salaries - Pension				29,025.00	8,393.88	20,631.12	
107	Training				1,166.00	360.00	806.00	
216	Recruitment				1,166.00		1,166.00	
					146,115.00	£68,008.52	78,106.48	
TOILETS								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
108	Cleaning and Security, Cle				39,777.00	22,889.60	16,887.40	
109	Refurbishment				300,000.00		300,000.00	
110	Repair and Maintenance ,				9,347.00	4,285.81	5,061.19	
111	Repair and Maintenance ,							
112	Testing and Service (inc S				2,676.00	225.00	2,451.00	

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2023 and 31/10/2023)

Cost Centre Name

113 Utilities, Electric		3,995.00	2,545.03	1,449.97
114 Utilities, Water		1,101.00	2,142.50	-1,041.50
115 Inspection (inc. Legionella)		344.00	390.10	-46.10
116 Waste (Toilets)		1,455.00	282.87	1,172.13
211 WC Income	8,190.42		1,106.64	7,083.78
217 Business Rates (Yaverland)		6,035.00	4,673.40	1,361.60
218 St Johns (Capital)	16.30	5,000.00		5,016.30
219 Eastern Gardens (Capital)		5,000.00		5,000.00
220 Pier Street Running Costs		2,000.00	3,851.14	-1,851.14
221 Pier Street (Refurbishmen)		200,000.00		200,000.00
225 Changing Places				
		£8,206.72	576,730.00	£42,392.09
				542,544.63
NET TOTAL		£35,020.00	531,299.00	£577,348.98
			986,418.00	£262,397.79
				805,090.19



Budget 2024/2025 - Preparation

Date 20 November 2023
Prepared by Town Clerk and RFO

1. BACKGROUND

- 1.1. The council must set a budget by 1 March each year and the has to be approved by Full Council.
- 1.2. The 2024/2025 budget is for the period 1 April 2024 until 31 March 2025.
- 1.3. There are several different stages to the budget setting process:
 - Review of the most recently audited financial years figures (2022/2023)
 - Review of current financial years spend through end of quarter 2 (30 September 2023)
 - Consultation
 - Forecasting current years spend and income through the end of the financial year (31 March 2024). This gives an early warning about the likelihood of a shortfall (or surplus).
 - Forecasting next year's expenditure and income from precept by:
 - Calculating uplift due to inflation (if any)
 - Determining the cost of existing provisions and new projects
 - Assessing levels of income;
 - Providing for contingencies and consider the need for general and earmarked (capital) reserves;
 - Presenting draft budget and consultation to members for amendments and recommendations.
 - Amending draft budget
 - Publishing draft budget with papers for February meeting.
 - Approval of budget by council (**12 February 2024**)

2. LEGISLATION

- 2.1. The Local Government Finance Act 1992. C.14, Part 1, Chpt. IV, s49(A) 49A (Calculation of council tax requirement by authorities in England)¹ does not reference a "budget" but

¹ [Local Government Finance Act 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1992/14)

requires a local precepting authorities to make calculations (outlined in sections (2) and (3)) which are effectively those used by local councils to produce the budget.

- 2.2. Section 41 of the act require this to be completed by the 1 March though it should be noted that the precept is not invalid if this date is missed (The Billing Authorities (Anticipation of Precepts) Regulations 1992, Regulation 2 (Anticipation of precepts) (amended)¹.
- 2.3. S.49(A) also refers to “proper practices” which in England is the Governance and Accountability in Local Councils in England and Wales: A Practitioners' Guide published jointly by the National Association of Local Councils and the Society of Local Council Clerks. (The Joint Panel on Accountability and Governance, 2022)
- 2.4. The Practitioners' Guide requires local councils to “prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year” (Page 8: 1.8). Further details are provided in sections 5.24 – 5.27) of the guide².

3. CONSULTATION

- 3.1. An important part of the budget-setting process is hearing from local residents and businesses and a consultation is carried out each year to inform the proposals set before councillors and a final budget agreed.
- 3.2. The 2024/2025 consultation was launched on 10 October 2023 and ran until 6 November 2023.
- 3.3. The consultation was advertised as follows:
 - Posters displayed at Council’s toilets, in the park, at the Broadway Centre and by local businesses.

Posters include a QR code linking to the online survey and details of where hard copy consultations were available.
 - On the Council’s website (home page and public engagement pages)
 - The Facebook page, (also shared by councillors to community groups)
 - Hardcopy Questionnaires available at:
 - The Broadway centre during opening hours;
 - Sandown Library
 - From Councillors on request.
- 3.4. Following feedback from previous years surveys, the impact on the precept of some of the options was included. A direct question regarding a Public Works Loan to fund activities was also asked in relation to Pier Street Toilets.

¹ [The Billing Authorities \(Anticipation of Precepts\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

² [Governance and Accountability in Local Councils in England and Wales: A Practitioners' Guide](#)

- 3.5. There were 104 responses, 85 online responses and 19 hardcopies.
- 3.6. The poster, survey and responses to the consultation can be found at Appendix A.

4. SUMMARY OF CONSULTATION RESPONSES

- 4.1. The majority of respondents indicated that their preferred priority is Place/Town Improvement followed by the Beach and the Toilets (ranked most important last year). Communication was ranked least important (which is reflective of last year's responses).
- 4.2. In relation to monies to fund Place and Town improvements, a budget of £20,000 received the highest level of support at 36.5% with a further 27.9% supporting a £30,000 budget. 16.3% supported a £10,000 budget and 5.8% not supporting a budget for these activities. 8.7% indicated "Other amount" but only one suggestion was made which was £100,000. *Based on this a £25,000 increase has been budgeted.*
- 4.3. 80.8% of respondents supported contributing to the Isle of Wight Council for additional planning resource with support for 1 day (50%) being the most popular option.
- 4.4. The beach was the second highest priority with 42.3% of respondents supporting additional accessibility, 43.3 % of respondents supporting mechanical raking to the west of the pier and 80.8% of people supporting continuation of bins on the beach. Just 9.6% of people didn't support any provision for the beach.
- 4.5. The majority of respondents, 74%, supported the council continuing to support Green Towns Volunteers with 50% supporting hanging baskets in the high street and planters in town and at the war memorial. Only 10.6% of respondents felt nothing should be provided.
- 4.6. In relation to the Sandham grounds, support for ongoing maintenance was high (Rainbow Park 80.8%, MUGA 70.2%, Skate Park 72.1%). Similarly, there was majority support for putting aside monies to replace the equipment (Rainbow Park 69.2%, MUGA 58.7%, Skate Park 60.6%)
- 4.7. In relation to the Skate Park specifically, 60.6% supported the replacement of the facility, and 49.0% improved lighting.
- 4.8. The council brought in £15,000 of support for a local Youth Offer in last years budget. 41.3% of respondents indicated the amount should remain the same. 23.1% of respondents indicated they would like this increased to £20,000, 4.8% to £25,000, 17.3% to £30,000. 14.4% people did not respond to the question. *£25,000 has been allocated.*
- 4.9. Support for Events was broadly in line with last years responses. 65.4% supported a Remembrance event and 27.9% of respondents supported Armistice Day. 76.9% of respondents supported the council contributing towards the Carnival/Regatta events, 56.7% supported supporting a Christmas Event and between 31.7% and 19.2% supported a Christmas Window Competition and celebration projects with schools. A citizen of the year award received 9.6% support.
- 4.10. Following significant investment at St John's and Eastern Gardens and works at Yaverland due to begin, Toilets were the third highest priority this year. 85.6% of respondents supported budgeting for maintenance of the toilets and 51% supported putting money aside to replace the toilets at end of life.
- 4.11. Pier Street Toilets are not a Sandown Council Asset; however, they are important to residents.

54.8% responded the Town Council should support opening the existing toilets during the summer season and for key dates, 44.2% supported assisting the new owner with the running costs if asked to do so.

- 4.12. If facilities were not provided by the new owner, 54.8% supported the town council providing those facilities and 42.3% supported the council taking out a public works loan to fund this. However, 19.2% did not answer the question.
- 4.13. Communication was the lowest priority. In terms of the council increasing its communications budget to support different medias, 37.5% of people responded with increased social media interaction, 33.7% wanted an electronic newsletter. Just 12.5% wanted a hard copy newsletter in addition to contributions to the guide and 32.7% felt no additional communication was needed.

5. IDENTIFIED COST PRESSURES

- 5.1. There are number of significant issues which will impact on next years budget.
- 5.2. Anti-social behaviour and on-going damage to property.
- 5.3. Fly-tipping and associated costs.
- 5.4. The cost-of-living crisis.
- 5.5. Devolved services from Isle of Wight Council.
- 5.6. Inflation and increases to the cost of supply.
- 5.7. Ensuring accessibility of services and activities.
- 5.8. Capacity issues within the staff team due to increased provisions.
- 5.9. There is also likely to be an impact as a result of changes to the Isle of Wight Council budget.

6. INCOME

- 6.1. The council's main income is from the Precept.
- 6.2. Other income for 2022/2023 was not included in the budget calculations due to the uncertainties resulting from the pandemic, the war in the Ukraine, the energy crisis and the instability of the economy.

Hall Hire

- 6.3. The income through Quarter 2, the spring and summer months is 13,868.79, compared to £14,606 for the same period for 2021-2022.
- 6.4. The centre is well used and there are no known issues regarding hire this year. This does not mean that there will not be unexpected issues (inclement weather, sickness, loss of contracts), which may impact on income.
- 6.5. There for it is recommended that 50% of the income received in the last financial year is budgeted for this year.

Toilets

- 6.6. The income for the toilets in Q1 and Q2 in 2023/2024 was £7,912.57, through Q1 and Q2

2022/2023 it was 1,270.65.

- 6.7. Income for the toilets is based on usage. It can be impacted by a number of factors including the weather and closures due to vandalism. The income does not cover the costs of running the toilets and during the winter months it is unlikely that it will cover the contactless running costs.
- 6.8. Therefore, it is recommended half of the toilet income be included in the budget.

Leases

- 6.9. The lease with Heritage Attractions for Sandham Gardens is expected to generate a minimum of £10,000 per annum plus a percentage of any profits from concessions on the site (none received).
- 6.10. The 2023/2024 income has been brought forward and used to match fund the funding application for reprovisioning the MUGA.
- 6.11. It is recommended that 50% of the 2024/2025 income be budgeted to allow for any significant unbudgeted repairs to equipment.

Other Income

- 6.12. Other income sources include
 - 6.12.1. VAT refunded: Budget expenditure does not include any VAT. The refund is based on VAT paid and received and therefore should not be budgeted as income either.
 - 6.12.2. Grants: Grants are not a guaranteed source of income. While officers make every effort to obtain grant funding for the council, it is dependent on what grants are available, if the projects meet the criteria of the grants and officer capacity to work on submissions. Therefore, grant monies cannot be accurately budgeted.
 - 6.12.3. Interest: Interest payments are subject to the interest rates available on credit balances and the monies held by the council. Therefore, interest cannot be accurately budgeted.
 - 6.12.4. Insurance claims: monies from insurance claims are reparations for damage or loss and therefore used to offset loss by the council and should not be budgeted.
 - 6.12.5. Recharges: These monies are to ensure that the council is compensated for any costs incurred supporting other councils or organisations. They do not generate profit and therefore are not an income stream that should be budgeted.

7. COMMENTARY ON THE DRAFT BUDGET

- 7.1. The council's expenditure is impacted by the inflation rate, the Consumer Price Index, energy costs and variations to costs as a result of supply and demand. The political situation in the UK and world events such as the war in the Ukraine and Gaza also impact on costs.

Inflation

- 7.2. The UK's economy experienced an unprecedented period of turmoil last year; as a result the predicted rates of inflation and interest are difficult to forecast. The rates of inflation since the

last budget was drafted have ranged from 9.3% to the current rate of 6.7%³ with Consumer Price Inflation (CPI) at 6.3%⁴.

- 7.3. It is predicted that inflation will return to 2% by the end of 2024 but CPI will remain around 5%. Therefore 6.3% inflation is recommended.
- 7.4. Reducing the rate of inflation applied to would make a saving but could expose the council to risk if it cannot meet its commitments due to increased costs.

Energy and Fuel Prices

- 7.5. The cost of electricity and gas has increased significantly over the past 12 months. Similarly the cost of fuel which impacts on other goods and services, has increased.
- 7.6. There have been reductions in the wholesale costs of both energy and fuel but these have been slow to be passed on to the consumer. In real terms it is rare to see a reduction to costs or charges.
- 7.7. Therefore, the basis on which costs were budgeted remains the same as last year.

8. CAPITAL MONIES (ALLOCATED OR EARMARKED RESERVES)

- 8.1. There are two types of monies included in the council's budget – revenue and capital monies.
- 8.2. Revenue is short term income and expenditure - the money generated from the council's activities and the expenses incurred providing its services.
- 8.3. Capital is what the council needs to retain its services, usually physical assets such as property or equipment which depreciates over a period of time. Capital monies form the council's earmarked or allocated reserves and are ringfenced.
- 8.4. Historic budgets have not included provision to replace assets such as the toilets or playground equipment. This has led to significant precept increases and borrowing.
- 8.5. The council began including capital provision in its budgets in 2020/2021. Historic allocations can be seen in the allocated reserves.
- 8.6. It is important capital allocation is made to replace all tangible assets every year to avoid projects having to be funded by significant increases to the precept or through loans.
- 8.7. Allocated reserves also provide match funding for grant bids.

9. RESERVES

- 9.1. The Practitioners' Guide indicates " In practice, any authority with income and expenditure in excess of £200,000 should plan towards three to 12 months equivalent general reserve".
- 9.2. Sandown Town Councils income and expenditure have been in excess of £200,000 for a number of years.
- 9.3. In previous years there have been no allocated reserves and therefore the general reserves

³ [UK Inflation Rate | Inflation Rate and Consumer Price Index \(rateinflation.com\)](https://rateinflation.com/)

⁴ [Inflation and price indices - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk/)

have been greater than the minimum required.

- 9.4. Successive years of drawing down the reserves to avoid increases to the precept and fund the refurbishment of Eastern Gardens and St John's toilets mean monies are required to replenish the general reserves to meet the recommended three months minimum.
- 9.5. Sandown Town Council has significant borrowing liability (£496,630). It is recommended the council work towards increasing the minimum general reserves to six months revenue to reflect this. Four months is suggested for this budget.

10. SPECIFIC PROJECTS

Pier Street Toilets

- 10.1. The toilets at Pier Street belong to the Isle of Wight Council. They have been shut pending sale and development of the site.
- 10.2. The consultation indicated residents support Sandown Town Council helping to fund opening the toilets during the summer season and for events in the town. The toilets cannot be fully opened due to repairs.
- 10.3. There was also strong support for Sandown Town Council providing toilets on the site of the opportunity arises and applying for a Public Works Loan to do so.
- 10.4. Repayments for such a loan are included in the budget, as, should the opportunity to provide toilets on the site arise and they are not budgeted for, the council would be unable to undertake the project with it's current reserves.

11. INITIAL PRECEPT OPTIONS

- 11.1. Councillors have a number of options relating to the budget clerks would like steer on the direction of travel in regard to inflation, capital provision and exploring borrowing money to fund the capital projects.
- 11.2. Clerks will draft budget options for 2023/2024, following the full council meeting, with a briefing in January 2023 for members. They would like to be informed on what basis to draft the budget. Points to consider are:
 - a) Zero precept increase with reduction and closure of services and risk council cannot meet its financial obligations.
 - b) Precept increase in line with increased costs and impacts on services; and
 - c) Greater increase to precept to cover all identified cost pressures and meet priorities outlined in consultation.
 - d) Budgeting for PWLB for Pier Street.
 - e) The level of general reserves.

Appendix A

Type			Survey Monkey	Hard Copies
Week/Last time survey monkey update	Total	%	07/11/2023	Total
Responses	104		85	19
1. COUNCIL'S PRIORITIES (Ranking - Lower = Higher)				
Place/Town Improvement.	29.45		7.45	22
Toilets.	26.57		5.57	21
Community Events.	15.61		3.61	12
Community Grants.	13.23		3.23	10
Communication.	9.74		2.74	7
Parks.	21.38		4.38	17
Civic Space.	12.00		3.00	9
Beach.	19.02		6.02	13
Did not Answer	1.00		0.0	1
2. COMMUNICATION				
Hard copy newsletter.	13	12.5%	9	4
Electronic newsletter.	35	33.7%	32	3
Increased social media presence.	39	37.5%	34	5
Happy with the current levels of communication.	34	32.7%	24	10
Did not Answer	2	1.9%	2	0

3. PLANNING				
1 Day per week (Estimated £5 increase to Sandown Town Council portion of council tax per year)	52	50.0%	41	11
2 Day per week (Estimated £9.50 increase to Sandown Town Council portion of council tax per year)	6	5.8%	5	1
3 Day per week (Estimated £14.00 increase to Sandown Town Council portion of council tax per year)	14	13.5%	13	1
4 Day per week (Estimated £19.00 increase to Sandown Town Council portion of council tax per year)	2	1.9%	2	0
5 Day per week (Estimated £24.00 increase to Sandown Town Council portion of council tax per year)	9	8.7%	9	0
Did not Answer	21	20.2%	15	5
4. BEACH				
Additional Beach Accessibility Equipment.	44	42.3%	34	10
Mechanical Raking tthe south of the Pier (estimated £6 per year increase tthe Sandown Town Council portion of council tax)	45	43.3%	36	9
Continuation of bins on the Beach during the summer season (estimated £7 per year, included in the Sandown Town Council portion of council tax per year)	84	80.8%	69	15
None of the above.	10	9.6%	8	2
Did not Answer	1	1.0%	1	0

5. CIVIC SPACE				
Hanging Baskets/Planters on the high street/war memorial (£4 per year, included in the Sandown Town Council portion of council tax per year)	52	50.0%	38	14
Sandown Green Towns Volunteers.	77	74.0%	65	12
None of the above.	11	10.6%	10	1
Did not Answer	3	2.9%	2	1
6. SANDHAM GROUNDS				
Rainbow Park				
Ongoing maintenance.	84	80.8%	70	14
Putting aside money to replace individual pieces of equipment.	72	69.2%	63	9
MUGA area				
Ongoing maintenance.	73	70.2%	63	10
Putting aside money to replace individual pieces of equipment.	61	58.7%	56	5
Skate Park				
Ongoing maintenance.	75	72.1%	66	9
Putting aside money to replace individual pieces of equipment.	63	60.6%	58	5
Working towards replacing the entire skate park with a new facility.	63	60.6%	59	4
Improving lighting (to support organised activities and youth work).	51	49.0%	47	4
Did not Answer	14	13.5%	10	4
7. PLACE AND TOWN IMPROVEMENTS				
£10,000	17	16.3%	13	4
20,000	38	36.5%	28	10
30,000	29	27.9%	28	1
No Provision	6	5.8%	5	1
Other (only amount was £100,000)	9	8.7%	9	0
Did not Answer	5	4.8%	2	3

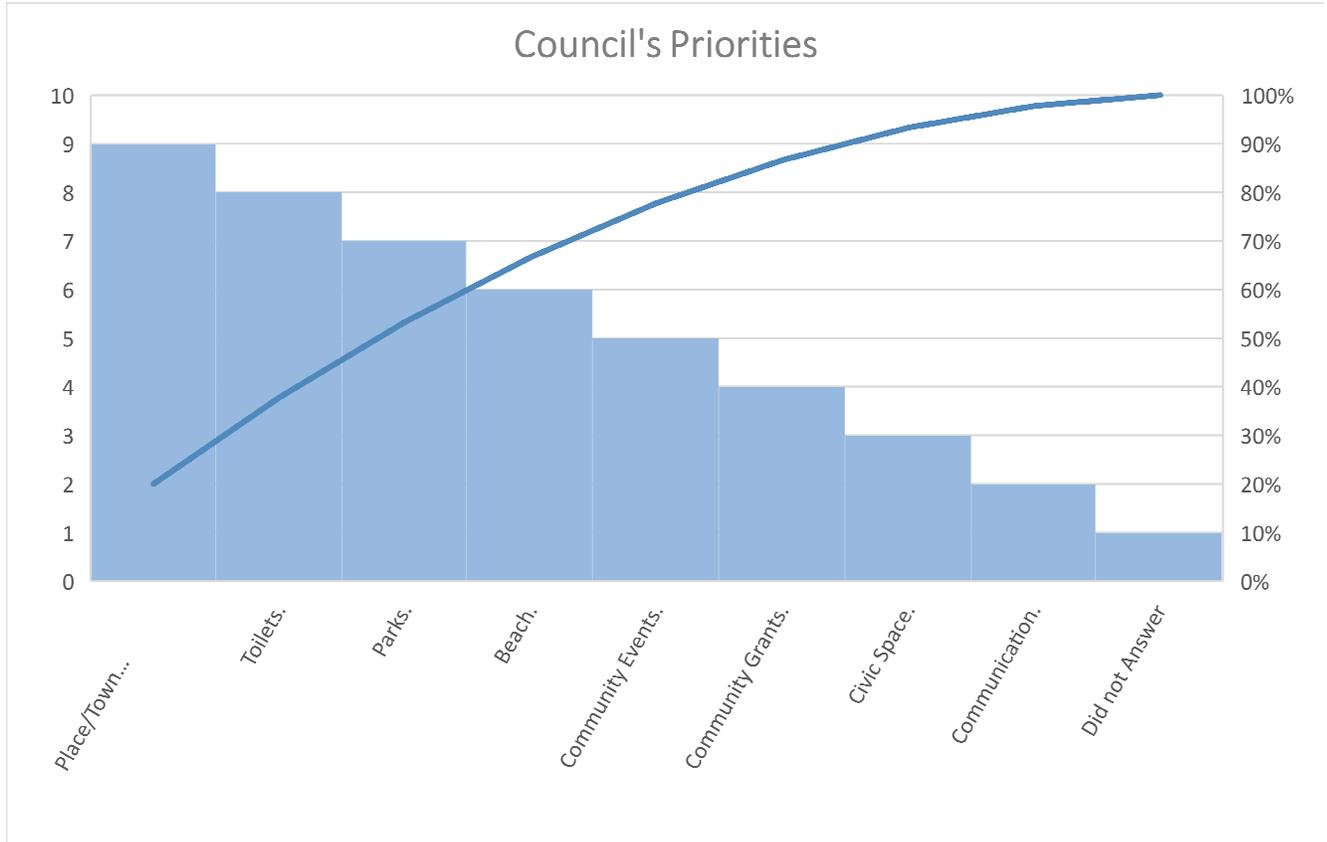
8. YOUTH OFFER				
£15,000	43	41.3%	39	4
20,000	24	23.1%	14	10
25,000	5	4.8%	4	1
30,000	18	17.3%	17	1
Did not Answer	15	14.4%	11	4
9. EVENTS				
Armistice Day	29	27.9%	21	8
Christmas event	59	56.7%	52	7
Celebration projects with schools (i.e.mug design)	20	19.2%	11	9
Remembrance Service	68	65.4%	53	15
Carnival amd Regetta	80	76.9%	66	14
Citizen of the year	10	9.6%	10	0
Christmas Shop Window Competition	33	31.7%	25	8
Did not Answer	7	6.7%	6	1
10. PUBLIC TOILETS				
Budgeting for maintenance and repair of the facilities.	89	85.6%	73	16
Putting aside money to replace the facilities at end of life to spread the costs.	53	51.0%	40	13
Did not Answer	8	7.7%	6	2
11. PIER STREET TOILETS				
Contribute towards running costs to open the existing toilets during summer season/events?				
Yes	57	54.8%	46	11
No	24	23.1%	21	3
Did not Answer	20	19.2%	18	2
If the new owner provides facilities, help with running costs if asked to do so?				
Yes	46	44.2%	39	7
No	34	32.7%	28	6
Did not Answer	21	20.2%	18	3

Budget to provide toilets at the location if the new owner does not provide facilities?				
Yes	57	54.8%	45	12
No	26	25.0%	22	4
Did not Answer	20	19.2%	18	2
If yes, budgeting for new facilities will increase the precept. Would you support the council applying for a loan to spread the cost of the toilets across a number of years to minimise the increase.				
Yes	44	42.3%	33	11
No	21	20.2%	18	3
Did not Answer	38	36.5%	34	4

Consulation Results - 20254/2025 Budget

1. COUNCIL'S PRIORITIES

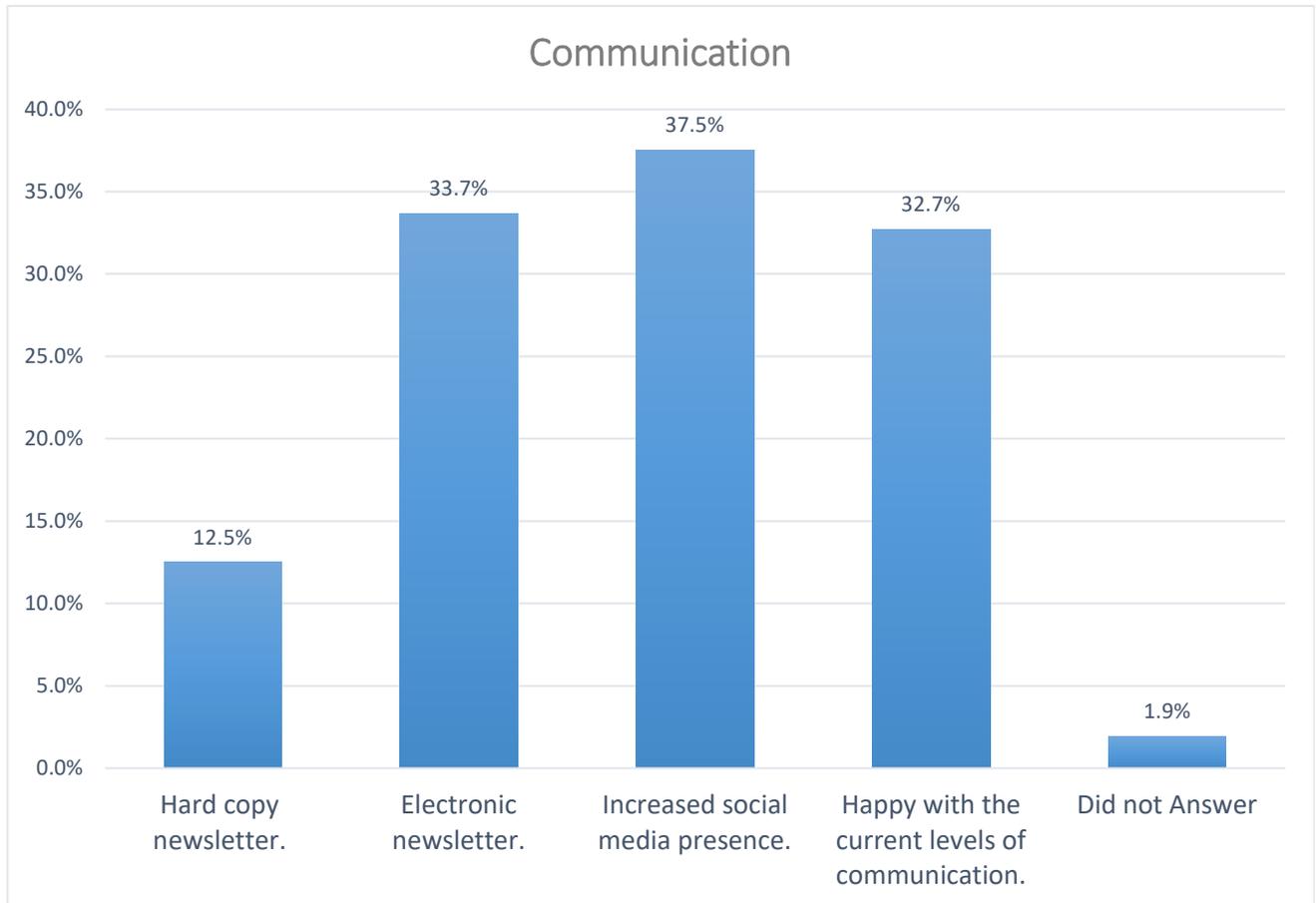
Every year the council needs to prioritise the provisions, services, and activities it provides. How do you think the council should prioritise these (Please rank with 1 being



Consulation Results - 20254/2025 Budget

2. COMMUNICATION

The council thinks about how it communicates with residents on an ongoing basis. There are costs and staffing implications to increasing communication beyond the website, basic Facebook page and editorial contribution to the Sandown Guide. Do you think the

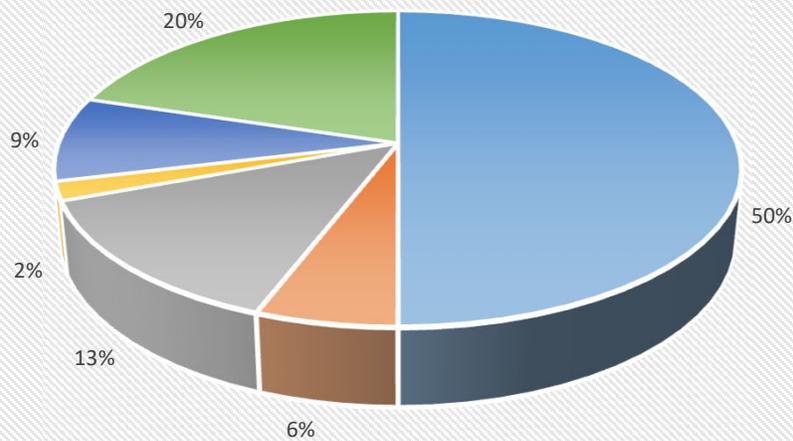


Consulation Results - 20254/2025 Budget

3. PLANNING

Planning is a statutory function and therefore not in the Town Council's gift. However, the Isle of Wight Council has offered additional resource to address planning matters in

Contribution to Isle of Wight Council Planning

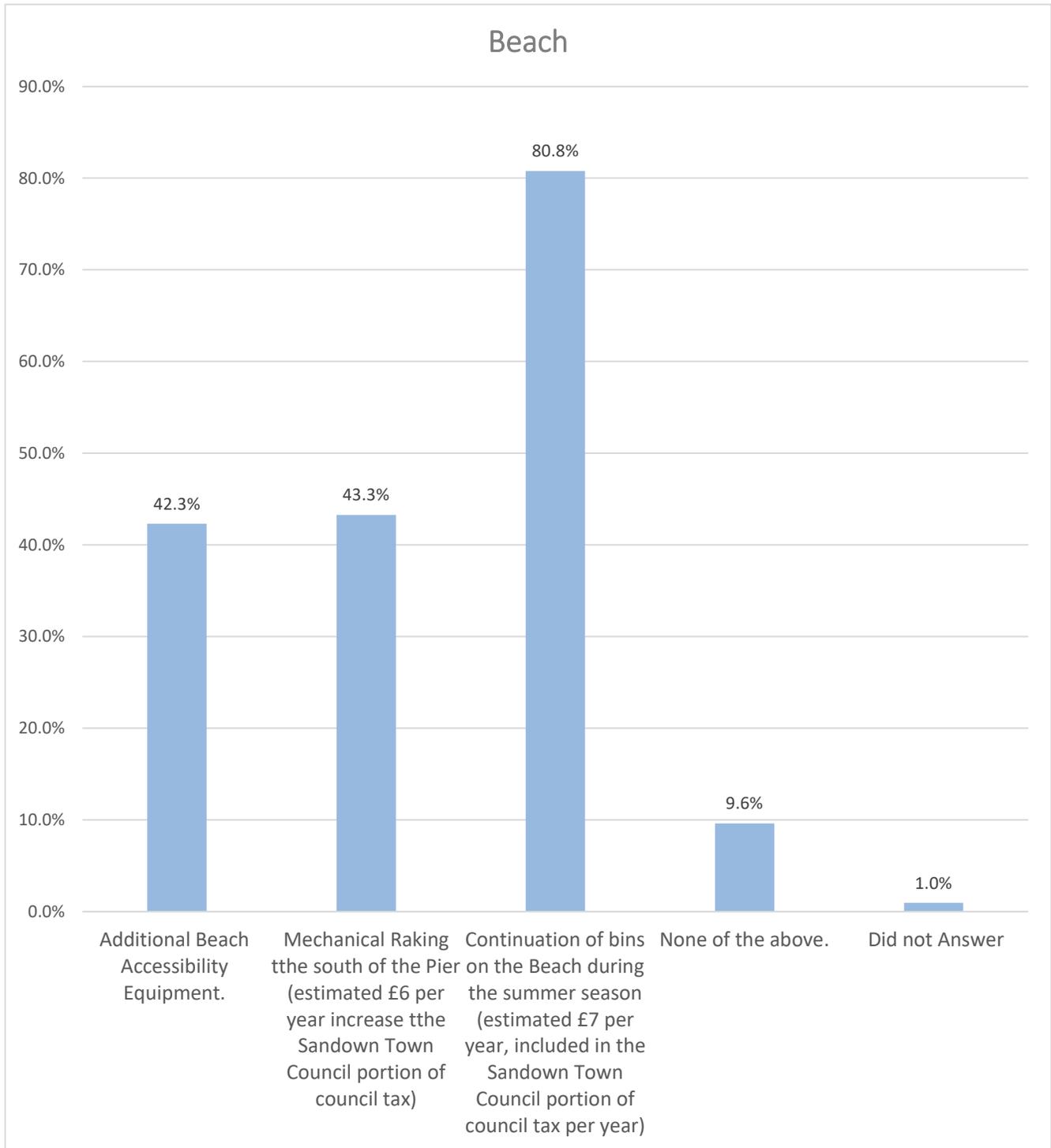


- 1 Day per week (Estimated £5 increase to Sandown Town Council portion of council tax per year)
- 2 Day per week (Estimated £9.50 increase to Sandown Town Council portion of council tax per year)
- 3 Day per week (Estimated £14.00 increase to Sandown Town Council portion of council tax per year)
- 4 Day per week (Estimated £19.00 increase to Sandown Town Council portion of council tax per year)
- 5 Day per week (Estimated £24.00 increase to Sandown Town Council portion of council tax per year)
- Did not Answer

Consulation Results - 20254/2025 Budget

4. BEACH

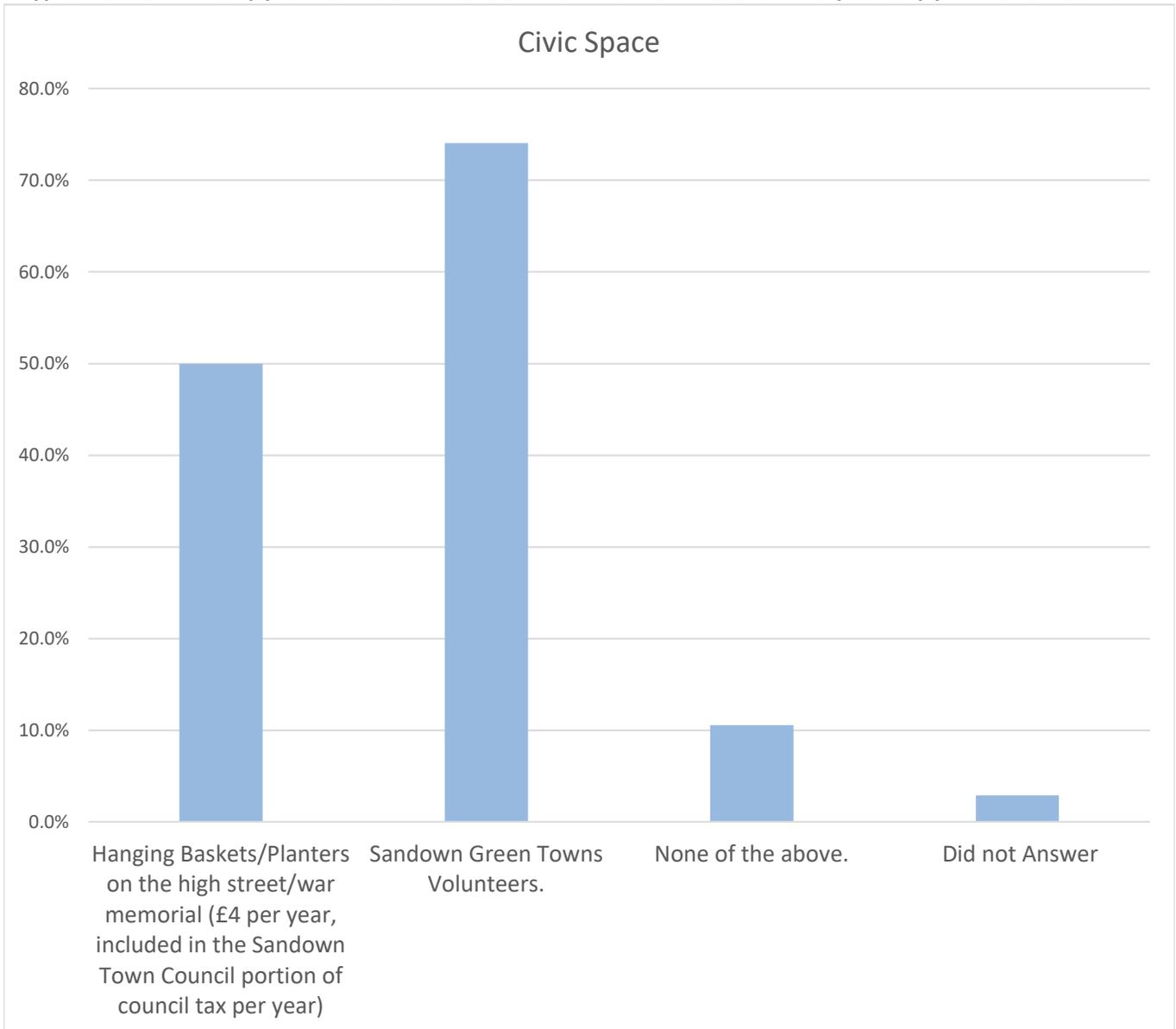
The beach is a key feature in the town. The local beach safety service had its third successful season this year and the council has supported the inshore lifeboat and buoys



Consulation Results - 20254/2025 Budget

5. CIVIC SPACE

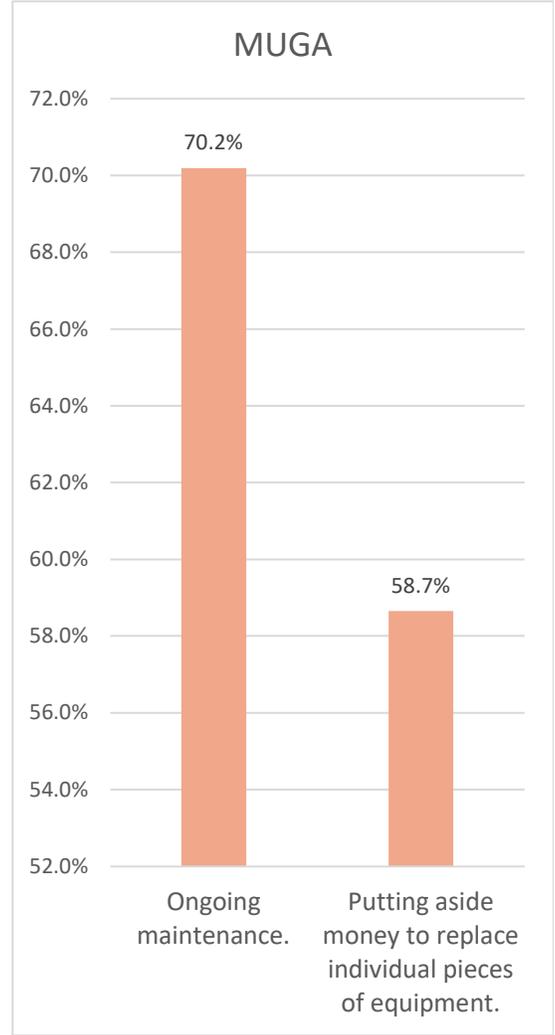
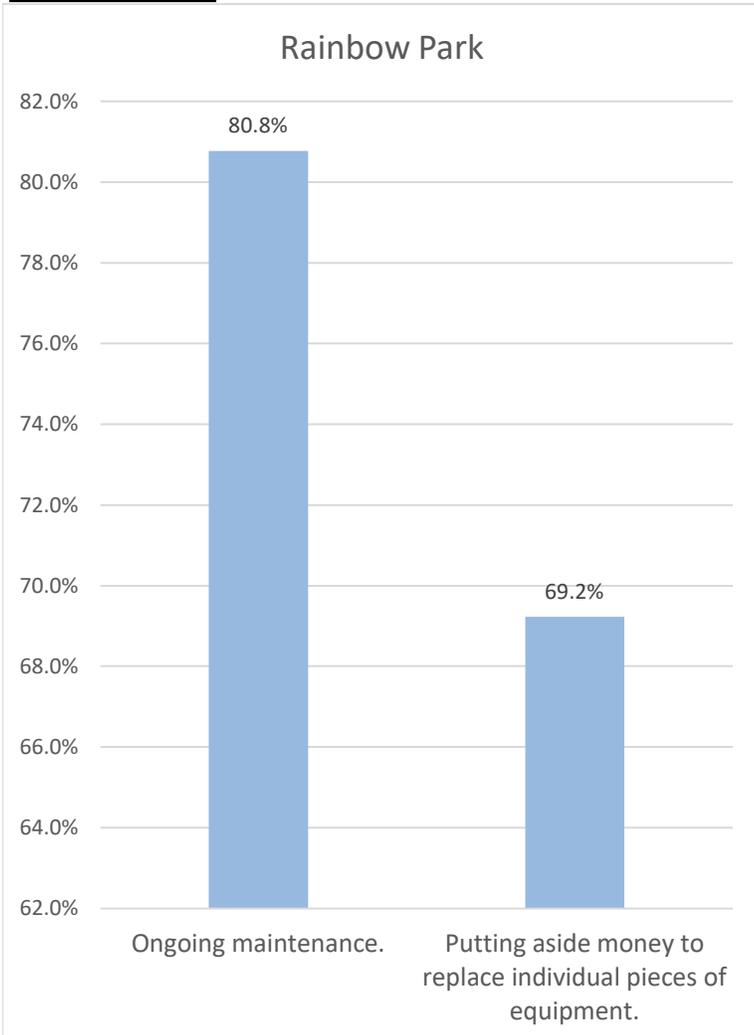
The council has funded the planting and watering of the hanging baskets on the highstreets and support Sandown Green Towns Volunteers. Do you support the council



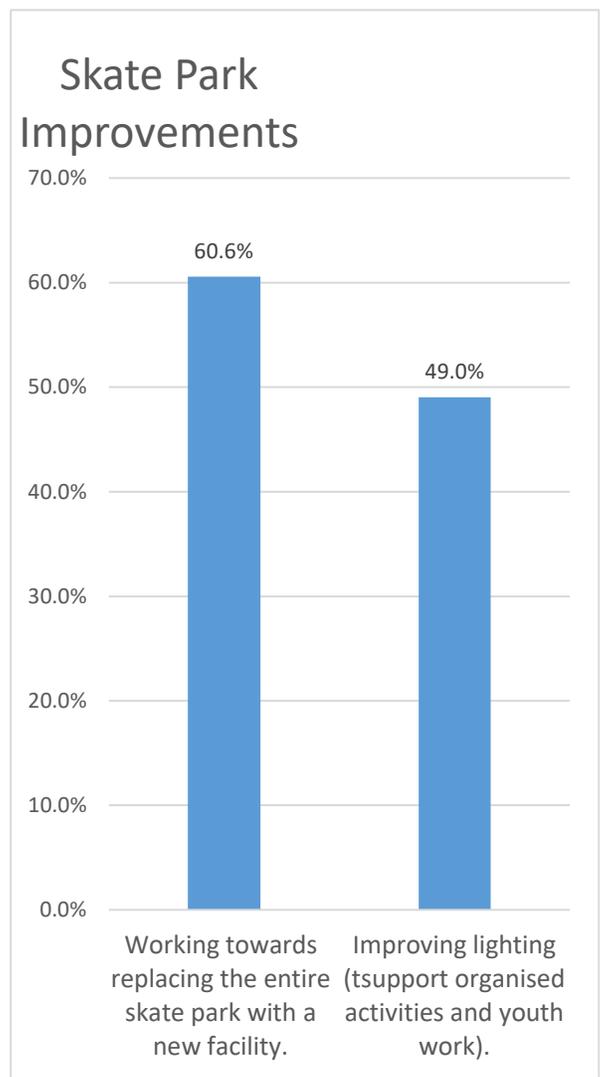
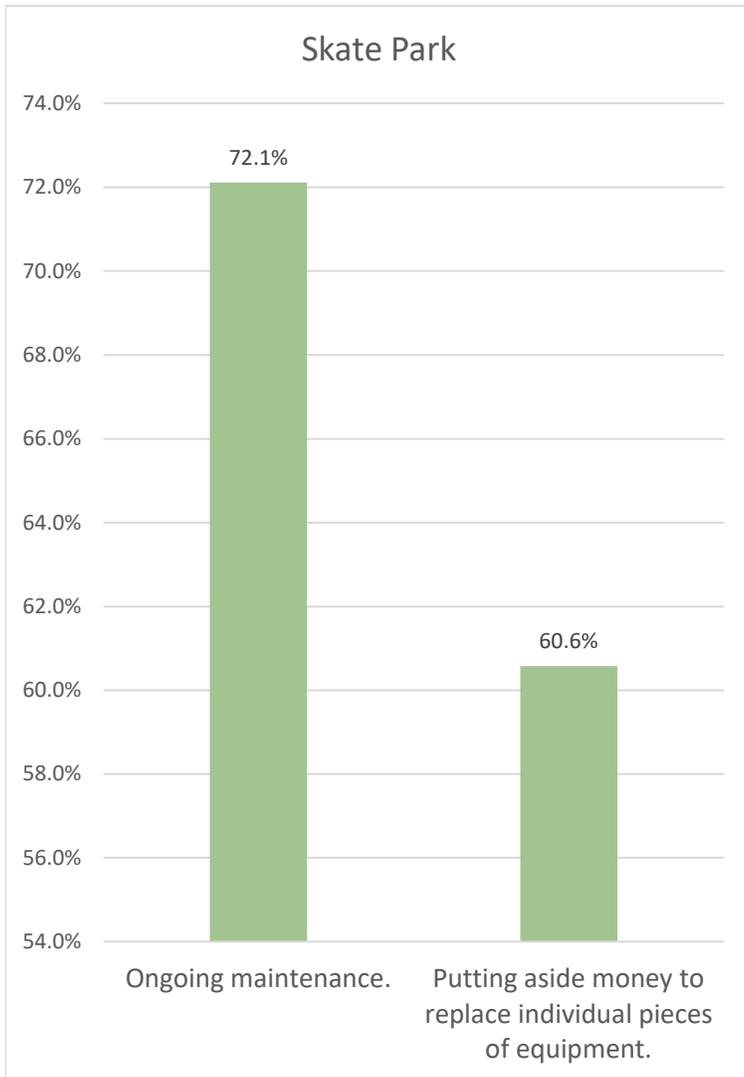
Consulation Results - 20254/2025 Budget

6. SANDHAM GROUNDS

Sandown Town Council provides and maintains the equipment in Sandham Grounds. In order to ensure the continued provision of the games area, Rainbow Park and Skate Park Rainbow Park



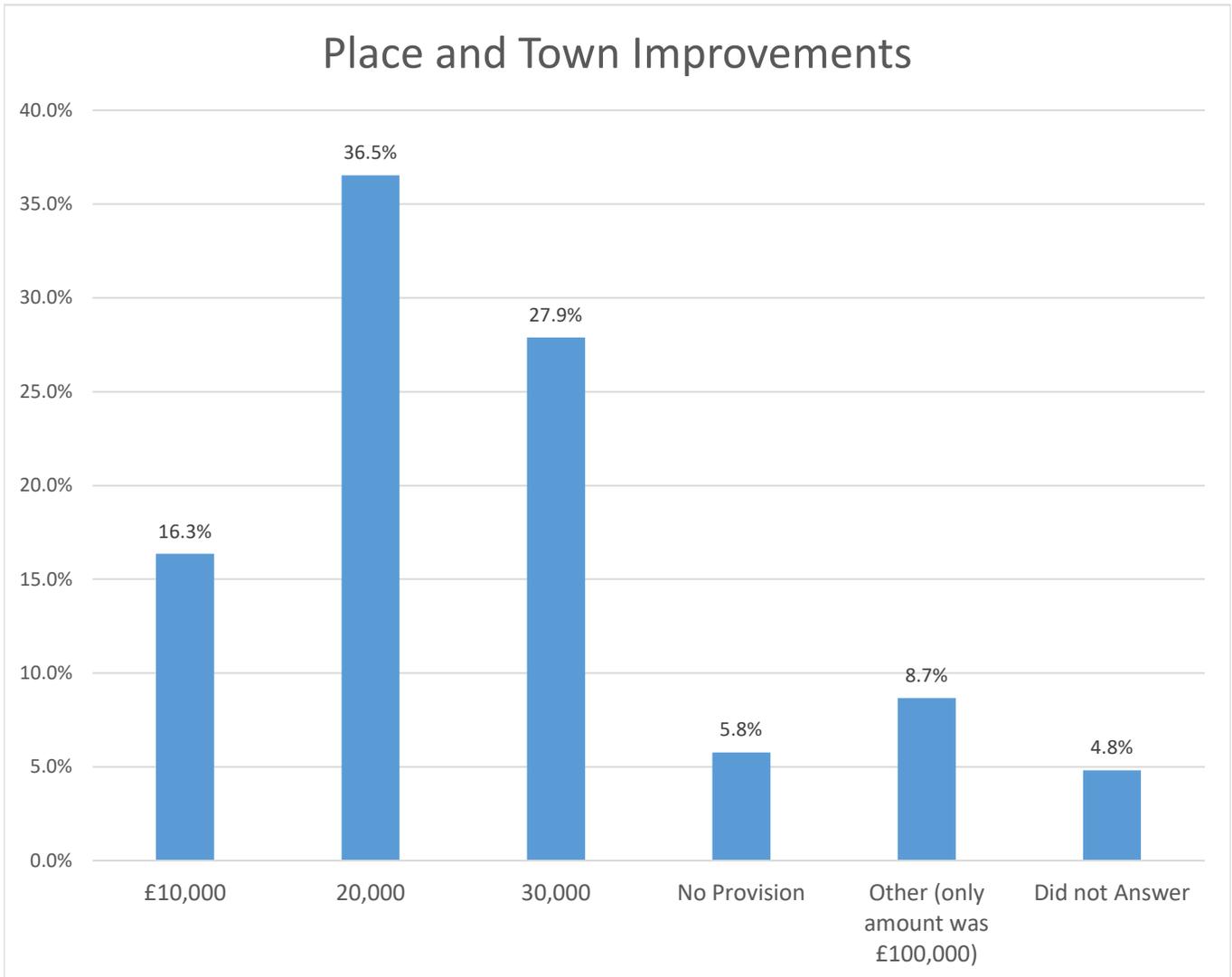
Consulation Results - 20254/2025 Budget



Consulation Results - 20254/2025 Budget

7. PLACE AND TOWN IMPROVEMENTS

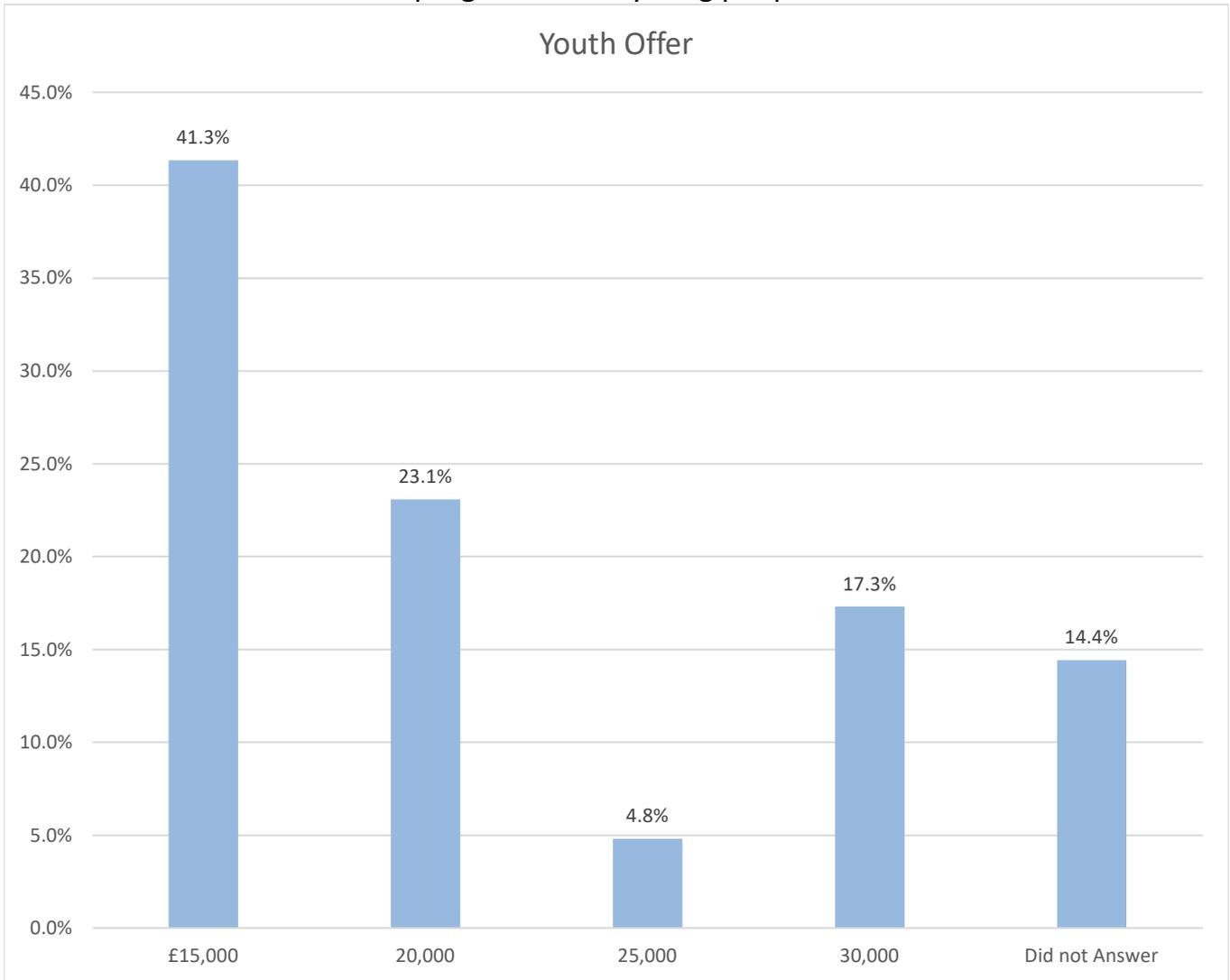
The Council has a budget for town improvements which it uses to install and maintain defibrillators, address graffiti and the impact of other anti-social behaviours, supporting “in bloom” and community activities and projects. If the monies are not spent, they are allocated to Civic Space budget lines or carried forward into the next year. The Council is



Consulation Results - 20254/2025 Budget

8. YOUTH OFFER

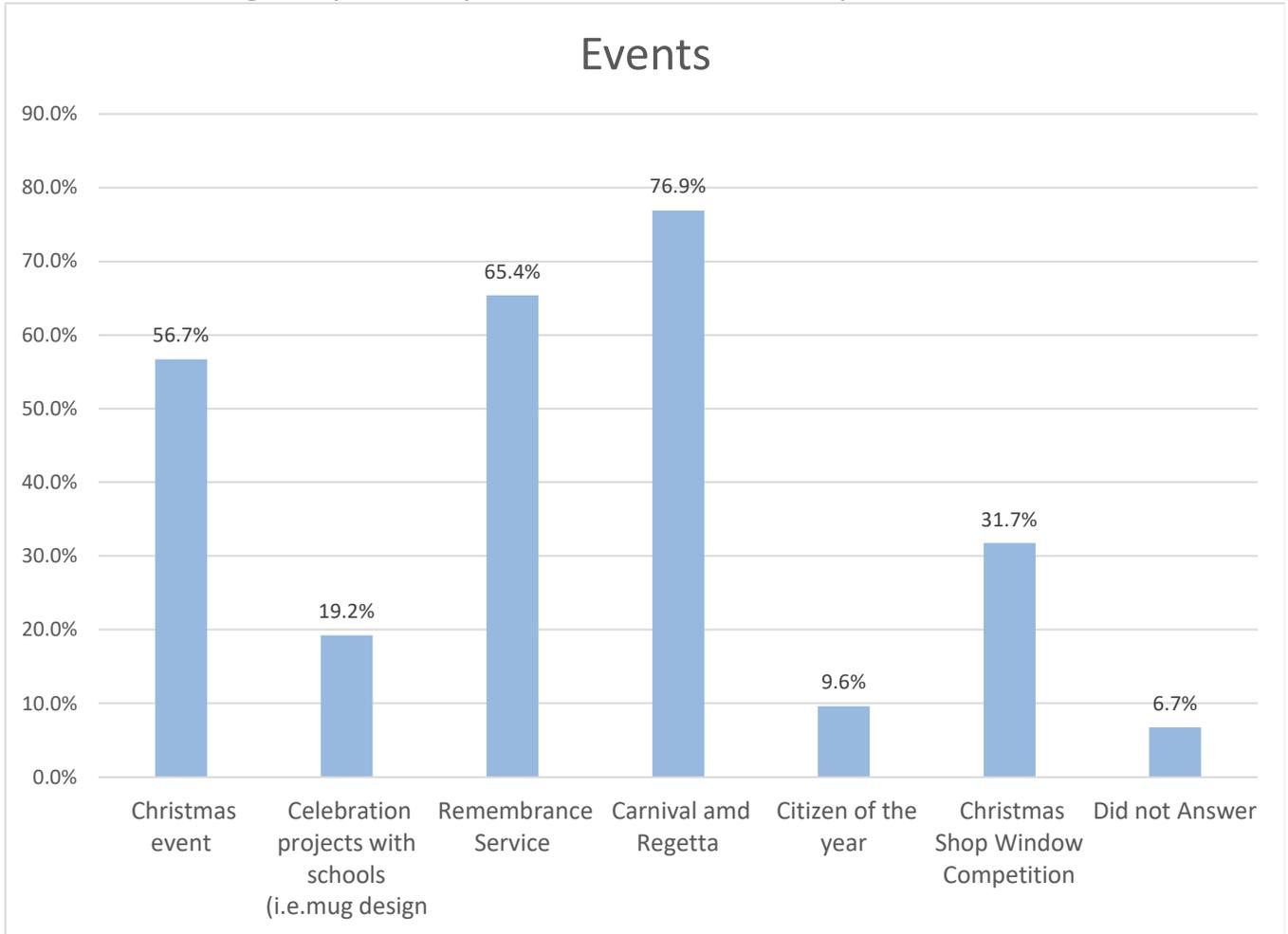
The council included £15,000 funding to support provision in last years budget. Using those monies as match funding the local resilience officer was able to secure grants to deliver a number of outreach programmes to young people in Sandown and work with



Consulation Results - 20254/2025 Budget

9. EVENTS

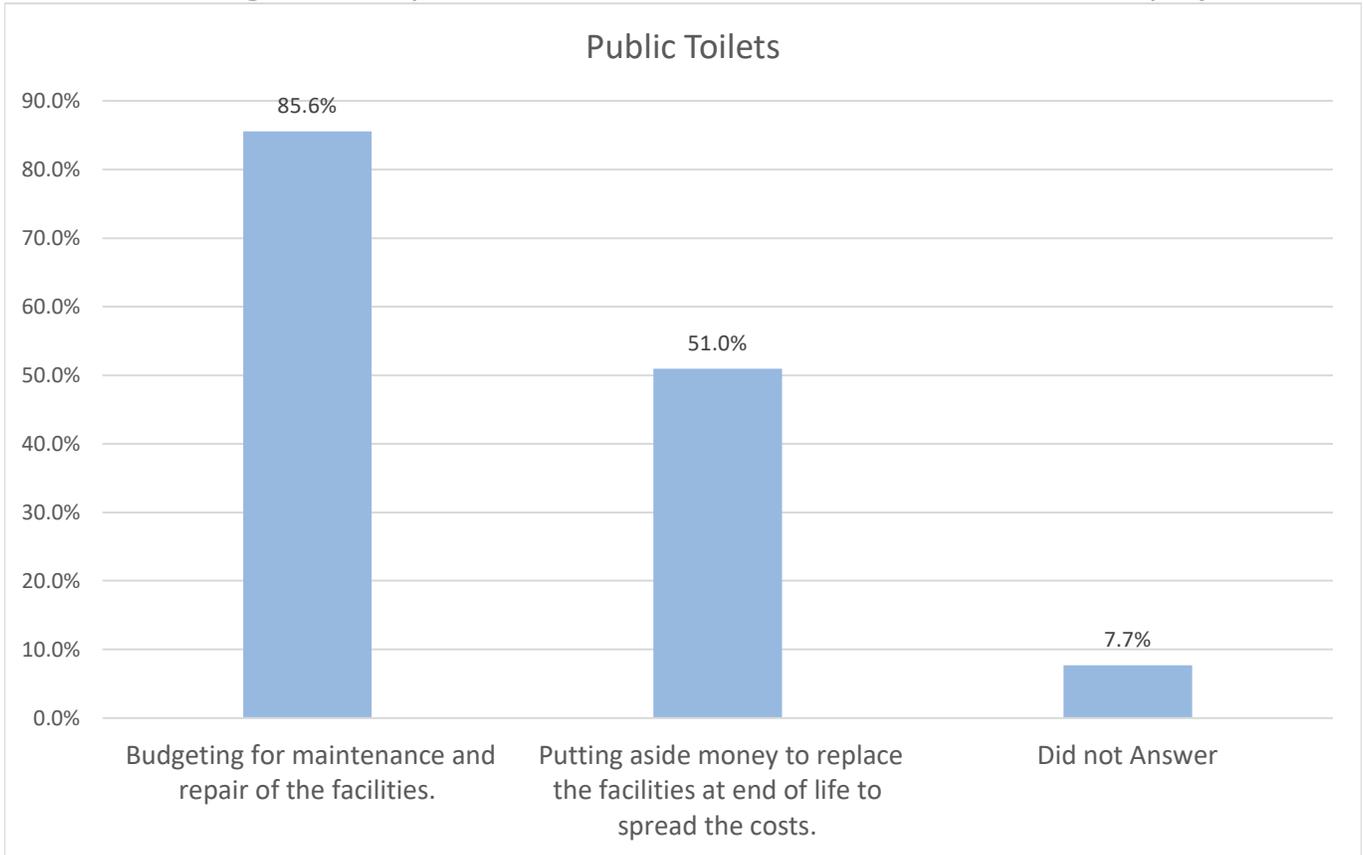
Community events help bring members of a community closer together and enhance mental well-being. They also help establish a towns identity and boost the local



Consulation Results - 20254/2025 Budget

10. PUBLIC TOILETS

The toilets at Eastern Gardens and St John's have been replaced with new facilities. The council has budgeted to replace the facilities at Yaverland with work on the project

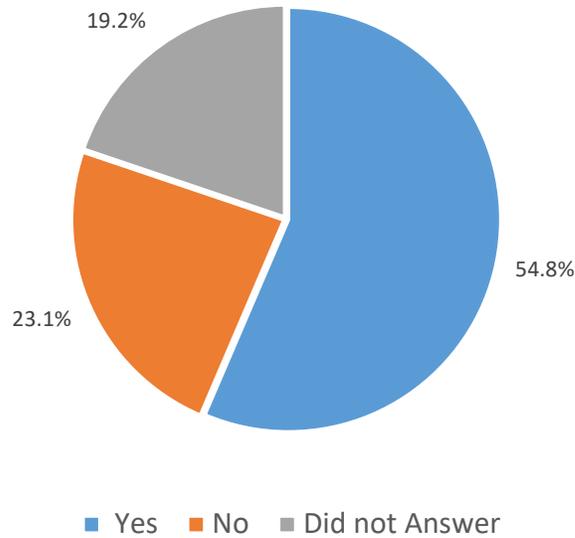


Consulation Results - 20254/2025 Budget

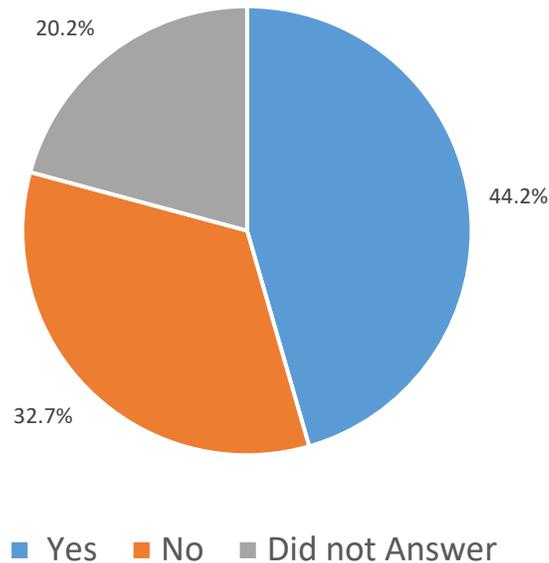
11. PIER STREET TOILETS

The Town Council is not responsible for the provision of toilets at Pier Street. These are currently owned by the Isle of Wight Council and are being sold for development. Do you

Contribute towards running costs to open the existing toilets during summer season/events?

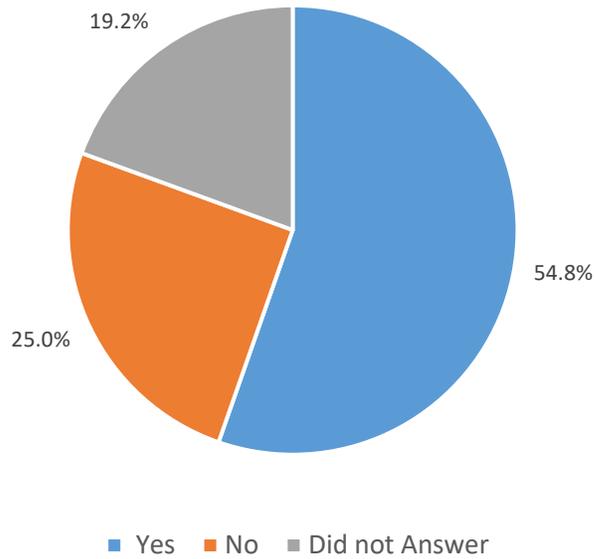


If the new owner provides facilities, help with running costs if asked to do so?

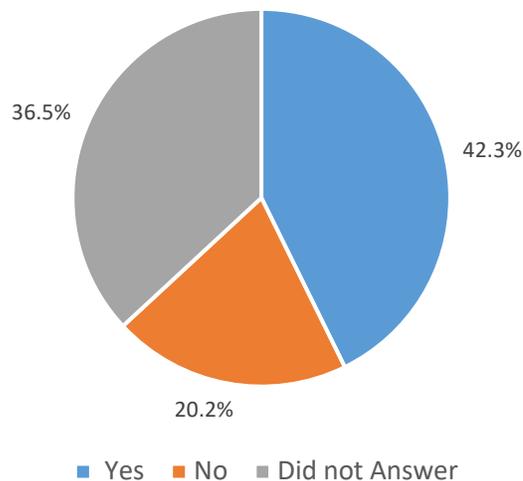


Consulation Results - 20254/2025 Budget

Budget to provide toilets at the location if the new owner does not provide facilities?



If yes, budgeting for new facilities will increase the precept. Would you support the council applying for a loan to spread the cost of the toilets across a number of years to minimise the increase.





Town Clerks Report

Date 20 November 2023
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. Contact with External Auditors. Three emails asking for progress and timeline sent before escalation with BDO. Response received w.c 3-Oct-23 advising auditor would reach out. This was then followed up again the following week as no contact had been made.
- 1.2. Credit Control activities.
- 1.3. Back Office Support to Lake PC (arson attempt, budget consultation, draft budgets)
- 1.4. Correspondence with Electricity provider regarding billing issues. Raised to formal complaint.
- 1.5. Processing of Changing Place project paperwork.
- 1.6. Drafting base budget.
- 1.7. Outstanding correspondence with External Auditors,
- 1.8. I.T. and communications (changes to staffing and provisions require managed solution), and working party projects, and HR Committee, with staff training and correspondence with NALC.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Publication of 2023/2024 Q2 Transparency Data.
- 2.2. Budget Consultation – Posters, work in Centre, on-line, as well as media coverage, analysis of results; and budget briefing for Members.
- 2.3. Yaverland Toilet Consultation (posters, online surveys, analysis of results), beginning, preparation for taking project forward.
- 2.4. Armistice Day preparation
- 2.5. Remembrance Day arrangements; work with partner agencies and stakeholders, road closures, PA system, risk assessment, parking suspension, marshals, orders of service, arrangements for adverse weather.
- 2.6. Future Traffic Regulation Orders (Isle of Wight Council and Island Roads) correspondence and briefing
- 2.7. Christmas Projects – preparation and work with partner agencies.

2.8. Briefing with Isle of Wight Council regarding the former Sandham Middle School site

3. BEACHES

3.1. Meeting with Sandown and Shanklin Independent Lifeboat and Xmas event

3.2. Wave Project Briefing – to increase accessibility in location, work with partner agencies such as Lifeguard Service, and increased usage by disabled users and their families.

3.3. Consultation/briefing with members on Coastal Protection (Environment Agency)

4. BROADWAY CENTRE

4.1. Carnival/Green Towns Evening Opening.

4.2. Flooding – monitoring of Sandown Town Council assets; most groups, but not all, followed guidance and cancelled meetings at Broadway Centre, we worked with Isle of Wight Council and partner agencies to provide a Hub for flooding, and then were on call for water distribution if there was a water outage over weekend.

4.3. New Groups at Centre, and maintenance program me support of shoe-box appeal.

4.4. Meetings with Local Police, Green Towns and Other Partner Agencies.

5. CIVIC SPACE

5.1. Memorial Flagpole - resolving insurance claim and organising replacement, working with partner agencies.

5.2. Ongoing work with Environment Officer regarding environmental issues (beach shower, Rats)

5.3. Reporting of Japanese Knotweed and other issues.

5.4. Work with Sandown Community Association on Information Screen/s and securing £30,000 grant.

5.5. Supporting partners to progress Phone Box Project.

6. SANDHAM GROUNDS

6.1. Ongoing insurance issue.

6.2. Arranging on going inspection and repairs as required; working with Contractor on replacement parts. Including replacement when faulty parts delivered. Delays to project due to flooding on site.

6.3. Initial steps regarding addressing flooding on site.

- 6.4. Responding to a series of fires in skate park, ongoing broken glass and other issues raised by the environmental officer, residents and call outs. Reporting of anti-social behavior increase.
- 6.5. Work to take forward funding application; on going correspondence with Isle of Wight Council and Football Foundation. Provision of information.

7. TOILETS

- 7.1. On-going issues with drainage at Yaverland.
- 7.2. Changing Places Project – several site visits, structural engineer survey and report, building out anti-social issues at location, and requests for additional grant funding. Project extended to include decommissioning works to old Eastern Gardens Toilets Site.
- 7.3. Other Issues at Eastern Gardens
 - a) Viewing Platform, making safe, extensive correspondence with Isle of Wight Council regarding street furniture and licenses, securing quote/s;
 - b) Flooding issue with concessionaire, contractor visits, exchanges with 9 or 10 Isle of Wight Council Officers causing delays in clarification/resolution, long term implications of non-resolution, and future issues re transfer of responsibilities from Isle of Wight Council.
- 7.4. Attempted Arson at Eastern Gardens, weekend call outs, correspondence with Police, temporary closure of units (short-term opening for Remembrance Day) and possible £1500 cost following damage, with possible insurance claim; possible link to Lake Arson.



Working Parties Update (Briefing Note)

Date 20 November 2023
Prepared by Town Clerk

1. PUBLIC ENGAGEMENT AND COMMUNICATIONS WORKING PARTY MEETING

- 1.1. The working parties met on 3 October 2023 at 9:30 am.
- 1.2. Present: Cllrs Debbie Andre, Frank Baldry, Heather Humby, Alex Lightfoot, Paddy Lightfoot.

Also in attendance: Richard Priest (Clerk), Lorraine Ellis (Administration), Jennifer Armstrong (RFO).
- 1.3. RFO circulated draft of Sandown Budget Consultation, and members thanked RFO for work producing the draft in time for meeting and including items requested by Isle of Wight Council (IWC).
- 1.4. Members noted need to launch in week commencing 9 October, to meet 20 November Town Council Meeting, and inform Budget meeting on 12 February 2024.
- 1.5. Members agreed key headings, including Council Priorities, IWC requests for funding towards Planning as well as Town Council provision of Beach, Youth and Sandham Grounds initiatives.
- 1.6. Members revised the draft and agreed that the Mayor and officers would finalise the consultation document to be published, with media statement, during week commencing 9 October 2023.
- 1.7. Members thanked RFO and Cllr A Lightfoot for draft poster, which would be laminated, and this would be located in local shops, council locations, and other sites, and include QR code link.
- 1.8. Hard copies of the consultation would also be located at Broadway Centre and Library, with councillors provided with copies if required, and members noted cost of printing hard copies if not used.
- 1.9. Members noted the need for further clarification of the items requested by IWC, and also agreed that any proposed funding would be limited until the new Town Council was elected in 2025.
- 1.10. Members also discussed the proposed consultation for Yaverland Toilets Project, with terminology required by PWLB.
- 1.11. Members agreed the draft and this would also be published in week commencing 9 October 2023.
- 1.12. Cllr A Lightfoot thanked all for attending and helping ensure timetable kept to.

2. PUBLIC ENGAGEMENT AND COMMUNICATIONS WORKING PARTY MEETING

- 2.1. The working parties met on 3 October 2023 at 12:30.
- 2.2. Present: Cllrs Frank Baldry, Sue Betts, Jenny Hicks, Heather Humby
Also in attendance: Richard Priest (Clerk), Lorraine Ellis (Administration), Jennifer Armstrong (RFO).
- 2.3. Members thanked Officers for circulating draft of Remembrance Day event, planned for 11am on Sunday 12 November 2023.
- 2.4. The RFO and Admin Assistant confirmed Rev Williams would be officiating, as there was no longer a Vicar at St Johns Church.
- 2.5. Officers also confirmed that Military Band had confirmed, including Bugler, First Aid from Lifeguards, PA System, and Road Closure request submitted.
- 2.6. Members would try and identify volunteers to help Marshall at the event.
- 2.7. Members noted the continued increased attendance, helped by good weather, and would be helpful to have more orders of service, recognising additional time to produce.
- 2.8. Officers would arrange production of Order of Service in advance of 12 November service.
- 2.9. Members also noted small wreath laying event on 11 November at 11am.
- 2.10. Members also welcomed involvement of local school in producing Poppy designs to display at Library.
- 2.11. Members also wanted future consideration for D Day at 80 in June 2024.
- 2.12. Members discussed small projects for Christmas 2023, linked to planned Fun Day, and would discuss further after next Town Council meeting.

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

- 3.1. The working parties have not met since the last meeting of full council.
- 3.2. The working parties facilitated briefings for:
 - Sandham Middle School
 - Proposed Traffic Regulation Orders
 - Emergency Hub Availability
 - Changing Places Project with Wave Project
 - Working Party members volunteered to assist with production of Order of Service for Remembrance event; Show box appeal weekend, Support of flooding hub, Place Plan walk around Sandown, Sandown Conservation Area Management Plan work.
 - HR Committee.