



## SANDOWN TOWN COUNCIL – MEETING MINUTES – 17 JULY 2023

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 17 JULY 2023** at 7:00 pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present:** Frank Baldry, Sue Betts, Emily Brothers, Jenny Hicks, Heather Humby, Robert May, Alex Lightfoot, Paddy Lightfoot, Toby Wilcock.

**Also Present:** Richard Priest (Clerk), Jennifer Armstrong (RFO), Sergeant Ben Sharland, and PCSO Alex Stewart and 4 members of the public.

### **PUBLIC QUESTIONS:**

Sergeant Sharland and PCSO Stewart provided an update on policing in the Bay and specifically Sandown. Crime in Sandown over the previous 12 months represented around 12% of crime across the Island compared to 22% - 29% in other towns. The top five issues were Concern for Safety, Public Disorder, Assault (non-injury), Anti-Social Behaviour (community) and Shop Lifting.

Operation Spider, in 2022, had targeted antisocial behaviour in young people and had been successful in reducing instances. However, there had been an increase in adult anti-social behaviour in 2023 as the weather got warmer. Street drinking and drug use were particular issues. Data was being used to target patrols.

Discussion took place regarding street drinking and members noted a positive meeting between the police and housing providers had taken place as part of a holistic approach. Inclusion services had also accompanied officers on patrol. District teams were now touching down in Sandown to support local teams.

Work was also underway to reduce traffic offences including noisy and dangerous vehicles and speeding offences which had increased following the loss of a dedicated roads policing team but were now a priority.

A question was raised by a member of the public in relation to cycling offences and electric scooters. Reassurance was provided that cyclists and E-Scooter riders were challenged and action taken though this was not always publicised. A second member of the public suggested there could be an issue with bikes being used for drug related activity in the Foxes Bridge area.

A member of the public recommended that the new owner of the Kings Bar should be praised for starting tidy-up work promptly. The Mayor said it was worth considering, and that while the progress was positive he looked forward to projects being completed.

### **31-2023/2024 APOLOGIES**

Apologies were accepted from Cllrs Debbie Andre, Ian Fletcher and Ian Ward.

### **32-2023/2024 DECLARATIONS OF INTERESTS**

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

Cllr Paddy Lightfoot declared an interest in the Age Concern Grant item as he qualified for support due to age.

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

No requests for written dispensations had been received.

### **33-2023/2024 MINUTES OF THE LAST MEETING**

Cllr Brothers moved a proposal to amend minute 27-2023/2024. Since the matter had not been raised prior to the meeting it was not possible for it to be verified and the proposal was not seconded.

A further proposal to approve the minutes of the meeting held on 20 June 2023 was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (1), Abstentions (1).

RESOLVED:

THAT the minutes of the meeting held on 20 June 2023 be approved as a true record.

### **34-2023/2024 FINANCES**

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

A motion, that the Payments and Receipts for May 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 May 2023 be approved.

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

Clarification was provided that the payments to Brighstone Landscaping were part of a framework agreement with the Isle of Wight Council who owned the beach and reassurance was provided the monies had been budgeted. Members also noted that businesses could choose their water provider and Business Stream was one such provider. The costs for Yaverland were high due to misuse of the water provision but this was in hand.

A motion, that the Payments and Receipts for June 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 June 2023 be approved.

3. To receive and note the verified bank reconciliations for May and June 2023

The verified banking reconciliations for May and June 2023 were noted.

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

The expenditure against budget through June 2023 was noted. A number of questions were raised regarding spend against budget. It was expected the difference would be the result of miscodes, however members were advised, that since the information needed to inform the detail, was on the accounting system it could not be accessed during the meeting.

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

Members noted that three members of the public had requested to examine the councils accounts during the period of public rights. Follow-up questions had been asked by two of the three people and duly answered.

6. To Consider Grant Requests from:

(a) Age Concern

Members considered the grant request from Age Concern. It was suggested more detail be displayed during the meeting. However, the Mayor responded this would be resource intensive and made it clear that councillors had a duty to prepare for the meeting and were provided with information, which was published in advance for this purpose. Key points discussed included:

- The organisation was a large national entity and the funding being requested was for operational costs.
- Though statistics provided included Sandown residents, funding had not been requested for Sandown specific activities.

Members agreed that the organisations work was impressive but agreed the funding bid did not meet the council's criteria of specifically benefiting Sandown residents.

A motion that the grant be declined, 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 grant request from Age Concern be declined as it was not Sandown focused and the funding was for operational costs.

(b) Citizens Advice

Members considered the funding request from Citizens Advice, noting that a grant form had not been completed and accounts had not been provided. Members noted the request was for support for operational costs and did not detail targeted benefits for Sandown residents.

A motion that the grant be declined 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 grant request from Citizens Advice be declined as the correct process had not been followed, it was not Sandown focused and the funding was for operational costs.

**35-2023/2024 TOWN CLERK REPORT**

Council noted the report from the Clerk who highlighted the impact of recent antisocial behaviours and public rights on resource. The RFO also advised emergency works required to the roundabout and the small spinner, reassuring members that the equipment had been made safe.

Questions were raised in relation to appropriateness of officer's involvement in instances of anti-social behaviour. Members were reminded that the public often contacted the council rather than the appropriate agency to report anti-social behaviour and in some cases the officers had a duty to share the information appropriately.

Clarification was provided that while a demand has been received for business rates at Units 1 and 2, Station Road which had been leased by the council many years ago. This had been robustly defended by the RFO and had been resolved.

Reassurance was provided that while a grant of £30,000 had been secured for the Changing Places project no works would be undertaken until full costings had been approved by the council. This also tied in with the beach mat project.

**36-2023/2024 WORKING PARTIES**

A report had been published and circulated prior to the meeting, and the notes from the meetings circulated afterwards. The RFO updated members with the progress of the tender; the deadline for the expression of interest was the 14 July 2023. 10 Expressions of Interest had been received, three site visits had taken place and one company had withdrawn. The deadline for submission of the tender was 14 August 2023 and they would be opened on 15 August 2023 and reported to council on 18 September 2023.

Members noted that the workstreams had been agreed by Council previously and the report was providing an update. It was suggested the council should not recognise Armistice Day and questions were raised regarding items on Public Transport. The Clerk highlighted that the activities around Armistice Day involved the school and had limited or no cost to the council. Similarly, the council supported the Community Buses

Partnership (No. 22 and 24) and the Sand Hopper Bus through the Community Rail Partnership but with no direct cost to the council. It was also clarified There was no plans to undertake any work towards taking over the beach at this time.

### **37-2023/2024 ANTISOCIAL BEHAVIOUR IN SEAFRONT SHELTERS**

There had been numerous complaints had been received from residents regarding antisocial behaviour in the town, especially on the seafront and around Fort Street and while it was encouraging that Inclusion was involved with addressing the anti-social behaviour as many of the individuals involved were vulnerable, there were action the council could take.

It was suggested that the town council write to the Isle of Wight Council to formally request they resolve the issues with the signage regarding alcohol consumption on the seafront and consider their responsibilities in relation to anti-smoking legislation in the seafront shelters.

Members were also advised that any member of the public could call 101 and request a "Case Review" formerly a "Community Trigger". This would result in a meeting between the Police, Housing, the Isle of Wight Council and Health partners. Cllr Paddy Lightfoot would contact Sergeant Sharland regarding any potential action.

A motion to formally write to the Isle of Wight Council regarding alcohol consumption signage on the seafront and their responsibilities in relation to anti-smoking legislation in the seafront shelters 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 Sandown Town Council formally write to the Isle of Wight Council regarding alcohol consumption signage on the seafront and their responsibilities in relation to anti-smoking legislation in the seafront shelters.

### **38-2023/2024 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 were advised that concerns raised by residents regarding an offensive odour around the car park had been shared with the relevant agency.

### **39-2023/2024 TO RECEIVE ANY PLANNING MATTERS**

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

[23/01159/HOU](#): 35 Culver Parade, PO36 8AT - Proposed first floor and single storey rear extensions

[23/01001/HOU](#): 100 Culver Way, PO36 8QG - Proposed dormer window on rear elevation

[23/01069/RVC](#): 2 Auckland Mews, 44 Fitzroy Street, PO36 8HW - Proposed dormer window on rear elevation

#### **40-2023/2024 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES**

Cllr Brothers reported she had attended a film about the history of Sandown and taken part in a guided historical walk. She had also attended some of the Bay Place Plan meetings.

Cllr Humby had attended Sandown Forum and noted there was a change to format with quarterly meetings, chaired by a different person each time and with a guest speaker. She also provided an update on the Revetment Working Party – confirmation of Shanklin’s contribution, which Cllr May confirmed had been agreed, was needed to progress the proposed signage.

Cllr Humby continued to hold Surgeries in the Library with the majority issues raised being Isle of Wight Council matters which were duly shared with ward councillors and reported back to residents. Cllr Humby had also reported a number of overhanging hedges.

Cllr Brothers asked for details of the Revetment Working Party recommendations. These had been presented at a meeting she had attended during the Bay Place plan but would be re-circulated.

Cllrs Baldry, Betts and Wilcock had also attended the Bay Place Plan events and the positive energy during the event was noted. A timeline for the final report had not been confirmed but it was expected a draft report with further consultation would be circulated in the Autum.

Cllr Hicks informed members of a recent business exposition she had attended in Ryde and highlighted the upcoming Sustainability Meeting.

A number of councillors had attended the re-opening of the Church Lych Gate and the church thanked for the councils support in the project were noted.

#### **41-2023/2024 MOTION WITHOUT NOTICE**

A motion was moved without notice, 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).

#### **42-2023/2024 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES**

Cllr Paddy Lightfoot, as the council’s representative on the Bay Place Plan provided a more detailed update on the success of the event which had been well attended. Cllr Lightfoot also informed members of proposals discussed at a recent Co-Creators meeting regarding the land adjacent to Culver Parade including Dinosaur Isle and the Brown’s Golf site which all three Bay Mayors had been invited to. There was a strong education theme to the proposals presented and it was clear that members wanted much of the site to remain open to the public:

- The Dinosaur Isle collection would be managed by the National History Museum and entirely located in Sandown with a higher education offering on the site. Hampshire Cultural Trust would run the commercial arm.
- Artecology proposed running masters level course with a Campus.
- The Wildheart Sanctuary proposed Glamping to encourage tourists to the Bay and educational offering with Campus similar to that offered by Jersey Zoo.
- Swim the Wight proposals included a tidal swimming pool, which the Environment Agency were considering, with a research programme run by Southampton University who were keen to have a local site.
- A beach sports facility

Members hoped that the Bay Place Plan would inform proposals but appreciated some projects would progress before it was finalised.

#### **43-2023/2024 UPDATE ON PIER STREET TOILETS**

The Planning application on the site had expired. However, the Isle of Wight Council had advised that discussions with the developer were still ongoing and a new application would be submitted.

Remedial works would be undertaken, funded by the Isle of Wight Council to allow the toilets to open for the summer holiday and Sandown Town Council would support the cleaning costs during this period.

#### **PUBLIC QUESTION TIME**

A member of the public made representation in relation to the proposed plans for Brown's and Dinosaur Isle, requesting that communication be improved and the public be kept informed.

Closed 21:10.



## Item 4(1) - Paper B

Cashed as of 31 July 2023				Balance Carried Forward		139,992.73
Voucher	Date	Cheque No	Supplier	Description	Net	VAT Total
170	11/07/2023		PWLB	Loan Repayment	11644.00	0.00 11644.00
184	03/07/2023		Island Environmental Hygiene	Sanitary Services	75.40	15.08 90.48
185	03/07/2023		Inspiration Fabrication	Lifeguard Base	760.00	152.00 912.00
186	03/07/2023		John O'Conner	Grass Cutting (Los Altos)	618.40	123.68 742.08
187	03/07/2023		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)	161.65	32.33 193.98
188	03/07/2023		Jennifer Armstrong	Expenses - Litter Pick Board	500.00	0.00 500.00
189	03/07/2023		Sandown & Shanklin Independant Lifeboats	Grant - SSIL	2000.00	0.00 2000.00
190	03/07/2023		Independent Cleaner	Cleaning and Cover	126.00	0.00 126.00
191	03/07/2023		Lake Cleaning & Catering Supplies	Cleaning Materials	43.28	8.65 51.93
192	03/07/2023		Lake Cleaning & Catering Supplies	Cleaning Materials	6.99	1.40 8.39
193	03/07/2023		Garden Tidy	Grass Cutting (SIP)	80.00	0.00 80.00
194	03/07/2023		Garden Tidy	Litter Picking and Bin Emptying	100.00	0.00 100.00
195	03/07/2023		Garden Tidy	Grass Cutting	30.00	0.00 30.00
196	03/07/2023		Focus Plumbing and Heating	Annual Boiler Service	79.00	15.80 94.80
197	03/07/2023		Jennifer Armstrong	Expenses - Notice Boards	66.42	13.28 79.70
200	03/07/2023		Isle of Wight Council	Business Rates	444.00	0.00 444.00
204	10/07/2023		Focus Plumbing and Heating	Eastern Gardens - Light repair	55.00	11.00 66.00
205	10/07/2023		WBS Wight Business Services	Office Equipment/Stationary	15.99	3.20 19.19
206	10/07/2023		WBS Wight Business Services	Office Equipment/Stationary	21.99	4.40 26.39
207	10/07/2023		WBS Wight Business Services	Office Equipment/Stationary	36.59	7.32 43.91
208	10/07/2023		WBS Wight Business Services	Office Equipment/Stationary	3.26	0.65 3.91
209	10/07/2023		WBS Wight Business Services	Office Equipment/Stationary	14.99	3.00 17.99
210	10/07/2023		WBS Wight Business Services	Office Equipment/Stationary	68.46	13.69 82.15
211	10/07/2023		Rod Father	Drain Clearance	100.00	0.00 100.00
212	10/07/2023		Independent Cleaner	Cleaning and Cover	126.00	0.00 126.00
213	17/07/2023		Garden Tidy	Litter Picking and Bin Emptying	100.00	0.00 100.00
214	17/07/2023		Garden Tidy	Grass Cutting (SIP)	80.00	0.00 80.00
215	17/07/2023		Sight for Wight (IWSB)	Braille Documents	23.00	0.00 23.00
216	17/07/2023		Lake Cleaning & Catering Supplies	Cleaning Materials	80.66	16.13 96.79
217	17/07/2023		Danfo (UK) Ltd	Cleaning	3383.42	676.68 4060.10
219	17/07/2023		Community Action Isle of Wight	Payroll	8608.68	0.00 8608.68
220	17/07/2023		Sandown Town Council	Grant (carnival)	2000.00	0.00 2000.00
221	17/07/2023		Sandown Town Council	Grant (Green Towns)	2500.00	0.00 2500.00

Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
222	17/07/2023		Playground Repair	DMR Engineering	2703.09	540.62	3243.71
223	17/07/2023		Expenses - Skate Park repair	DMR Engineering	4997.48	999.50	5996.98
224	18/07/2023		Cleaning and Cover	Independent Cleaner	105.00	0.00	105.00
225	20/07/2023		Broadband and Telephone	Wightfibre	52.22	10.44	62.66
226	24/07/2023		Roundabout Repair Investigations	DMR Engineering	600.00	120.00	720.00
227	24/07/2023		Office Equipment/Stationary	WBS Wight Business Services	44.14	8.83	52.97
228	24/07/2023		Office Equipment/Stationary	WBS Wight Business Services	12.00	2.40	14.40
229	24/07/2023		Photocopier	Ricoh	103.00	20.60	123.60
230	24/07/2023		Risk Assessment Support	Wight Fire	395.00	79.00	474.00
231	24/07/2023		Litter Picking and Bin Emptying	Garden Tidy	100.00	0.00	100.00
232	24/07/2023		Litter Picking and Bin Emptying	Garden Tidy	100.00	0.00	100.00
233	24/07/2023		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00
234	25/07/2023		Cleaning and Cover	Independent Cleaner	105.00	0.00	105.00
235	31/07/2023		Cleaning and Cover	Independent Cleaner	61.50	0.00	61.50
236	31/07/2023		Waste Collection (Wheelie Bins)	#DAA<! 8<NO@! 4@MQI	209.32	41.86	251.18
237	31/07/2023		Eastern Gardens - Light repair	Focus Plumbing and Heating	75.00	15.00	90.00
238	31/07/2023		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00
239	31/07/2023		Litter Picking and Bin Emptying	Garden Tidy	175.00	0.00	175.00
240	27/07/2023		Electricity - Eastern Gardens	Corona Energy Retail 4 Ltd	68.30	3.42	71.72
241	27/07/2023		Electricity	Corona Energy Retail 4 Ltd	123.60	6.18	129.78
242	27/07/2023		Electricity - Yaverland	Corona Energy Retail 4 Ltd	46.41	2.32	48.73
243	27/07/2023		Electricity St Johns	Corona Energy Retail 4 Ltd	44.44	2.22	46.66
244	27/07/2023		Electricity St Johns	Corona Energy Retail 4 Ltd	19.55	0.98	20.53
245	27/07/2023		Electricity St Johns	Corona Energy Retail 4 Ltd	-112.79	-5.64	-118.43
					End Balance		187,079.19

Signed

Signed

Received as of 31 July 2023

2022-2023 Receipts			Balance Carried Forward	575,928.04
Voucher	Date	Description		Total
108	28/06/2023	Eastern Gardens Toilet Income (cash)		37.90
109	28/06/2023	St John's Toilet Income (cash)		8.10
110	03/07/2023	Eastern Gardens Toilet Income (cash)		129.70
111	03/07/2023	St John's Toilet Income (cash)		20.10
116	06/07/2023	Room Hire		175.00
117	06/07/2023	Room Hire		75.00
118	06/07/2023	Room Hire		70.00
119	06/07/2023	Eastern Gardens Toilet Income (cash)		68.80
120	06/07/2023	St John's Toilet Income (cash)		12.6
121	10/07/2023	Room Hire		80.00
122	10/07/2023	Eastern Gardens Toilet Income (cash)		153.20
123	10/07/2023	St John's Toilet Income (cash)		15.60
124	10/07/2023	Room Hire		75.00
125	11/07/2023	Room Hire		25.00
126	13/07/2023	Eastern Gardens Toilet Income (cash)		95.45
127	13/07/2023	St John's Toilet Income (cash)		15.30
128	17/07/2023	Eastern Gardens Toilet Income (cash)		104.80
129	17/07/2023	St John's Toilet Income (cash)		18.60
130	18/07/2023	Room Hire		350.00
131	17/07/2023	Room Hire		50.00
132	20/07/2023	Base Rent (Sandham Gardens)		2500.00
133	14/07/2023	Room Hire		21.33
134	13/07/2023	Room Hire		200.00
135	13/07/2023	Room Hire		120.00
136	12/07/2023	Room Hire		20.00
137	20/07/2023	Eastern Gardens Toilet Income (cash)		130.95

Voucher	Date	Description	Total
138	20/07/2023	St John's Toilet Income (cash)	15.90
139	24/07/2023	Eastern Gardens Toilet Income (cash)	133.80
140	24/07/2023	Room Hire	50.00
141	24/07/2023	St John's Toilet Income (cash)	17.20
142	20/07/2023	Room Hire	186.00
143	20/07/2023	Room Hire	204.00
144	20/07/2023	Room Hire	204.00
145	31/07/2023	Eastern Gardens Toilet Income (cash)	258.60
146	31/07/2023	St John's Toilet Income (cash)	34.50
147	07/07/2023	Room Hire	400.00
148	10/07/2023	SLA - Back Office Support	2500.00
149	10/07/2023	Bank Interest	50.96
153	25/07/2023	Bank Interest	201.64
152	21/07/2023	Bank Interest	1182.38
		<b>End Balance</b>	<b>585,939.45</b>

Signed \_\_\_\_\_

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## Item 4(2) - Paper C

Cashed as of 31 August 2023						Balance Carried Forward		187,079.19
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total	
202	01/08/2023		Gallagher (Hiscock Insurance Company Ltd	Insurance (All)	663.83	0.00	663.83	
246	08/08/2023		John O'Conner	Grass Cutting (Los Altos)	221.68	44.34	266.02	
247	08/08/2023		Danfo (UK) Ltd	Cleaning	3383.42	676.68	4060.10	
248	08/08/2023		Danfo (UK) Ltd	Eastern Gardens - Repair	87.27	17.45	104.72	
249	08/08/2023		Garden Tidy	Grass Cutting (SIP)	80.00	0.00	80.00	
250	08/08/2023		Garden Tidy	Litter Picking and Bin Emptying	175.00	0.00	175.00	
251	08/08/2023		Brighstone Landscaping	Beach Cleaning	4224.00	844.80	5068.80	
252	08/08/2023		Jennifer Armstrong	Expenses - Lollies for litter picks	5.69	1.14	6.83	
253	08/08/2023		Rod Father	Drain Clearance	100.00	0.00	100.00	
254	08/08/2023		Glen Walker Design	Mayors Signage	40.00	0.00	40.00	
255	08/08/2023		Top Mops	Pier Street running costs contribution	702.44	140.49	842.93	
256	08/08/2023		Top Mops	Pier Street running costs contribution	135.00	27.00	162.00	
261	01/08/2023		Isle of Wight Council	Business Rates	444.00	0.00	444.00	
262	09/08/2023		Richard Priest	Expenses	28.46	0.00	28.46	
263	09/08/2023		Richard Priest	Expenses - SLCC Membership	279.00	0.00	279.00	
264	15/08/2023		Garden Tidy	Grass Cutting (SIP)	80.00	0.00	80.00	
265	15/08/2023		Garden Tidy	Litter Picking and Bin Emptying	175.00	0.00	175.00	
266	15/08/2023		Garden Tidy	Grass Cutting	30.00	0.00	30.00	
267	15/08/2023		Heritage Attractions Ltd	Electricity - Sandham Lights	49.92	9.98	59.90	
270	08/08/2023		Vision ICT	Website Hosting	241.88	48.38	290.26	
271	22/08/2023		Garden Tidy	Grass Cutting	80.00	0.00	80.00	
272	22/08/2023		Garden Tidy	Litter Picking and Bin Emptying	175.00	0.00	175.00	
273	22/08/2023		RoSPA Play Safety	Playground Inspections	472.00	94.40	566.40	
274	22/08/2023		Community Action Isle of Wight	Payroll	8608.68	0.00	8608.68	
275	23/08/2023		Neil Corney - Waste Services Corney	Waste Collection - Bulky	200.00	0.00	200.00	
276	25/08/2023		Total Gas and Power Ltd	Gas	301.49	15.07	316.56	
277	17/08/2023		Corona Energy Retail 4 Ltd	Electricity St Johns	88.10	4.40	92.50	
278	17/08/2023		Corona Energy Retail 4 Ltd	Electricity	125.21	6.26	131.47	
279	17/08/2023		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens	69.19	3.46	72.65	







## 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)*

	<b>Bank Reconciliation at 31/07/2023</b>		
	Cash in Hand 01/04/2023		379,944.91
	<b>ADD</b> Receipts 01/04/2023 - 31/07/2023		585,939.45
			965,884.36
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/07/2023		187,079.19
<b>A</b>	<b>Cash in Hand 31/07/2023</b> (per Cash Book)		<b>778,805.17</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	2.41	
	5 - 32 Day Access Acc Number TB 31/07/2023	605,922.95	
	2 - Treasurers Account 30-97-42 1 31/07/2023	0.00	
	3 - Reserves 30-97-42 24097868 31/07/2023	0.00	
	4 - Business Bank Instant 30-97-4 31/07/2023	73,305.04	
	1 - Treasurers Account 30-97-42 0 31/07/2023	99,574.77	
			<b>778,805.17</b>
	Less unrepresented payments		778,805.17
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>778,805.17</b>
	<b>A = B Checks out OK</b>		

**SANDOWN TOWN COUNCIL**

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/08/2023</b>		
	Cash in Hand 01/04/2023		379,944.91
	<b>ADD</b> Receipts 01/04/2023 - 31/08/2023		602,353.91
			982,298.82
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/08/2023		214,700.83
<b>A</b>	<b>Cash in Hand 31/08/2023</b> (per Cash Book)		<b>767,597.99</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2023	2.41	
	5 - 32 Day Access Acc Number TB 31/08/2023	607,175.02	
	2 - Treasurers Account 30-97-42 1 31/08/2023	0.00	
	3 - Reserves 30-97-42 24097868 31/08/2023	0.00	
	4 - Business Bank Instant 30-97-4 31/08/2023	73,305.04	
	1 - Treasurers Account 30-97-42 0 31/08/2023	87,115.52	
			<b>767,597.99</b>
	Less unrepresented payments		767,597.99
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>767,597.99</b>
	<b>A = B Checks out OK</b>		



## Budget Position Update (Briefing Note)

**Date** 18 September 2023  
**Prepared by** RFO

### 1. CAPITAL MONIES

- 1.1. Capital Monies are allocated in a number of the cost centres. It should be noted that these monies will appear as unspent in the budget position until they are drawn down at the end of the financial year but are earmarked reserves and as such ringfenced to the specified cost.

### 2. ADMINISTRATION

- 2.1. There is an overspend on £27.55 for ICT Consumables. This is expected to increase as the year progresses. It is largely the result of significant increases to the cost of paper (gas is used extensively in the production of paper and demand for paper increased post pandemic).
- 2.2. A small overspend is also forecast in relation to the photocopier and printings costs, following back office provision to Lake Parish Council which can be offset against the recharges.
- 2.3. There is a £628 overspend in (24) Professional Fees (planning/contract/legal). This relates to unbudgeted costs relating to HR matter.
- 2.4. An overspend is forecast in relation to the Accessible Documents (25). There is £485 left in the budget with a minimum of four meetings, two consultations and several events remaining.
- 2.5. Income from Bank Interest (205) is not budgeted as the interest rates can change at any time. However, better rates and management of reserves has led to a significant increase in return with £5,206.24 through 31<sup>st</sup> August 2023 compared to £142.72 through 31 August 2022 and £3.36 in 2021.
- 2.6. Income of £5,300 has been generated through Recharges (223) which can be offset against running costs and staffing costs.
- 2.7. £5,000 has been spent on Regeneration (224). This was not budgeted but funded by monies allocated in, and bought forward from, the last financial year.

### 3. ADVERTS AND PUBLICITY

- 3.1. 32% of the Adverts (28) budget has been spent. Based on planned projects which will require advertising no overspend is forecast at this stage.

- 3.2. A small saving of £26.12 has been made against the costs of hosting the council's Website (29).

#### **4. BEACHES**

- 4.1. £8,726.31 remains in the budget for the bins on the beach (Beach Cleaning 31). This is expected to cover the invoices for August and September with no overspend forecast.
- 4.2. A small saving of £151.93 has been made against (32) Bouys as the annual increase was slightly less than forecast.
- 4.3. Costs for the Lifeboat (33), Beach Safety Service (35) and associated equipment (34) were as budgeted. The capital monies for the base (Beach Safety Base (Capital) (36) will be drawn down at the end of the financial year.
- 4.4. No costs have been incurred in relation to Beach Storage to date with the £111 budget remaining unspent.
- 4.5. Monies of £1,050.08 remain in (212) the Beach Safety Base Maintenance and Transport budget to facilitate removal from beach and a return to the Centre. A £30 overspend is forecasted.
- 4.6. £17,130 of the £20,000 ringfenced grant monies from the Isle of Wight Council received at the end of last year remain available under (222) Beach Maintenance and Repairs for accessibility and related maintenance projects on the beach.

#### **5. BROADWAY CENTRE**

- 5.1. There is an overspend of 700.70 for an Independent Cleaner (39). This is due to extended staff capacity issues.
- 5.2. Monies for the CCTV, Microphones and Main Hall Loop are Capital provision and will be drawn down at the end of the year.
- 5.3. £238.92 remains in the Furniture and Fittings (43) budget of £500. Consideration needs to be given to increasing this budget as the Centre has now been open for 5 years and several of the fixtures and fittings need to be replaced due to wear and tear, and additional equipment requested by users.
- 5.4. The Landscape (44) work at the Centre has been limited due to the weather and other internal priorities, and is now being progressed.
- 5.5. Spend on Licences (45) is on target for Q2.
- 5.6. The budget for Repair and Maintenance (Door System) (46) has not been spent as annual maintenance has not yet taken place. It is forecasted for Q4.
- 5.7. £1,001.35 remains in the budget for Repair and Maintenance (Sundries) (47) (cleaning consumables etc). This is on track for the year.
- 5.8. £3,737.93 remains in the Repair and Maintenance (General) (48) budget. However, this is due to staffing capacity rather than a lack of matters which require addressing and it is expected this will be spent very quickly now the new caretaker is in post. The centre is now 5 years old, and more repairs will be required. Councillors should

consider a more generous budget in future years to ensure the condition of the building does not deteriorate and reactive maintenance can be undertaken.

- 5.9. £667.94 remains in the Service (49) budget. This covers the costs for servicing the alarm and CCTV which falls in Q3.
- 5.10. Utilities (52, 53, 54) are difficult to forecast due to the variables involved such as the weather and centre usage as well as fluctuations to pricing. Generally speaking, the position against budget is in-line with the time of year.
- 5.11. Costs relating to Waste Collection (55/56) are higher than expected and forecasts indicated that the budget will be overspent. Officers are working on an alternative to the current provision to reduce the overspend.
- 5.12. The Meeting Room Loop (213) project has not been taken forward yet due to other works being required in the room.

## **6. CIVIC**

- 6.1. Spend for Remembrance (57/58) in this cost centre will be in Q3 due to the timing of the event. No money has been spent on Civic Events (59).
- 6.2. The complete budget for the cost centre, of £2,481, remains unspent at the end of August 2023

## **7. CIVIC SPACE**

- 7.1. The Decorative Light Repairs (60) have not been required and the full budget remains. However, repairs are usually result of harsh weather and any repairs are expected to be later in the financial year. The Capital Monies (61) for the lights will accrue monthly and be drawn down at the end of the financial year.
- 7.2. The pads on the towns Defibrilators (64) were replaced in the Summer and will be invoiced in due course.
- 7.3. Monies for contributions to the Isle of Wight Council for the maintenance at Ferncliff Gardens (66) is usually invoiced in Q4.
- 7.4. The Monies allocated for Green Towns (67) has been paid.
- 7.5. Grass Cutting in Los Altos (70) is forecasted to be as budgeted.
- 7.6. No monies have been drawn down from this year's Town Improvement (73) and £2,500 remains in the budget. £2,420 will be bought forward from last years unspent monies for the Station Defib project which was approved last year but not yet completed.
- 7.7. The invoice for watering the Hanging baskets (69) is expected at the end of September. The watering is expected to cost less than budgeted due to the unseasonable summer weather and a small saving of £223.09 was made on Planting/Installing the hanging baskets (68). However, the installation and removal costs, could not be accurately budgeted due to Island Roads Quotation terms and an overspend is expected in this area.

- 7.8. £3,688.80 has been received from the insurance company to replace the flag poles at the Esplanade War Memorial. These works are due to take place in September and expected to cost £3938.80. The difference is insurance excess. This will leave £250 in the budget for reactive maintenance.
- 7.9. The full budget of £500 for maintenance to the Animal Memorial remains unspent as the annual treatment of the wood was undertaken in-house.

## **8. COMMUNITY, GRANTS & EVENTS**

- 8.1. £606.40 remains in the budget for projects with Schools (76). The Coronation project was delivered slightly over budget. Therefore, £900 from the 2022/2023 unspent Mayors allowance was brought forward to cover the overspend and provide monies for events with schools throughout the rest of the year.
- 8.2. The monies allocated to support Carnival Association Events (77) such as the Regatta, has been paid.
- 8.3. £1,000 of unspent grant monies from 2022/2023 were brought forward to support the Christmas Funday. £1,000 remains in the Grants (78) budget for this year.
- 8.4. £15,000 has been spent on Youth Provision (79) as budgeted.

## **9. COUNCILLORS**

- 9.1. The Mayors Allowance (82) has not been spent at this stage.
- 9.2. A broad scope of Training (83) is included in IWALC membership. Therefore, no additional costs have been incurred.

## **10. SANDHAM GARDENS (GENERAL)**

- 10.1. No monies have been spent in relation to Drainage (84) at the site. However, the initial survey has recently been conducted and we expect to be invoiced shortly.
- 10.2. Spend on weeds treatment and mowing the spare ground has been minimal due to the unseasonal weather. However, there have been other maintenance works on site. £1,260 remains in budget and it is not expected this cost code will be overspent.
- 10.3. The costs relating to Lighting (89) on site are as expected with £1,590 remaining in budget to over the increased costs of the darker Autumn and Winter months.
- 10.4. £5,960 remains in the budget for Maintenance and Repair (90) at Sandham Grounds in Genera. Some monies will be required to repair fencing damaged due to vandalism and some monies may need to be vired to cover the unexpected repairs in the Children's Playground.
- 10.5. Installation of CCTV (98) has been delayed pending the decision regarding funding for the MUGA area.

## **11. SANDHAM GARDENS (MUGA)**

- 11.1. No monies have been spent in this area as a funding bid to replace the area has been submitted and the results will determine the future of this area.

## **12. SANDHAM GARDENS (SJP)**

- 12.1. £2,662 remains in the budget for Grass Cutting (93) it. Q3 and Q4 will see a significant reduction in the number of cuts required.
- 12.2. An overspend of around £600, is expected in relation to Inspections (94). This is due to unpredicted increases in the cost of both the annual inspection and Isle of Wight Council inspections.
- 12.3. An overspend is predicted in relation to Litter Picking (95) due to the resignation of the staff litter picker. This can be offset against the staffing costs of the position.
- 12.4. An overspend is also forecasted under Repair and Replacement (97) due to emergency repairs. Monies to cover this overspend will be vired from the general repair budget at the end of the quarter.
- 12.5. An increased maintenance and repair budget should be considered when setting the 2024/2025 budget as the costs for maintaining the park, combined with the aging of the equipment and surfaces, which is accelerated by the location, are increasing.

## **13. SANDHAM GARDENS (SKATE PARK)**

- 13.1. £1,662.52 remains in the Repair and Maintenance (99) budget. The majority of the repairs required have been made. However, some further repairs may be required following the annual ROSPA inspection. The costs are still to be scoped.

## **14. STAFF**

- 14.1. No expenses (101) have been claimed and the full budget of £1,252 remains. Similarly, there has been no requirement for a locum clerk (102) and the allocation of £1,000 remains unspent.
- 14.2. Spend on Salaries and on-costs (104 -106) are on target as does the training (107) and recruitment (216) budgets.
- 14.3. Six months of data is required before the position for this costs code can be forecasted due to changes to team.

## **15. TOILETS**

- 15.1. The Cleaning and Security (108) and the Repairs and Maintenance budget (110) are on target as budgeted for this year costs. £2,451 remains in the Testing and Service budget (112). Testing generally takes place in Q4 and is reduced in newly installed facilities. There is a slight overspend for Inspection (115) due to a greater increase in costs than predicted.
- 15.2. The monies budgeted for refurbishment of Yaverland (109) and Pier Street toilets (217) have not been drawn down.
- 15.3. Electricity costs (113) are forecast to exceed budget. However, there are ongoing discussions with the supplier regarding a metre issue at St John's. The age of the solar panels at Yaverland has also reduced their input.

- 15.4. Water (114) costs are higher than budgeted. It is believed that the water at Yaverland is again being used by companies for purposes other than it was intended. Further measures will need to be taken to address this.
- 15.5. The contactless system (211) is now generating an income and charges have been entered into the cashbook. Since charges are linked to usage these have not been budgeted. Overall, income of 5,055.07 has been generated.
- 15.6. There is an underspend of £1,361.60 against the monies allocated to pay the back dated Yaverland non-domestic rating. This is due to a partially successful challenge of the demand with the Isle of Wight Council. Officers continue to petition the Valuation Office Agency over the buildings status as a ratable property but it is a time consuming process.
- 15.7. Costs to support the opening of Pier Street Toilets through the season are forecast to exceed budget by approximately £2,500. Officers have successfully challenged a number of invoices regarding repairs to the facility to minimise this overspend.
- 15.8. The overall monies remaining in the budget once Capital allocations are removed is £38,559.20. The current spending does not indicate an overspend for the revenue costs for this cost centre though unexpected repairs or increased utilities costs could impact this.

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 31/08/2023)**

**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	237.27	434.73
4	Broadband and Telephone				175.00		175.00
5	County Association Memb				881.00		881.00
6	ICO Registration				44.00		44.00
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables				117.00	144.55	-27.55
9	ICT Repair and Maintenanc				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		342.00
13	ICT Email Hosting				444.00		444.00
14	ICT Adobe/Zoom/Survey M				1,116.00		1,116.00
15	ICT Antivirus				50.00		50.00
16	Insurance				6,897.00	2,246.41	4,650.59
17	Mayors Board				41.00		41.00
18	Office Equipment Service				79.00		79.00
19	Photocopier				596.00	291.59	304.41
20	Postage				119.00	24.00	95.00
21	Professional Fees (Sites)				1,500.00	755.00	745.00
22	Professional Fees Payroll				966.00	117.50	848.50
24	Professional Fees Plannin				2,500.00	2,768.00	-268.00
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	338.67	312.33
201	IWC Precept		531,299.00	531,299.00			
202	VAT Refund						
203	Grants						
204	Donations						
205	Bank Interest			5,206.24			5,206.24
207	Insurance Claim						
208	Misc Hire						
223	Recharges			5,300.00			5,300.00
224	Regeneration	5,000.00				5,000.00	
		<b>£5,000.00</b>	<b>531,299.00</b>	<b>£541,805.24</b>	<b>56,208.00</b>	<b>£30,334.23</b>	<b>41,380.01</b>

**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						
					<b>805.00</b>	<b>£416.78</b>	<b>388.22</b>

**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	7,303.69	8,726.31
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	949.92	1,050.08
222	Beach Maintenance and F	20,000.00				2,870.00	17,130.00
		<b>£20,000.00</b>			<b>53,470.00</b>	<b>£41,400.68</b>	<b>32,069.32</b>

**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	2,221.10	2,486.90

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 31/08/2023)**

**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	261.08	238.92
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	374.65	1,001.35
48 Repair and Maintenance (			5,000.00	1,262.07	3,737.93
49 Service Alarms/CCTV/Boil			951.00	283.06	667.94
50 Service Fire Extinguishers					
51 Signage			113.00	40.00	73.00
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	156.69	3,297.31
55 Waste Collection (General			1,866.00	1,149.33	716.67
56 Waste Collection (Sanitary			387.00	103.92	283.08
206 Room Hire		12,524.21			12,524.21
213 Meeting Room Loop	700.00		700.00		1,400.00
	<b>£700.00</b>	<b>£12,524.21</b>	<b>27,402.00</b>	<b>£9,259.55</b>	<b>31,366.66</b>

**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							
					<b>2,481.00</b>		<b>2,481.00</b>

**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		1,108.00
67 Green Towns					2,500.00	2,500.00	
68 Hanging Baskets Planting					1,500.00	1,276.91	223.09
69 Hanging Baskets Watering					8,000.00		8,000.00
70 Los Altos Grass Cut					6,065.00	2,100.20	3,964.80
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		4,188.80
75 War Memorial (Animal) Me					500.00		500.00
		<b>£2,420.00</b>		<b>£3,688.80</b>	<b>32,549.00</b>	<b>£5,877.11</b>	<b>32,780.69</b>

**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	
		<b>£1,900.00</b>			<b>19,000.00</b>	<b>£19,293.60</b>	<b>1,606.40</b>

**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 31/08/2023)**

**Cost Centre Name**

				1,500.00		1,500.00		
<b>SANDHAM GARDENS (GENERAL)</b>								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
84	Grounds Maintenance, Dr				1,665.00		1,665.00	
85	Grounds Maintenance, Gr				800.00	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	209.49	1,590.51	
90	Maintenance and Repair				6,000.00	40.00	5,960.00	
91	Signage (Sandham)				300.00		300.00	
98	CCTV				3,500.00		3,500.00	
209	Land Lease			2,500.00			2,500.00	
214	Lighting Repair							
					<b>£2,500.00</b>	<b>14,620.00</b>	<b>£344.49</b>	<b>16,775.51</b>
<b>SANDHAM GARDENS (MUGA)</b>								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
92	Replacement of MUGA - F				10,000.00		10,000.00	
215	Muga (Repair)	5,000.00			5,000.00		10,000.00	
		<b>£5,000.00</b>			<b>15,000.00</b>		<b>20,000.00</b>	
<b>SANDHAM GARDENS (SJP)</b>								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
93	Grounds Maintenance, Gr				4,262.00	1,600.00	2,662.00	
94	Inspections				1,147.00	472.00	675.00	
95	Litter Picking				3,469.00	2,650.00	819.00	
96	Playground Renewal Func				10,000.00		10,000.00	
97	Repair/replace (damage)				5,000.00	3,618.28	1,381.72	
					<b>23,878.00</b>	<b>£8,340.28</b>	<b>15,537.72</b>	
<b>SANDHAM GARDENS (SKATE PARK)</b>								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
99	Maintenance and Repair				6,660.00	4,997.48	1,662.52	
100	Replacement RESERVES				10,000.00		10,000.00	
					<b>16,660.00</b>	<b>£4,997.48</b>	<b>11,662.52</b>	
<b>STAFFING</b>								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
101	Expenses (Milage etc)				1,252.00		1,252.00	
102	Locum Clerk				1,000.00		1,000.00	
103	Professional Subscriptions				343.00		343.00	
104	Salaries				103,457.00	34,132.74	69,324.26	
105	Salaries - HMRC				8,706.00	8,011.79	694.21	
106	Salaries - Pension				29,025.00	5,143.34	23,881.66	
107	Training				1,166.00	581.00	585.00	
216	Recruitment				1,166.00		1,166.00	
					<b>146,115.00</b>	<b>£47,868.87</b>	<b>98,246.13</b>	
<b>TOILETS</b>								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			Budget	Actual	Budget	Actual	Budget	
108	Cleaning and Security, Cle				39,777.00	19,506.18	20,270.82	
109	Refurbishment				300,000.00		300,000.00	
110	Repair and Maintenance ,				9,347.00	3,990.41	5,356.59	
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 31/08/2023)**

**Cost Centre Name**

113 Utilities, Electric		3,995.00	1,928.58	2,066.42
114 Utilities, Water		1,101.00	1,477.11	-376.11
115 Inspection (inc. Legionella)		344.00	390.10	-46.10
116 Waste (Toilets)		1,455.00	197.65	1,257.35
211 WC Income	5,999.02		943.95	5,055.07
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	837.44	1,162.56
221 Pier Street (Refurbishmen		200,000.00		200,000.00
		<b>£6,015.32</b>	<b>576,730.00</b>	<b>£34,169.82</b>
				<b>548,575.50</b>
<b>NET TOTAL</b>		<b>£35,020.00</b>	<b>531,299.00</b>	<b>£566,533.57</b>
			<b>986,418.00</b>	<b>£202,302.89</b>
				<b>854,369.68</b>



## Town Clerks Report

**Date** 18 September 2023  
**Prepared by** Town Clerk

### **1. ADMINISTRATION**

- 1.1. Responding to External Auditors
- 1.2. Credit Control activities.
- 1.3. Regular Meeting with Isle of Wight Council Open Spaces Team
- 1.4. Back Office Support to Lake PC
- 1.5. Recruitment to Caretaker role.
- 1.6. Meeting with PCC Donna Jones – Bay Project.
- 1.7. Correspondence with Electricity provider regarding billing issues.
- 1.8. Securing £30k grant in partnership with Sandown Community Association.
- 1.9. Meeting with PSCO regarding incidents of anti-social behaviour.
- 1.10. Challenge to Auditors from Sandown Resident
- 1.11. Missing papers following Exercise of Public Rights.
- 1.12. Licensing Consultation.
- 1.13. Warm Spaces Grant audit.
- 1.14. FILCA qualification (RFO and Administrator)
- 1.15. Meeting with Southern Water (pumping station, possible briefing, water saving measures art Broadway)
- 1.16. Arrangements for Sandown Sprint Briefing.
- 1.17. Arrangements for Environment Agency Briefing

### **2. ADVERTS, PUBLICITY AND EVENTS**

- 2.1. Publication of 2023/2024 Q1 Transparency Data
- 2.2. Begin work on Remembrance Day.

### **3. BEACHES**

- 3.1. Arrangements for lifeguard base craned on and off the beach.
- 3.2. Beach litter pick board.
- 3.3. Lifeguard Issues.

### **4. BROADWAY CENTRE**

- 4.1. Continued cover for staff absences to facilitate bookings.
- 4.2. Interim cleaning arrangements due to staff absences
- 4.3. Carnival Evening Opening.
- 4.4. Groups returning to Centre.
- 4.5. Induction of New Caretaker
- 4.6. Painting of internal walls and out buildings.
- 4.7. LCWIP Consultation

### **5. CIVIC SPACE**

- 5.1. Memorial Flag Pole resolving insurance claim and organising replacement.
- 5.2. Meeting with new Environment Officer.
- 5.3. Island Roads Consultation
- 5.4. Joint Briefing Requested (Sandown and Lake) regarding Sandham Middle School Site.
- 5.5. Decorative lighting through season.
- 5.6. Bay Place Plan
- 5.7. Revetment Project

### **6. SANDHAM GROUNDS**

- 6.1. Ongoing insurance issue.
- 6.2. Repainting of Skate Ramps
- 6.3. Arranging on going inspection and repairs as required.
- 6.4. Annual ROSPA inspection and related actions.

## **7. TOILETS**

- 7.1. On-going issues with drainage at Yaverland.
- 7.2. Increased collection of monies at Eastern Gardens and St Johns.
- 7.3. Call-outs in response to user issues and vandalism.
- 7.4. Site visits for Changing Places tender
- 7.5. Processing of Changing Places tender responses.
- 7.6. Pier Street Toilets correspondence and issues.
- 7.7. Abuse of Staff and Contractors.
- 7.8. Local Media Coverage regarding Toilets – Eastern Gardens, Pier Street
- 7.9. Emergency repairs to viewing platform at Eastern Gardens site.
- 7.10. Possible costs works to old Eastern Gardens Toilets Site.





## Working Parties Update (Briefing Note)

**Date** 18 September 2023  
**Prepared by** Town Clerk

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

- 1.1. The working parties met in a joint meeting on 11 September 2023 at 10:00am
- 1.2. Present: Cllrs Ian Fletcher, Jenny Hicks, Heather Humby, Alex Lightfoot, Paddy Lightfoot and Ian Ward.  
  
Also in attendance: Richard Priest, Lorraine Ellis and Jennifer Armstrong
- 1.3. Members noted the procurement process for the Changing Places Project, at Eastern Gardens, and that there had been 5 expressions of interest, with subsequent site visits and submission of 3 tenders, in different formats, and correspondence with the Bay Regeneration Officer.
- 1.4. Members thanks the RFO for trying to anonymise the submissions and for provision of an evaluation matrix, consistent with previous processes.
- 1.5. Members noted that, further to Town Council meetings, that a grant of £30k had been secured for the project, with a target completion date of 31 March 2024.
- 1.6. Members noted that, if the project did not go forward, there would be costs to make good the existing site (including the viewing platform area), as well as investment in future use of the site.
- 1.7. Members thanked Cllrs Paddy Lightfoot and Ian Fletcher for being present when the electronic tenders were opened.
- 1.8. Members evaluated the alternative submissions and recommended that the preferred provider be the company that submitted the anonymised document Tender 1.
- 1.9. Members agreed that, due to the differences between the submissions the matter is best dealt with at Full Council on 18 September 2023, in confidential session. In addition, that due to the commercial sensitivity of the submissions and the difficulty in anonymising all of the documents within the timeframe, as well as other factors, that the papers would be circulated at the meeting and then collected.
- 1.10. Members thanked officers for continuing discussions with funders to try and secure additional funding.
- 1.11. Members noted potential virements within the existing budget to support the additional costs, as well as potentially phasing costs for Changing Places Work in 2023/24, and other required works in 2024/25.

- 1.12. Members also noted other accessibility projects, such as accessible beach mat, inclusive water-sports, and beach amenity provision, being developed in and around Eastern Gardens.
- 1.13. Members returned the documents, and agreed the recommendation (Points 1.8 to 1.12) go forward to the Town Council meeting on 18 September 2023, and be dealt with under confidential matters.
- 1.14. Members noted the funding secured for the Accessible Beach Mat, and once a decision is made regarding Changing Places Amenity, this can be taken forward by the working party.
- 1.15. Members noted that the potential costs for emergency works repairing the Viewing Platform at Eastern Gardens could be in the order of £10k.
- 1.16. Members noted the servicing and maintenance issues at Sandham Grounds, taking forward issues with equipment providers and subject to future funding application.
- 1.17. Members noted the procurement process regarding the reprovision of Toilets at Yaverland, and this would follow the decision regarding Changing Places project.
- 1.18. Members thanked officers for providing documentation, and securing grant, given capacity issues and recent urgent health & safety issues.
- 1.19. Members would reconvene further to the decision made at the Town Council meeting on 18 September 2023.
- 1.20. The Meeting closed at noon.

## **2. PUBLIC ENGAGEMENT AND COMMUNICATIONS WORKING PARTY MEETING**

- 2.1. The working parties met in a joint meeting on 11 September 2023 at 12:00 noon.
- 2.2. Present: Cllrs Frank Baldry, Ian Fletcher, Jenny Hicks, Heather Humby, Alex Lightfoot, Ian Ward, Alan Jones (Sandown Community Association) and Reverend Mark Williams (Christ Church).  
  
Also in attendance: Richard Priest, Lorraine Ellis and Jennifer Armstrong
- 2.3. Members welcomed Alan Jones, from Sandown Community Association, and Rev Mark Williams.
- 2.4. Alan Jones updated members on the successful application for £30k from South West Railway CCIF grant, with contact with Library and Railway in hand regarding placement of Information Panels.
- 2.5. Members also noted progress of Defib and Phone Box project at the Railway Station.
- 2.6. Members thanked Alan for the Guide, and members noted preparation for 2024 Guide with Town Council providing additional information in advance of 2025 elections, and link with Information Panel Project.
- 2.7. Members discussed phasing of Budget Public Consultation process for 2024/25, and noted that there would not be a Guide distribution before Spring 2024, and that the open days at Broadway centre were not well attended. Members would work on a draft questionnaire and try and use a QR code on posters for distribution to shops in the Town.

- 2.8. Members noted that the 2022/23 process secured a reasonable response, and was also a process to inform residents of the responsibilities of the Town Council.
- 2.9. Members discussed communication of the process and using local media to inform local residents.
- 2.10. Members noted that the replacement flagpole should be in place this week, and in time for Armistice and Remembrance Days.
- 2.11. Rev. Williams updated members on retirement of Rev Hall from St John's, and that he was working with officers on draft Service Sheet.
- 2.12. Members agreed for a small service on Armistice Day, with full service for Remembrance Sunday.
- 2.13. Members noted that Island Roads had been contacted regarding the Road Closure, Sandown & Shanklin Military Brass Band had confirmed attendance, and members agreed to work with local school on Remembrance Day project.
- 2.14. Members fed back on decorative lighting and summer events, and agreed for Christmas Lighting and Tree, subject to discussion with contractors, to be in place end of November/start of December and Carol Concert at Library to launch, mindful of health & safety considerations.
- 2.15. Members would meet once more details of Remembrance Sunday are available, and firm up plans for Town Council Xmas Shop Window competition.
- 2.16. Members discussed possible projects for 2024 and recognised the capacity issues, as well as resource implications.
- 2.17. Members discussed Cllr Brothers proposal for a Pride project in Sandown, and members noted all projects were inclusive and a significant project would have resource implications, and that if a Councillor developed a project with costings this could be considered as part of 2024/25 Budget Process.
- 2.18. Members noted recent Warm Spaces audit and potential of further funding, with work on application before end of September.
- 2.19. Meeting closed at 1.30pm





## SANDOWN TOWN COUNCIL

### MOTIONS WITH WRITTEN NOTICE

This form provides a template for members wishing to propose a motion with written notice.

This form is designed to help with the process of submitting a motion by ensuring all necessary matters have been considered. By working through this template and considering all sections, it is hoped that when the motion comes to council, all the information and other considerations have been dealt with so that the Council is placed to be able to make a decision rather than having to defer the matter, in order to provide missing information or to take advice.

Please complete each section, the boxes will expand with your text.

If you are unclear on some of the information please contact the Clerk, **at least a week** before the deadline, for information and/or advice. For most motions, you should have worked with the Clerk, or had discussions with other councillors or residents, well before this point.

It is not acceptable to make a request such as "Please add xxx to the next agenda". If you can't complete most of the boxes on this form then your activity or project isn't ready for a council meeting and needs to be discussed with others as detailed above. If in doubt, please ask.

### DEADLINE FOR SUBMITTING A MOTIONS WITH WRITTEN NOTICE

All motions for consideration at a Council or Committee meeting must be in writing (see [Standing Orders section 20](#)) with the finished wording and this completed template along with any additional accompanying documents, submitted to the Clerk **no later than 7pm on the Monday two-weeks prior** to the meeting.

### WORDING FOR AGENDA

Please enter the proposed wording to appear on the Agenda. Remember to make it clear what you are asking your fellow councillors to do at the meeting. "To consider...", "To approve...", "To note...", "To review...". The wording should be as concise as possible, and statements should be avoided. It should be clear to both councillors and public what is being proposed.

To appoint a town councilor as Heritage Champion
--

## LEGAL POWER

Does the Council has power to undertake the activity, control of the activity or asset. (ask the Clerk if you don't know)

Yes	
Tourism	LGA 1972, s144
Recreation	Open Spaces Act 1906, s9-10, LG (Miscellaneous Provisions) Act 1976, s19
Free Resource Power	LGA 1972, section 137
Entertainment/Arts	LGA 1972, section 145

## BACKGROUND INFORMATION:

**Give any details councillors need in order to make an informed decision** about your motion. This might be why the motion is being brought, an outline of the benefits and implications, what resources it will need, who will lead the activity, what other organisations might be involved. Initially there should be just a few short paragraphs. This will not be included on the agenda proper but used as a supporting document.

<p>The Sandown Conservation Management Plan (SCAMP) has recently been published by the Isle of Wight Council (IWC). The plan has a number of action that need the support of both the IWC and Sandown Town Council (STC) to be delivered in a timely manner. STC need to take a number of actions to support the SCAMP if it is to have any meaning. This includes (but may not be exhaustive):</p> <ul style="list-style-type: none"><li>• Develop a relationship with the responsible Cllrs/ Officers at the IWC to make a plan of action and defined delivery objectives;</li><li>• raise the profile of the SCAMP within the designated zone.</li><li>• be the point of contact in Sandown for residents and businesses within the conservation zone;</li><li>• be the eyes and ears on the ground for works / development that conflict with the SCAMP</li></ul>
---

## SUPPORTING DOCUMENTS:

**Give a list here of documents you are sending** to the Clerk with this form, to be sent out with meeting papers in support of the motion. These might include a more detailed proposal, a project plan, consultation/research results, quotes or brochures from potential suppliers.

The SCAMP is a published document.
------------------------------------

## COSTS:

Summary of any costs associated with the decision you are asking the council to make. These might only be outline costs with a recommendation to seek quotes. Remember to include in your list indirect costs such as officer time, VAT or delivery/installation charges.

<i>Item</i>
Nil

**BUDGET:**

Write here the **budget line(s) to be used for the expenditure**, also details such as which financial year the expenditure is expected, where the money will come from if there's not enough budget allocated (you might also be asking for a decision to vire money from another budget line, or look for external funding).

N/A

**ACCESSIBILITY / INCLUSIVITY.**

Describe here how your proposal will be accessible and inclusive to all residents. If not why not, or what other actions could be taken to mitigate that.

N/A

**RESOLUTION:**

Finally, **write here the resolution you want** from the meeting, so: "to resolve that...."

Eg: "...the policy be adopted", "...the quotes be sought", "...option x/y or z be accepted", "...the project move to public consultation". This will be the extent of action that can be taken without another motion being brought to a later council meeting for further consideration. This will also appear on the agenda.

The resolve that Cllr "X" is the Sandown Town Council nominated Heritage Champion

**CLLR PROPOSING MOTION:**

Paddy Lightfoot

**DATE:**

3/9/23

Please send the completed document to the clerk within the required timelines.