



SANDOWN TOWN COUNCIL – AGENDA – 15 MAY 2023

You are hereby summoned to the Annual General Meeting of Sandown Town Council to be held on **MONDAY, 15 MAY 2023** at Main Hall, The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG at **7.00 pm** for the transaction of the business set out in the agenda below:

Town Clerk: Richard Priest

Dated: 5 May 2023

PUBLIC ACCESS

Attendees are encouraged to undertake a lateral flow test prior to attending the meeting. While there is no legal requirement to self-isolate, if you are unwell, please do not attend the meeting as other attendees could be vulnerable.

COUNCILLORS' SURGERY

The informal Councillors' Surgeries held prior to this meeting of the Town Council, will commence at 6:45 pm in the Broadway Centre. All electors are welcome to attend this informal session to meet those Town Council and Isle of Wight Council Ward councillors attending to discuss personally any local item of concern. No matters can be put forward to the agenda below unless previously notified to the Clerk but may be considered for future meetings.

AGENDA

PUBLIC QUESTION TIME

15 minutes are available for members of the public to speak on matters relating to the agenda.

Members' of the public at the invitation of the Chairman are entitled to speak once on issues affecting the Town for no longer than 3 minutes. If more than one person wishes to speak on the same topic, they should nominate one person to speak on their behalf. Any questions asked shall not require a response or debate. The Chairman has the right to decide if a question or statement is inappropriate & will not be accepted. All persons present will act respectfully towards every other person present or they will be excluded. Members of the public are respectfully asked to remain silent on commencement of the meeting & throughout.

1. APOLOGIES

To receive any apologies for absence

2. TO ELECT A TOWN MAYOR

3. TO RECEIVE THE TOWN MAYORS' DECLARATION OF ACCEPTANCE OF OFFICE

- 4. TO ELECT A DEPUTY MAYOR**
- 5. TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE**
- 6. DECLARATIONS OF INTERESTS**
 1. To receive any declarations of pecuniary and non -pecuniary interests
 2. To receive and consider granting any written requests for dispensations.
- 7. MINUTES OF THE LAST MEETING**

To approve the minutes of the meeting held on 20 March 2023 (Paper A)
- 8. HR COMMITTEE**
 - (a) Terms of Reference (Paper B)
 - (b) Membership
- 9. REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS. (Paper C)**
- 10. REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES (Paper D)**
 - (a) Absence and Sickness Policy
 - (b) CCTV Policy
 - (c) Complaints Procedure
 - (d) Communications Policy
 - (e) Dignity at Work – Bullying and Harassment
 - (f) Disciplinary Policy
 - (g) Document Retention Policy
 - (h) Equality and Diversity Policy
 - (i) GDPR Policy
 - (j) Grant Award Policy
 - (k) Grievance Procedure
 - (l) Health and Safety Policy
 - (m) Lone Worker Policy
 - (n) Publication Schedule -Freedom of Information
 - (o) Recording Policy
 - (p) Redundancy Policy
 - (q) Staff Recruitment and Retention
 - (r) Training and Development Policy

- (s) Vexatious Complaints Policy
- (t) Volunteer Policy

11. REVIEW OF THE COUNCIL'S APPOINTMENTS AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- (a) County Association
- (b) Revetment Working Party
- (c) South Wight Health and Wellbeing Board
- (d) Any other bodies

12. FINANCES

2022/2023

1. To approve the Payments and Receipts lists as presented for March 2023 (Paper E)
2. To receive and note the verified bank reconciliations for March 2023 (Paper F)
3. To receive and note the expenditure against budget through March 2023 (Paper G)
4. To receive and approve the year-end report for the period ending 31 March 2022 (Paper H)

Annual Accounts

5. To confirm any conflicts of interest with BDO and the council.
6. To receive report and note the Internal Auditors report for the period ending 31 March 2023 (Paper I – To Follow)
7. To receive approve the 2022/2023 Annual Governance Statements and confirm dates for exercise of public rights. (Paper J)
8. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment. (Paper K)
9. To receive approve the 2022/2023 Accounting Statements (Paper L).

2023/2024

10. To approve the Payments and Receipts lists as presented for April 2023 (Paper M)
11. To receive and note the verified bank reconciliations for April 2023 (Paper N)
12. To receive and note the expenditure against budget through April 2023 (Paper O)

13. TOWN CLERK REPORT

To consider the report from the Clerk (Paper P)

14. WORKING PARTIES

To consider the update from the working parties (Paper Q)

15. TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

To consider any environmental issues raised by the Isle of Wight Council, Environment Agency or other statutory body.

16. TO RECEIVE ANY PLANNING MATTERS

To consider any relevant planning applications.

17. TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

To consider reports from councillors.

18. EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution 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 numbers 19, 20 and 21 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 7, and 14 as defined in paragraphs 7, 9 and 10, 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.

19. STAFFING MATTERS

To consider staffing matters

20. UPDATE ON PIER STREET TOILETS

To receive a update on Pier Street toilets.

21. YAVERLAND TOILETS

To receive a update on Yaverland toilets business rates.

PUBLIC QUESTION TIME

10 minutes are available for members of the public to speak on any matters relating to town business. Any written questions received and not considered in the earlier session will be prioritised.