



## **SANDOWN TOWN COUNCIL – MEETING MINUTES – 9 MAY 2022**

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 9 MAY 2022** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

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

**Also Present:** PA to Councillor Brothers, Richard Priest (Clerk), Jennifer Armstrong (RFO).

### **PUBLIC QUESTIONS:**

Mr Bob Blezzard requested that the planning application in relation to the Cygnet Hotel be considered under planning matters. The clerk advised it was on the list of applications to be discussed.

Mr Blezzard also asked that a named vote be taken for the election of the chairman.

Mr Alan Jones provided a update on the delivery of the Sandown Guide, advising 4,000 copies had been distributed and thanked Cllrs Baldry, Betts, Ward and clerks for their help doing so. The Mayor responded with thanks for Mr Jones for producing the guide.

Mr Stephen Parkes requested an update on the status of the public toilets and asked about the Nolan principles. The mayor responded where it was felt councillors were not adhering to the principles, reporting would be through the monitoring officer.

### **1-2022/2023 APOLOGIES**

No apologies were received.

### **2-2022/2023 POINT OF ORDER**

Cllr Brothers raised a point of order in relation to the election of chair, requesting that as Cllr Paddy Lightfoot was seeking re-election that he vacates the chair to Cllr Humby as Deputy Mayor for the election so the chair could not use the chairman's casting vote to vote for themselves.

Cllr Paddy Lightfoot responded that, as Cllr Brothers had been advised in response to her emailed request of the same, the standing orders (16.1.5) stated the chairman of the council remained as such until a new chairman was elected and (16.1.8/22.2) that the current chairman had a right to both an original vote and a casting vote.

The clerk clarified that the process for nominations and voting and highlighted standing order 23.1 which provided for the chairman to use a casting vote in the event of a tie in the election of chair.

### **3-2022/2023 TO ELECT A TOWN MAYOR**

Cllr Brothers nominated Cllr Debbie Andre as Mayor and Cllr Andre accepted. Cllr Humby seconded the nomination.

Cllr Baldry nominated Cllr Paddy Lightfoot as Mayor and Cllr Paddy Lightfoot accepted. Cllr Wilcock seconded the nomination.

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

#### For Cllr Debbie Andre (6)

Cllrs Debbie Andre, Sue Betts, Emily Brothers, Jenny Hicks, Heather Humby, Robert May.

#### For Cllr Paddy Lightfoot (7)

Cllrs Frank Baldry, Ian Fletcher, Alex Lightfoot, Paddy Lightfoot, Ian Ward, Toby Wilcock.  
Casting Vote: Paddy Lightfoot.

#### Abstentions (0)

Cllr Paddy Lightfoot was duly elected and stayed in the chair

#### RESOLVED:

THAT Cllr Paddy Lightfoot be elected as Mayor of Sandown Town Council.

### **4-2022/2023 TO RECEIVE THE TOWN MAYORS' DECLARATION OF OFFICE**

Cllr Paddy Lightfoot's Declaration of Acceptance of Office of Mayor was received.

### **5-2022/2023 TO ELECT A DEPUTY MAYOR**

Cllr Betts nominated Cllr Heather Humby as Deputy Mayor. Cllr Humby declined the nomination.

Cllr Brothers nominated Cllr Debbie Andre as Deputy Mayor and Cllr Andre accepted. Cllr Humby seconded the nomination.

Cllr Fletcher nominated Cllr Alex Lightfoot as Deputy Mayor who accepted the nomination. Cllr Ward seconded the nomination.

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

#### For Cllr Debbie Andre (6)

Cllrs Debbie Andre, Sue Betts, Emily Brothers, Jenny Hicks, Heather Humby, Robert May.

For Cllr Alex Lightfoot (7)

Cllrs Frank Baldry, Ian Fletcher, Alex Lightfoot, Paddy Lightfoot, Ian Ward, Toby Wilcock.  
Casting Vote: Paddy Lightfoot.

Abstentions (0)

RESOLVED:

THAT Cllr Alex Lightfoot was duly elected as Deputy Mayor.

**6-2022/2023 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE**

Cllr Alex Lightfoot's Declaration of Acceptance of Office of Deputy Mayor was received.

**7-2022/2023 DECLARATIONS OF INTERESTS**

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

Cllr Sue Betts declared an pecuniary interest in 12(12) of the agenda relating to a grant application from Blue Seas Protection and advised that her employment as recorded on the register of interest held on file required updating. Clerks advised registers would be circulated to all councillors for updating in due course as it was a new council year.

Cllrs Debbie Andre and Ian Ward declared interests as members of the Isle of Wight Council.

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

No requests for written dispensations had been received.

**8-2022/2023 MINUTES OF THE LAST MEETING**

Cllr Brothers proposed and amendment to item 90-2021/2022, that 100% of the councils contribution to the Sandown Community Association guide would be returned if it did not progress to a second issue. This was not the recollection of other members, and the amendment was not seconded.

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

For (9), Against (2), Abstentions (1).

RESOLVED:

THAT the minutes of the meeting held on 14 March 2022 be approved as a true record.

**9-2022/2023 HR COMMITTEE**

A motion was moved to defer the approval of the HR Committee's terms of reference and appointment of the membership of the committee as there was an ongoing HR issue.

Clarification was provided that the membership of the HR committee would remain the same until that time.

The proposal was duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (12), Against (0), Abstentions (0).

**RESOLVED:**

THAT the appointment of members to the HR committee and the approval of the committee's terms of reference be deferred until all open HR issues had been resolved.

**10-2022/2023 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS.**

Members were advised the Standing Orders and Financial Regulations had been revised to ensure any references within the documents were correct, to reflect the changes to procurement thresholds and legislation and to gender neutralise the document.

A number of amendments were proposed to the standing orders:

- 7.4 The removal of the reference to "Him".
- 9.9 Add "That this councils practice is to require members to verbally confirm their votes.
- 13.7 That the provision be removed.
- 15.9 In event of chair being nominated, chair is ceded to deputy.
- 18.3 This is a duplicated provision.
- 20.6 That the Chairman be given the final say if motions were to be included on an agenda.
- 25.4(vii) That the provision be bought in line with those relating to hard copy tender submissions, namely that they be opened in the presence of at least one councillor and that this be facilitated via the creation of an email address specifically for this purpose.
- 27.2 That the provision be deleted as it did not apply to Sandown Town Council (clarification was provided it was struck through for this purpose)

It was suggested, provision 13.7, was to improve the accuracy of the minutes. In addition, advanced notice of motions and amendments, allowed clarity on the legal position and other relevant information to be provided before a decision was made.

A number of the proposed amendments related to standing orders related to the legal requirements and as such it was recommended by NALC that these provisions not be altered though they could be gender neutralised or added to as long as the additional wording did not negate the original provision.

A proposal was then made and duly seconded, that the proposed amendments be circulated to allow for their review so clarification on the legal position and any other

relevant information be provided to inform the decision. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (10), Against (1), Abstentions (1).

**RESOLVED:**

THAT the approval of the standing orders and financial regulations be deferred to the next meeting to allow for the proposed amendments to be circulated and any relevant advice provided.

**11-2022/2023 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

A proposal was received to refer the policies relating to the staffing matters to the HR committee for review and approve the non-staffing related policies en bloc, which was duly seconded. It was suggested the reviews be undertaken within three months but this was not supported. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (10), Against (1), Abstentions (1).

**RESOLVED:**

- (i) THAT the following policies be approved en bloc
  - (b) CCTV Policy
  - (d) Communications Policy

- (g) Document Retention Policy
  - (i) GDPR Policy
  - (j) Grant Award Policy
  - (n) Publication Schedule -Freedom of Information
  - (o) Recording Policy
- (ii) THAT the following policies be referred to the HR Committee for review:
- (a) Absence and Sickness Policy
  - (c) Complaints Procedure
  - (e) Dignity at Work – Bullying and Harassment
  - (f) Disciplinary Policy
  - (h) Equality and Diversity Policy
  - (k) Grievance Procedure
  - (l) Health and Safety Policy
  - (m) Lone Worker Policy
  - (p) Redundancy Policy
  - (q) Staff Recruitment and Retention
  - (r) Training and Development Policy
  - (s) Vexatious Complaints Policy
  - (t) Volunteer Policy

**12-2022/2023 REVIEW OF THE COUNCIL’S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

Members came forward to represent the council on a number of outside bodies as follows:

- (a) Isle of Wight Association of Local Councils – Cllrs Brothers and Humby
- (b) Revetment Working Party – Cllrs Humby, Alex Lightfoot and Ian Ward
- (c) South Wight Health and Wellbeing Board – Cllrs Betts, Hicks and Humby.

**13-2022/2023 FINANCES**

**2021/2022**

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

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

For (10), Against (1), Abstentions (1).

**RESOLVED:**

THAT the payments and receipts for March 2022 be approved.

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

The verified bank reconciliations for March 2022 were noted.

3. To receive and note the expenditure against budget through 31 March 2022

Members sought clarification regarding the following (which the Responsible Financial Officer provided):

- the underspend in regard to the Chronicle when £1,000 had been agreed towards a hard copy publication. The £1,000 was a 2022/2023 budget item and the spending in the report related to the archiving of the original Chronicles and;
- the overspend relating to Grants. This was the result of monies which were being received late in the 2020/2021 financial year and not being passported until the 2021/2022 financial year.

The expenditure against budget through March 2022 was noted.

4. To receive and approve the year-end report for the period ending 31 March 2022

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

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the year-end report for the period ending 31 March 2022 be approved.

Annual Accounts

5. To receive report and note the Internal Auditors report for the period ending 31 March 2022

The Internal Auditors report for 2021/2022 was noted.

6. To receive approve the 2021/2022 Accounting Statements

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

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the year-end report for the period ending 31 March 2022 be approved.

7. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment.

Members were advised that where the purchase price of an asset a nominal value to £1.00 was applied. In addition, normal accounting treatments of depreciating assets were did not apply as outlined in Joint Panel on Accountability and Governance (JPAG) guidance.

The council's asset register as of 31 March 202 Internal Auditors report for 2021/2022 was noted.

8. To receive approve the 2021/2022 Annual Governance Statements and confirm dates for exercise of public rights.

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

For (12), Against (0), Abstentions (0).

RESOLVED:

THAT the Annual Governance Statements 2021/2022 be approved and the dates for exercise of public rights for the year-ending 31 March 2022 be confirmed.

**2022/2023**

9. To approve the Payments and Receipts lists as presented for April 2022.

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

For (10), Against (1), Abstentions (1).

RESOLVED:

THAT the payments and receipts for April 2022 be approved.

10. To receive and note the verified bank reconciliations for April 2022

The verified bank reconciliations for April 2022 were noted.

11. To receive and note the expenditure against budget through April 2022

The the expenditure against budget through April 2022 was noted.

12. To consider the grant application from Blue Seas Protection

Cllr Sue Betts left the room.

A vote was taken regarding receiving a brief presentation from members of Blue Seas Protection. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8), Against (3), Abstentions (0).

RESOLVED:

THAT the presentation from Blue Seas Protection be received.

Following the presentation from two members of the organisation, consideration was given to a grant application received. Members asked a number of questions including:

- if the events would go ahead without the grant; they were advised it may not but if it did would be smaller in scale.

- If Blue Seas had the vehicles/vessels required for the proposed events to which it was confirmed they did.

Members were concerned it was unclear how much funding was sought and noted a grant for £3,500 had been received from Morrisons for the project. Further concerns were raised that Susan Betts, the organisations secretary was not listed as such on the charity commissions website. Other points discussed included if residents would notice if the activities didn't take place and the lack of accounting records provided to support the application.

The Public Realm (Assets) working party had considered the proposal and it was their recommendation that council refuse the application.

A proposal to refuse the application was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (0), Abstentions (0).

RESOLVED:

THAT the grant application from Blue Seas Protection be rejected.

13. Insurance cover.

Cllr Betts returned to the meeting.

The RFO advised council that the same insurance company had been used for several years. While insurance was a delegated function support to seek quotations from alternative providers to see if better value could be achieved was sought and received.

14. Southern Water Community Funding Projects.

The clerk presented an outline from the Public Realm (Assets) working party regarding spending the monies as reported in 1.15 of the Working Party briefing note. Full details of the £5,000 for a youth project were not yet available and therefore it was not suggested that this aspect of the proposal be committed to at this time.

Confirmation was provided that the painting of the pumping station was not linked to the community funding monies but works did need to tie in with the installation of the toilets on the adjacent site.

A proposal to approve the other items was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (0), Abstentions (1).

**RESOLVED:**

THAT the community funding from Southern Water be allocated as follows with £5,000 retained for a possible match funded Youth Project:

- £1,500 Walkie-talkies for concessionaires
- £1,500 A boards for litter picks
- £1,500 Defibrillator at the west end of town.
- £500 Educational Materials

**14-2022/2023 MOTION WITHOUT NOTICE**

A proposal to extend the meeting by 30 minutes as provided by standing order 9.1.3(i) was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (1), Abstentions (0).

**RESOLVED:**

THAT the meeting be extended by 30 minutes.

**15-2022/2023 WORKING PARTIES (Paper Q)**

Members considered the report outlining the recent work of the working parties. Discussion included:

Events working party:

- The Sandown Community Association hard copy guide - Cllr Brothers suggested that the council's content in the guide was wooden, bureaucratic and the pictures selected dull and questioned why the content had been approved. Clarification was provided that since no copy had come forward from the working group, staff had created content from the website in a very limited time.
- Cllr Brothers advised she would no longer serve on any working parties. There was a short debate regarding committees; however members were advised there had been over 20 working party meetings which, had they of been committee meetings could not have been resourced.

A proposal in line with the recommendation regarding Facebook in the report was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (1), Abstentions (0).

**RESOLVED:**

- (i) THAT Facebook be used for the dissemination of information only, including the publication of agendas, details of meetings, minutes and press releases from 2022-2023.

(ii) THAT commenting be turned off.

A further proposal supporting then recommendation in the report relating to the audio facilities in the main hall as outlined in the report was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (1), Abstentions (0).

**RESOLVED:**

THAT pricing for a conference system for the main hall with 15 free standing wireless microphones and a suitable hearing loop be obtained.

Members were then asked which working parties if any they wished to be a member of and were appointed as follows:

- (a) Public Realm (Assets) – Cllrs Heather Humby, Alex Lightfoot and Ian Ward.
- (b) Public Realm (Projects) – Cllrs Ian Fletcher, Heather Humby, Jenny Hicks and Alex Lightfoot.
- (c) Events – Cllrs Frank Baldry, Ian Fletcher, Jenny Hicks and Heather Humby.
- (d) Engagement and Communication – Cllrs Frank Baldry, Alex Lightfoot, Ian Ward and Toby Wilcock

**16-2022/2023 2022/2023 MEETING DATES**

The following meeting dates were noted:

- 18 July 2022.
- 19 September 2022
- 21 November 2022
- 6 February 2023
- 20 March 2023
- 15 May 2023 (Annual Meeting)

**17-2022/2023 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED**

No environmental issues had been received.

**18-2022/2023 TO RECEIVE ANY PLANNING MATTERS**

The following planning application were considered.

**Reference**

**Address**

[22/00591/FU](#)

Land At Sandown Beach, East Of Beach Huts, Esplanade.

No discussion took place regarding the application as it had been submitted by the council in order to provide a base for the beach safety service.

[22/00369/FUL](#) Cygnet Hotel, 58 Carter Street, PO36 8DQ

Members were reminded that they had been notified of the application via email when it was first publicised. The outline of the details were read out with background being provided that the application was original bought forward 5 years ago but the owner had tried to keep the business going, including providing stage 1 homelessness support for seven individuals, but could no longer continue. It was noted the proposed accommodation was in line with other developments in the area. Comments made include the risk the site would become derelict if the change of use was not agreed.

A proposal that a neutral comment, suggesting the council did not object if the concerns raised by other agencies were addressed as made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (10), Against (0), Abstentions (1) (Cllr Andre did not vote as development was in her ward).

**RESOLVED:**

THAT the clerk submit a comment with a neutral position suggesting that concerns raised would need to be addressed.

[22/00240/HOU](#) 2 Castle Mews, George Street, PO36 8JB (No Comments)

**19-2022/2023 MOTION WITHOUT NOTICE**

A proposal according to Standing Order 9.1.3(iii), to convene an additional meeting in two weeks time from the date of the meeting, to discuss the outstanding business on the agenda was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (1), Abstentions (0).

**RESOLVED:**

THAT an additional meeting be convened in two weeks' time to discuss the outstanding business on the agenda namely items 17-19-2022/2023.

**RECONVENED MEETING**

Minutes of the Meeting of Sandown Town Council begun on Monday, 9 May 2022 reconvened on **MONDAY, 23 MAY 2022** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

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

**Also Present:** PA to Councillor Brothers, Richard Priest (Clerk), Jennifer Armstrong (RFO).

## **20-2022/2023**

### **1. The Town Clerk**

Members considered the briefing note outlining the work of the clerk. A verbal update was also provided. Key points included:

- A request to support a night walk for charity by opening the Yaverland toilets overnight has been received. Council had previously been supportive of the event and arrangements were being made.
- Following the proposal to review various policies and procedures, work had begun to evaluate the implications in terms of human resources and budget.
- A royal visit involving the children, who had designed the flag and mugs as part of the jubilee celebrations, and nominees for the queens voluntary award.
- Comments had been received from user groups regarding the microphone and loop system. Consideration would need to be given to the cost implications of providing additional equipment and any technical support on the hire costs, especially as many groups were subsidised.
- A survey had been conducted on the flag poles on the esplanade and they had been found to be unsafe. Works would be undertaken to remove them. Clarification was provided this did not include the newly installed poles at the war memorial.

A suggestion was made that the award for Sandown was “qualified” in relation to water quality. Members were advised officers had not been advised of this. It was also highlighted that the water quality in the bay, based on the current sampling regime, was currently rated as excellent. Comments were also made in relation to various initiatives relating to Southern Water being included in the press release regarding the Blue Flag. Council was reminded that at the time the application was submitted the funding from Southern Water had not come forward and the application had been made on the basis of existing provisions.

### **2. Town Councillors**

Cllr Andre informed members there were some issues with the public dispersal areas in Sandown which could impact on police enforcement during the summer season. The signage in place was not compliant with new legislation relating to PSPOs. The relevant department at the Isle of Wight Council had been asked to replace the signage as a matter of urgency. Cllr Andre would also be walking the ward with the local PCSO team to explore antisocial behaviour issues.

Cllr Andre also raised the issue of a Neighbourhood Plan and highlighted the deadlines in relation to funding available to support such an initiative. Cllr Andre would work with clerks to bring forward a report at the July 2022 meeting regarding Sandown Town Council submitting an expression of interest in relation to a neighbourhood plan .

Finally, Cllr Andre advised a Youth Forum meeting had taken place attended by around 20 young people and the new Youth MP with positive comments regarding youth activities addressing antisocial behaviour among young people.

Cllr Humby provided a brief updated on her activities; the library surgeries had been quiet with most issues raised being unitary authority matters.

Cllr Fletcher advised members that the arrangements for the Jubilee Picnic at Browns were progressing well.

Cllr Hicks raised concerns regarding litter and other anti-social behaviour at alcoves in Battery Gardens alcoves possibly linked to the use of the site by a homeless person. Members were updated on the Isle of Wight Councils actions in relation to the situation by the ward member and advised the situation was being managed as best as possible.

Cllr Ward provided an update on the court case relating to the enforcement notice served on the Ocean Hotel and advised that a date for hearing had been set despite the owners failure to attend the proceedings. Thanks were also extended to the Sandown Community Association and the Green Towns Volunteers for organising a protest prior at the court.

Cllr Paddy Lightfoot advised members that the Isle of Wight Council Cabinet had postponed the decision relating to the use of the land for the Eastern Garden toilets to the July meeting of Cabinet. This would delay works as arrangements for work to be started could not begin until the necessary permissions were in place.

Members also noted that it was unlikely there would be provision for toilets at Pier Street through the season as the Isle of Wight Council had not made one and the sale had not yet gone through. It was also unclear if the new owner had planned to make provision. Sandown Town Council had not made budget provision for toilets but members were asked to bring forward any suggestions prior to the July 2022 meeting.

A meeting had been arranged with the Bay's resilience officer and Wight Water to discuss the provision of youth activities using the community funding from Southern Water for Friday, 27 May 2022. An extraordinary meeting may need to be held to finalise the spending once the details of the project had been finalised.

### 3. Outside Bodies

Cllr Brothers provided an update on the recent meeting of Sandown Forum.

Cllr Humby provided an oral report in relation to the South Wight Health and Wellbeing Board including an update on the settlement of Ukrainian refugees on the Island. Complaints regarding the lack of NHS dentists and access to doctors would also be taken forward.

### **21-2022/2023 EXCLUSION OF PUBLIC AND PRESS**

Following a typing error being highlighted a proposal was received to amend the motion to exclude public and press to refer to Item 19 on the agenda – Staffing Matters. The proposal was duly seconded and councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (2), Abstentions (0).

RESOLVED:

THAT the proposed motion relating to the exclusion of public and press be amended to reflect the correct agenda number, namely Item 19: Staffing Matters.

A further proposal was made to exclude the public and press and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (0), Abstentions (0).

RESOLVED:

THAT under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 19-2022/2023 (Staffing Matters) on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**22-2022/2023 STAFFING MATTERS**

The clerk circulated a copy of his appraisal and advised members that while it was not normal practice for Full Council to consider an officer's appraisals due to the issues highlighted, it was right and proper and that there may be cost implications. The clerk and the RFO then left the room. Members considered the document, and the Chairman was asked to seek legal advice in relation to HR and Reasonable Adjustment matters raised to inform further discussion.

**PUBLIC QUESTION TIME** – No members of the public attended the reconvened meeting nor had any written questions been received.





## Proposed Amendments to Standing Orders (Briefing Note)

**Date** 18 July 2022  
**Prepared by** Town Clerk

### 1. BACKGROUND

- 1.1. Cllr Emily Brothers proposed a number of amendments to the standing orders when they were considered at the meeting of full council held on 9 May 2022.
- 1.2. The item was deferred to allow for the full list of amendments to be circulated and reviewed against legislation and other guidance documents.
- 1.3. The clerks received the list on Saturday, 2 July 2022. Cllr Debbie Andre submitted additional amendments on Sunday, 3 July 2022.
- 1.4. Both sets of amendments have been combined and addressed hereafter.
- 1.5. The standing orders presented on the 9 May 2022 were NALC (National Association of Local Council) model standing orders and as such they have been prepared by a team of experts on behalf of the National Association of Local Councils. They have been amended where required by clerks but were not written by clerks.
- 1.6. Provisions in “bold” in the model standing orders contain legal and statutory requirements and NALC recommends they are not amended.
- 1.7. Where a recommendation has been made to seek advise there may be cost implications to the council.

### 2. PROPOSED AMENDMENTS

- 2.1. Standing Order 1.2:

Proposed amendment: after “agenda” insert “and associated papers.”

*Response: This provision is in bold and therefore should not be amended. An additional bullet could be included to provide for the circulation of papers. As it stands there is no provision in law for late papers but no requirement for local councils to circulate according to particular timescales either. A prescriptive timeframe for their publication and circulation would result in items needing to be deferred to subsequent meetings. Accessibility aims would also be impacted.*

*It is recommended there is no change to this provision and officers will continue to circulate papers as so as they can be made available.*

## 2.2. Standing Order 7.4

Proposed amendment: Breaches - Delete “against him”. For word “against” is pejorative and does not include training as a measure; not just sanctions. The term “him” is not gender neutral, so applies only to male members of the council.

The new sentence to read:

“upon notification by the district or unitary council that a Counsellor or Non-Councillor with voting rights has breached the council's Code of Conduct, the Council shall consider what, if any, action to take.”

Suggest amending references to district or unitary councils to specifically state Isle of Wight Council.

*Response: The inclusion of Him was an oversight as stated in the meeting and has been removed.*

*Response: This provision is in bold and therefore should not be amended. That said, the proposed amendment does not significantly change the intent of the provision and we cannot see why it cannot be made.*

## 2.3. Standing Order 9.9

Proposed amendment: Meetings - First sentence reads: “Unless standing orders provide otherwise, voting on a question shall be by show of hands.”

Option 1: Replace “show of hands” with “each Councillor verbally confirming their vote”.

Option 2: Insert new second sentence to read:

“This Council’s practice is for each Councillor to verbally confirm their vote.”

*Response: The inclusion of Him was an oversight as stated in the meeting and has been removed.*

*Response: This text is in bold. However, Arnold Baker highlights the actual wording of the legislation is voting is by show of hands unless the councils standing orders state otherwise. Therefore, it would be appropriate to include the text from the second option. “This Council’s practice is for each Councillor to verbally confirm their vote.”*

## 2.4. Standing Order 13.7

Proposed amendment: notice - Delete current text which reads:

“An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing.”

What does “early” mean?

What is the criteria for the chairman being able to require written notice?

This section is not practical or coherent.

*Response: This text is not a statutory or legal provision. We believe that the intention of the provision is to ensure that amendments are not proposed at the very last minute after significant debate when the chair has moved to the vote on the substantive item. The request for it to be in writing is to assist with the recording of the final resolution. We would propose that NALC be consulted if you wish to change this.*

## 2.5. Standing Order 15.9

Proposed amendment: Election of Chair - Amend by adding to end of current wording: “in the event that the chairman is seeking re-election, they shall hand over the presiding role to the deputy. If the deputy chairman is seeking election as Chairman, members shall appoint a Counsellor who is not standing for election to preside until a new chairman is elected.”

*Response: This provision is in bold and therefore should not be amended. The law states that the chair unless resigned or disqualified continue in office until his successor is elected. A chair must by law preside at the meeting if in attendance. A chair’s right to use the casting vote in the election of chair is also enshrined in law. Local Government Act 15(3), 15(4).<sup>1</sup>*

## 2.6. Standing Order 18.

Proposed amendment: 18 voting - This is a duplicate of 9.9. Delete either 18.3 or 9.9 and amend 8.3 as suggested with 9.9 earlier.

*Response: There is no provision 8.3. Assuming the reference was to 18.3, the amended wording as per provision 9.9 should used to replace SO 18.3 and SO 9.9 deleted.*

## 2.7. Standing Order 20.6.

Proposed amendment: Decision on motions - Replace “proper officer” with “chairman” to read as:

“It is the decision of the chairman as to whether or not to include the motion on the agenda.”

*Response: The council is required to have governance arrangements in place to ensure “that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices” JPAG – 1.25). This function is delegated to the Proper Officer through their Job Description. The proposed amendment could remove the proper officer’s power to ensure this was the case. Therefore, legal advice should be sought in relation to both the HR implications and the governance implications.*

---

<sup>1</sup> – Arnold Baker on Local Council Administration – Ninth Edition pg. 421.

2.8. Standing Order 20.8.

Proposed amendment: Amend to: "Motions rejected for inclusion on the agenda shall be recorded with an explanation by the Proper Officer of the reason for rejection alongside the entry on the register".

*Response: There is not currently a register for this purpose. The reason a motion is rejected is provided in correspondence to the councillor advising of such and all correspondence is retained. A register can be created and maintained. The administrative burden would be minimal but additional procedures can add up.*

2.9. Standing Order 23.6.

Comment: Please explain why included, but crossed through.

*Response: This will be removed in the final draft but remained in the paper being considered by council so they could see it was proposed for removal.*

2.10. Standing Order 25.4.

Proposed amendment: Financial controls and procurement. Current text reads:

"Tenders shall be opened by the proper officer in the presence of at least one councillor after the deadline of the submission of tenders has passed."

The new text for 25.4 (vi) replicates this under "hard copy submissions." The presence of a councillor is not required under "digital submissions" therefore, amend 25.4 (vii) by inserting:

"in the presence of at least one Councillor" to read as:

"Tenders submitted digitally shall be opened by the proper officer in the presence of at least one councillor after the deadline for submission of tenders has passed."

Insert new 25.4 (viii) to read:

"Set up a dedicated e-mail specifically for submission of tenders and the email containing the original submission shall be retained."

*Response: There is a cost implication to this, however, it would bring the digital process in line with the hard copy.*

2.11. Standing Order 26.3

Proposed amendment: Handling Staff Matters - Delete "shall upon a resolution conduct a review of performance and" to read:

“The chairman of the HR committee shall conduct quarterly performance reviews and an annual appraisal of the work of the clerk. The reviews and appraisals shall be reported in writing to the HR committee.”

*Response: Staff are employed on NALC model contracts which state appraisals are annual. Contracts would need to be amended which would require renegotiation of terms and conditions. HR advice would need to be sought before a change could be made. Unions would also need to be consulted. #*

#### 2.12. Standing Order 26.5:

Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by staff relates to a member of the Human Resources committee, this member shall be replaced by the substitute member and shall be reported back and progressed by resolution of the Human Resources Committee.

Proposed amendment: This is not lawful as any complaint by a staff member against an elected member can only be pursued via the Code of Conduct route, not the grievance procedure (*R (Harvey) v Ledbury Town Council [2018]*). Please therefore delete.

*Response: The Ledbury case's key message the local authority should not depart from the procedures set out in the Localism Act and sanction councillors outside of the code of conduct process, and involvement of an independent person. This standing order does not indicate any sanctions against a councillor other than the removal of the councillor from a committee which oversees employment matters pertaining to the employee who made the complaint due to a conflict of interest. It is unlikely this would not be seen to be unreasonable in the circumstances. The grievance procedure referred to in the standing order also clearly states that any complaint against a councillor would be a code of conduct matter dealt with through the monitoring officer.*

#### 2.13. Standing Order 30.

Proposed amendment: legal seal - Do we have such a thing? If not, delete.

*Response: The council has a legal seal.*

#### 2.14. Standing Order 31.2

Proposed amendment: “Unless the Council or Clerk/Deputy Clerk determines otherwise, a copy of all communications, such as letters and emails, sent to the District and County Council OR Unitary Council shall also be sent to the ward councillor.”

*Response: Ward Councillors are copied on formal letters sent to the Isle of Wight Council following council resolution or under delegation from the Mayor. However, there is a significant volume of email correspondence regarding operational matters with colleagues.*

*Clerks do not feel it is appropriate for ward councillors to be copied on all town council correspondence with officers at the Isle of Wight Council any more than all town councillors would be copied. This would not only be onerous, but it is also an inappropriate level of management oversight and Clerks also feel this could lead to delays and inefficiencies.*

### **3. RECOMMENDATIONS**

3.1. It is recommended no changes be made to:

- (i) Standing Order 1.2 – inclusion of deadline for circulation of papers
- (ii) Standing Order 15.9 - Changes to responsibility for chairing meeting and casting vote.
- (iii) Standing Order 30 – Legal seal
- (iv) Standing Order 31.2 – Ward councillors be copied on all Isle of Wight Council emails.

3.2. It is recommended the amendments to the following standing order be proposed for approval En Bloc:

(i) Standing Order 7.4

Amend to “upon notification by the Isle of Wight council that a Counsellor or Non-Councillor with voting rights has breached the council's Code of Conduct, the Council shall consider what, if any, action to take.”

(ii) Standing Order 9.9

Remove.

(iii) Standing Order 18.3

Amend to “This Council’s practice is for each Councillor to verbally confirm their vote.”

(iv) Standing Order 20.8

Amend to include a provision for Register for rejection of motions with reason for rejection.

(v) Standing Order 23.6.

Remove.

(v) Standing Order 25.4

Amend to include proposed process for digital tender submission.

3.3. It is recommended that costings be sought in relation to further guidance and brought back to council for the following amendments. Council should consider the basis for these

amendments, weigh them against the cost in resources and public funds, to decide if it is warranted to progress these changes.

- (i) Standing Order 13.7 – Clarification be sought on purpose and need for inclusion in Standing Orders.
  - (ii) Standing Order 20.6. – advice be sought on the HR implications and governance implications.
  - (iii) Standing Order 26.3 – advice be sought regarding HR implications and from union.
  - (iv) Standing Order 26.5 – clarity be sought on HR and code of conduct positions in relation to councillor subject to complaint sitting on HR committee managing the maker of the complaint.
- 3.4. It is recommended that the HR committee be suspended until such a time as legal advice has been obtained in relation to both ongoing HR issues and the amendment proposed to Standing Order 26.5.





SANDOWN TOWN COUNCIL

**Standing Orders**

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

APPROVAL DATE:  
REVIEW DATE:  
MINUTE NUMBER:

## Introduction

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

### How to use model standing orders

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

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

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

### Drafting notes

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

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

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

# Contents

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

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

1. PROPER OFFICER

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

1.2. The Proper Officer shall:

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

*See standing order 8 for the meaning of clear days.*

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

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

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

## 2. RESPONSIBLE FINANCIAL OFFICER

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

## 3. ROLES AND RESPONSIBILITIES

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

#### 4. RESTRICTIONS ON COUNCILLOR ACTIVITIES

##### 4.1. Unless duly authorised no councillor shall:

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

#### 5. MEMBERS INTERESTS

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

#### 6. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 5.5.*

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

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

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

## 7. CODE OF CONDUCT COMPLAINTS

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

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

## 8. NOTICE

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

## 9. MEETINGS GENERALLY

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

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

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

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

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

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

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

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

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

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

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

## 10. PUBLIC ACCESS AND PUBLIC QUESTION TIME

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

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

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

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

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

## 11. REPORTING MEETINGS

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

## 12. DISORDERLY CONDUCT AT MEETINGS

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

## 13. RULES OF DEBATE AT MEETINGS

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

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

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

#### 14. COMMITTEES AND SUB-COMMITTEES

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

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

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

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

15. ORDINARY COUNCIL MEETINGS

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

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

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

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

- 16.1. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- 16.2. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- 16.3. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- 16.4. If the chairman of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## 17. PREVIOUS RESOLUTIONS

- 17.1. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 20, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 17.2. When a motion moved pursuant to standing order 17.1 has been disposed of, no similar motion may be moved for a further six months.

## 18. VOTING

- 18.1. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 18.2. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

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

## 19. VOTING ON APPOINTMENTS

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

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

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

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

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

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

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

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

legal requirements);

(xvi) to adjourn the meeting; or

(xvii) to close the meeting.

## 22. MANAGEMENT OF INFORMATION

*See also standing order 27.*

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

## 23. DRAFT MINUTES

*See also standing order 27.*

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

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

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

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

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

#### 24. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

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

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

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

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

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

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

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

information; and

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

## 25. FINANCIAL CONTROLS AND PROCUREMENT

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

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

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

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

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

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

Hard Copy Submissions

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

Digital Submissions

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

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

25.6. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess<sup>1</sup> of £213,477 (inc. VAT) for a public service or supply contract or in excess of £5,336,937 (inc. VAT) for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European**

---

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

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

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

## 26. HANDLING STAFF MATTERS

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

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

## 27. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 28.*

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

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

OR

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

## 28. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

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

28.1. The Council may appoint a Data Protection Officer.

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

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

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

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

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

## 29. RELATIONS WITH THE PRESS/MEDIA

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

### 30. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

### 31. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

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

### 32. STANDING ORDERS GENERALLY

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

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

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

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

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

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



SANDOWN TOWN COUNCIL

**SANDOWN TOWN COUNCIL  
FINANCIAL REGULATIONS**

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

APPROVAL DATE:

REVIEW DATE:

MINUTE NUMBER:

## Contents

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

1. GENERAL

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

2. ANNUAL ESTIMATES/PRECEPT

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

3. RISK MANAGEMENT ASSESSMENT

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

4. BUDGETARY CONTROL

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

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

## 5. ACCOUNTING AND AUDIT

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

## 6. STAFFING

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

## 7. BANKING ARRANGEMENT AND CHEQUES (GENERAL)

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

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

## 8. INTERNET BANKING

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

## 9. PAYMENT OF ACCOUNTS

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

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

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

## 10. PAYMENT OF SALARIES AND WAGES

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

## 11. CONTRACTS FOR WORK AND GOODS AND SERVICES

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

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

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

11.21 Hard Copy Submissions

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

11.22 Digital Submissions

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

12. LOANS AND INVESTMENTS

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

13. TOWN GRANTS

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

#### 14. INCOME

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

#### 15. INSURANCE

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

#### 16. PETTY CASH

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

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

## 17. ASSETS, PROPERTIES AND ESTATES

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

## 18. HIRE OF TOWN COUNCIL FACILITIES

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

## 19. DATA PROTECTION ACT

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

20. FINANCIAL SCHEDULE

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

21. REVIEW OF REGULATIONS

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

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

Annual Financial Schedule

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

Cashed as of 31 May 2022				Balance Carried Forward			24,645.62
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
30	03/05/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	-98.66	-4.93	-103.59
31	03/05/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	288.07	57.61	345.68
32	03/05/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	-84.71	-4.24	-88.95
33	03/05/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	162.17	8.11	170.28
34	03/05/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
35	03/05/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	128.39	6.42	134.81
36	03/05/2022		Corona Energy Retail 4 Ltd	Electricity	146.93	7.35	154.28
37	03/05/2022		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens	66.53	3.33	69.86
38	03/05/2022		Corona Energy Retail 4 Ltd	Electricity - Yaverland	23.77	1.19	24.96
39	11/05/2022		Crystal Clear Windows	Window Cleaning	15.00	0.00	15.00
40	06/05/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
41	11/05/2022		Community Action Isle of Wight	Payroll	37.50	0.00	37.50
42	11/05/2022		Community Action Isle of Wight	Salaries	5260.14	0.00	5260.14
43	11/05/2022		Community Action Isle of Wight	Pension	859.33	0.00	859.33
44	11/05/2022		Community Action Isle of Wight	HMRC PAYE	2042.59	0.00	2042.59
45	06/05/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
46	06/05/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
47	06/05/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
48	06/05/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
49	06/05/2022		Gareth Hughes	Audit	250.00	0.00	250.00
50	06/05/2022		SLCC Enterprises	Membership Fees	270.00	0.00	270.00
51	06/05/2022		Waterside Community Trust	Beach Safety Equipment	2964.00	0.00	2964.00
52	06/05/2022		Focus Plumbing and Heating	Toilets - Repairs	365.00	73.00	438.00
53	06/05/2022		Focus Plumbing and Heating	Toilets - Repairs	231.96	46.39	278.35
54	06/05/2022		FW Marsh	ECIR Remedial Works	1416.75	283.35	1700.10
55	10/05/2022		Sandown Community Association	Contribution to SCA Guide	1000.00	0.00	1000.00
56	19/05/2022		Betapak Ltd	Stationary	102.24	20.45	122.69
57	19/05/2022		Sandown Carnival Association	Monies to support events	5000.00	0.00	5000.00
58	19/05/2022		Independent Cleaner	Cleaning	50.00	0.00	50.00
59	19/05/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
60	19/05/2022		Danfo (UK) Ltd	Cleaning	2986.25	597.25	3583.50



Received as of 31 May 2022					
2021-2022 Receipts					
Voucher	Date	Description	Net	VAT	Total
328/72	05/05/2022	Room Hire	60.00	12.00	72.00
2022-2023 Receipts			Balance Carried Forward		390,848.33
Voucher	Date	Description	Net	VAT	Total
37	05/05/2022	WC Income St Johns	21.48	0.00	21.48
38	09/05/2022	Room Hire	48.00	9.60	57.60
39	10/05/2022	Room Hire	15.00	3.00	18.00
40	13/05/2022	Room Hire	48.00	9.60	57.60
41	13/05/2022	Room Hire	37.50	7.50	45.00
42	13/05/2022	Room Hire	60.00	12.00	72.00
43	13/05/2022	Room Hire	120.00	24.00	144.00
44	12/05/2022	WC Income St Johns	22.77	0.00	22.77
45	13/05/2022	Room Hire	15.00	3.00	18.00
46	03/05/2022	Room Hire	27.50	5.50	33.00
47	03/05/2022	Room Hire	27.50	5.50	33.00
48	03/05/2022	Room Hire	27.50	5.50	33.00
49	05/05/2022	Room Hire	180.00	36.00	216.00
50	09/05/2022	Room Hire	207.50	41.50	249.00
51	09/05/2022	Room Hire	157.50	31.50	189.00
52	09/05/2022	Room Hire	172.50	34.50	207.00
53	09/05/2022	Room Hire	30.00	6.00	36.00
54	09/05/2022	Room Hire	127.50	25.50	153.00
55	13/05/2022	Room Hire	82.50	16.50	99.00
56	13/05/2022	Room Hire	82.50	16.50	99.00
57	13/05/2022	Room Hire	55.00	11.00	66.00
58	13/05/2022	Base Rent (Sandham Gardens)	2500.00	0.00	2500.00
59	10/05/2022	Bank Interest	0.10	0.00	0.10
60	17/05/2022	WC Income St Johns	32.20	0.00	32.20
61	17/05/2022	Hall Hire	15.00	3.00	18.00
62	17/05/2022	Room Hire	22.00	4.40	26.40



Item 5 (2) - Paper E

Cashed as of 30 June 2022				Balance Carried Forward			52,426.49
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
81	01/06/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
82	06/06/2022		PWLB	Loan Repayment	4963.24	0.00	4963.24
83	08/06/2022		South Coast Flagpoles	Flag	146.00	0.00	146.00
84	08/06/2022		RoSPA Play Saftey	Playground Inspections	245.00	49.00	294.00
85	08/06/2022		Amberol Ltd	Planters	486.00	97.20	583.20
86	08/06/2022		Waterside Community Trust	Beach Safety Equipment	6500.00	0.00	6500.00
87	08/06/2022		Waterside Community Trust	Beach Safety Service	15000.00	0.00	15000.00
88	08/06/2022		Betapak Ltd	Batteries/Film for surfaces	8.50	1.70	10.20
89	08/06/2022		Betapak Ltd	Batteries/Film for surfaces	8.50	1.70	10.20
90	08/06/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
91	08/06/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
92	08/06/2022		Garden Tidy	Grass Cutting	30.00	0.00	30.00
93	08/06/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
94	08/06/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
95	08/06/2022		Garden Tidy	Grass Cutting (SJP)	50.00	0.00	50.00
96	08/06/2022		Lake Cleaning & Catering Supplies	Cleaning Materials	34.74	6.95	41.69
97	08/06/2022		Garden Tidy	Litter Picking and Bin Emptying	125.00	0.00	125.00
98	08/06/2022		Lake Cleaning and Catering Supplies	Cleaning Materials	61.45	12.29	73.74
99	08/06/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
100	08/06/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
101	08/06/2022		Irene Young	Cake Ingredients	184.85	0.00	184.85
102	08/06/2022		Sandown & Shanklin Independent Lifeboat	Lifeboat	2000.00	0.00	2000.00
103	08/06/2022		W.J Nigh & Sons Ltd	Mugs - Jubilee	1120.00	224.00	1344.00
104	15/06/2022		Community Action Isle of Wight	Payroll	37.50	0.00	37.50
105	15/06/2022		Community Action Isle of Wight	Salaries	5260.14	0.00	5260.14
106	15/06/2022		Community Action Isle of Wight	Pension	859.33	0.00	859.33
107	15/06/2022		Community Action Isle of Wight	HMRC PAYE	2042.59	0.00	2042.59
108	16/06/2022		Richard Priest	Expenses - Jubilee Catering	92.81	18.56	111.37
109	16/06/2022		Richard Priest	Expenses - Jubilee Catering	79.94	0.00	79.94
110	16/06/2022		Richard Priest	Expenses - Key cutting (lock-up)	15.00	0.00	15.00
111	16/06/2022		Richard Priest	Expenses - Stationary	1.99	0.00	1.99
112	16/06/2022		Richard Priest	Expenses - PPE	17.99	0.00	17.99
113	16/06/2022		Richard Priest	Expenses - Wreaths	100.00	0.00	100.00
142	16/06/2022		Richard Priest	Expenses - adjustment (overpay)	0.10	0.00	0.10



Received as of 30 June 2022					
2022-2023 Receipts		Balance Carried Forward		395,621.04	
Voucher	Date	Description	Net	VAT	Total
73	08/06/2022	Room Hire	75.00	15.00	90.00
74	08/06/2022	WC Income St Johns	22.90	0.00	22.90
75	08/06/2022	WC Income St Johns	38.15	0.00	38.15
76	14/06/2022	WC Income St Johns	30.50	0.00	30.50
77	15/06/2022	Room Hire	60.00	12.00	72.00
78	15/06/2022	Room Hire	37.50	7.50	45.00
79	13/06/2022	Room Hire	240.00	48.00	288.00
80	13/06/2022	Room Hire	255.00	51.00	306.00
81	13/06/2022	Room Hire	88.00	17.60	105.60
82	13/06/2022	Room Hire	27.50	5.50	33.00
83	10/06/2022	Room Hire	66.00	13.20	79.20
84	10/06/2022	Room Hire	49.50	9.90	59.40
85	10/06/2022	Room Hire	66.00	13.20	79.20
86	09/06/2022	Bank Interest	1.44	0.00	1.44
87	17/06/2022	Room Hire	22.00	4.40	26.40
88	20/06/2022	Room Hire	64.00	12.80	76.80
89	23/06/2022	WC Income St Johns	18.75	0.00	18.75
90	20/06/2022	Room Hire	16.00	3.20	19.20
91	23/06/2022	Room Hire	210.00	42.00	252.00
92	21/06/2022	Room Hire	157.50	31.50	189.00
93	21/06/2022	Room Hire	215.83	43.17	259.00
94	24/06/2022	Room Hire	48.00	9.60	57.60
98	08/06/2022	Room Hire	15.00	3.00	18.00
99	26/06/2022	WC Income St Johns	26.55	0.00	26.55
100	30/06/2022	Bank Interest	36.25	7.25	43.50
			End Balance		2,237.19
					397,858.23

Signed

Signed



## SANDOWN TOWN COUNCIL

## Item 5 (3) - Paper F

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/05/2022</b>		
	Cash in Hand 01/04/2022		435,586.07
	<b>ADD</b> Receipts 01/04/2022 - 31/05/2022		395,621.04
			831,207.11
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/05/2022		67,476.49
<b>A</b>	<b>Cash in Hand 31/05/2022</b> (per Cash Book)		<b>763,730.62</b>
	Item 5 (3) - Paper F		
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2021	2.41	
	5 - 32 Day Access Acc Number TB 31/05/2022	435,071.32	
	2 - Treasurers Account 30-97-42 1 31/05/2022	0.00	
	5 - Business Bank Instant 30-97-4 31/05/2022	0.10	
	3 - Reserves 30-97-42 24097868 31/05/2022	0.00	
	4 - Business Bank Instant 30-97-4 31/05/2022	244,000.00	
	1 - Treasurers Account 30-97-42 0 31/05/2022	99,706.79	
			<b>778,780.62</b>
	Less unrepresented payments		15,050.00
			763,730.62
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>763,730.62</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 30/06/2022</b>		
	Cash in Hand 01/04/2022		435,586.07
	<b>ADD</b> Receipts 01/04/2022 - 30/06/2022		397,858.23
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/06/2022		833,444.30
			101,473.52
<b>A</b>	<b>Cash in Hand 30/06/2022</b> (per Cash Book)		<b>731,970.78</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	2.41	
	5 - 32 Day Access Acc Number TB 30/06/2022	435,114.82	
	2 - Treasurers Account 30-97-42 1 30/06/2022	0.00	
	5 - Business Bank Instant 30-97-4 30/06/2022	0.10	
	3 - Reserves 30-97-42 24097868 30/06/2022	0.00	
	4 - Business Bank Instant 30-97-4 30/06/2022	244,000.00	
	1 - Treasurers Account 30-97-42 0 30/06/2022	52,853.45	
			<b>731,970.78</b>
	Less unrepresented payments		
			731,970.78
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>731,970.78</b>
	<b>A = B Checks out OK</b>		

## Item 5 (4) - Paper G

## SANDOWN TOWN COUNCIL

## Net Position by Cost Centre and Code (Between 01/04/2022 and 31/03/2023)

Cost Centre NameADMINISTRATION

<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				262.50	250.00	12.50
2	Audit - External				2,000.00		2,000.00
3	Broadband and Telephone				780.00	155.77	624.23
4	Broadband and Telephone				157.50		157.50
5	County Association Memb				793.56		793.56
6	ICO Registration				36.75		36.75
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables	105.00			105.00		210.00
9	ICT Repair and Maintenanc				210.00		210.00
10	ICT Accounting Software				997.50		997.50
11	ICT Domain Registration				203.70		203.70
12	ICT Office 365				355.32		355.32
13	ICT Email Hosting				478.80		478.80
14	ICT Adobe/Zoom/Survey M				890.21		890.21
15	ICT Antivirus				205.75		205.75
16	Insurance				6,683.16		6,683.16
17	Mayors Board				36.75		36.75
18	Office Equipment Service				80.00	71.50	8.50
19	Photocopier				536.68	146.31	390.37
20	Postage				107.10		107.10
21	Professional Fees Land R				500.00		500.00
22	Professional Fees Payroll				528.00	112.50	415.50
23	Professional Fees Legal A				5,000.00		5,000.00
24	Professional Fees Plannin				10,000.00		10,000.00
25	Professional Fees Accessi				810.00	160.00	650.00
26	Public Works Loan				33,818.48	4,963.24	28,855.24
27	Stationary				803.25	317.44	485.81
201	IWC Precept		335,212.00	355,158.00			19,946.00
202	VAT Refund			7,263.95			7,263.95
203	Grants			10,000.00			10,000.00
204	Donations						
205	Bank Interest			82.32			82.32
207	Insurance Claim						
208	Misc Hire						
		<b>£105.00</b>	<b>335,212.00</b>	<b>£372,504.27</b>	<b>67,380.01</b>	<b>£6,176.76</b>	<b>98,600.52</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				484.00		484.00
29	ICT Web-Hosting				236.25		236.25
30	Contribution to Hard Copy				1,000.00	1,000.00	
					<b>1,720.25</b>	<b>£1,000.00</b>	<b>720.25</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)				13,305.60	528.00	12,777.60
32	Bouys				5,850.31	5,614.36	235.95
33	Life Boat				2,000.00	2,000.00	
34	Lifeguard Equipment and I				7,500.00	9,464.00	-1,964.00
35	Lifeguard Hut			7,500.00	19,000.00	7,000.00	19,500.00
36	Beach Safety Service				15,000.00	15,000.00	
37	Beach Storage				100.00	15.00	85.00
38	Tourism Blue Flag/Seasid				900.00		900.00
				<b>£7,500.00</b>	<b>63,655.91</b>	<b>£39,621.36</b>	<b>31,534.55</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				500.00	100.00	400.00
40	Business Rates				5,345.55	1,697.50	3,648.05
41	CCTV				2,250.00		2,250.00
42	Microphones and Loop				8,400.00		8,400.00
43	Furniture and fittings				200.00		200.00

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

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2022 and 31/03/2023)**

**Cost Centre Name**

44 Landscape	500.00		500.00
45 Licenses (music , microph	1,024.59	552.00	472.59
46 Repair and Maintenance I	210.00		210.00
47 Repair & Maint. Sundries	516.52	244.81	271.71
48 Repair and Maint. General	1,000.00	1,650.08	-650.08
49 Service Alarms/CCTV/Boil	1,422.86	132.60	1,290.26
50 Service Fire Extinguishers	82.69		82.69
51 Signage	102.00		102.00
52 Utilities - Gas	2,100.00	441.54	1,658.46
53 Utilities Water	567.00	127.09	439.91
54 Utilities - Electric	1,506.20	385.73	1,120.47
55 Waste Collection (General	1,601.25	380.25	1,221.00
56 Waste Collection (Sanitary	573.30		573.30
206 Room Hire	7,582.33		7,582.33
	<b>£7,582.33</b>	<b>27,901.96</b>	<b>£5,711.60</b>
			<b>29,772.69</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				210.00		210.00
58 Remembrance Events				1,575.00		1,575.00
59 Jubilee Events				1,500.00	146.00	1,354.00
72 Town Crier				250.00		250.00
				<b>3,535.00</b>	<b>£146.00</b>	<b>3,389.00</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				1,200.00		1,200.00
61 Christmas Tree and Lights				1,000.00		1,000.00
62 Decorative Lighting Maint				500.00		500.00
63 Decorative Lighting Capit				6,000.00		6,000.00
64 Defib Pads				210.00		210.00
65 Environment Officer/Plann				2,200.00		2,200.00
66 Ferncliff - Grounds Mainte				450.00		450.00
67 Green Towns				2,500.00	486.00	2,014.00
68 Hanging Baskets Planting				3,000.00		3,000.00
69 Hanging Baskets Watering				8,000.00		8,000.00
70 Los Altos Grass Cut				5,443.20	1,138.32	4,304.88
71 Revetment Lighting				400.00		400.00
73 Town Improvement Fund				10,000.00	80.00	9,920.00
74 War Memorial (Esplanade				1,000.00		1,000.00
75 War Memorial (Animal) Mz				500.00		500.00
				<b>42,403.20</b>	<b>£1,704.32</b>	<b>40,698.88</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				3,000.00	1,120.00	1,880.00
77 Carnival Association Even				5,000.00	5,000.00	
78 Grants				2,000.00		2,000.00
79 Youth Provision				5,000.00		5,000.00
				<b>15,000.00</b>	<b>£6,120.00</b>	<b>8,880.00</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				6,000.00		6,000.00
81 Hospitality				525.00	357.60	167.40
82 Mayor Allowance				1,000.00		1,000.00
83 Training				1,000.00		1,000.00
				<b>8,525.00</b>	<b>£357.60</b>	<b>8,167.40</b>

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

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2022 and 31/03/2023)**

**Cost Centre Name****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:				1,500.00		1,500.00
85	Grounds Maintenance, Gr:				800.00		800.00
86	Grounds Maintenance, Tre				2,000.00		2,000.00
87	Grounds Maintenance, We				240.00		240.00
88	Kerbing				2,625.00		2,625.00
89	Lighting				2,000.00		2,000.00
90	Maintenance and Repair				5,000.00	245.00	4,755.00
91	Signage (Sandham)				250.00		250.00
98	CCTV				2,250.00		2,250.00
209	Land Lease			2,500.00			2,500.00
				<b>£2,500.00</b>	<b>16,665.00</b>	<b>£245.00</b>	<b>18,920.00</b>

**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
					<b>10,000.00</b>		<b>10,000.00</b>

**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:				3,433.50	960.00	2,473.50
94	Inspections				2,729.50	150.80	2,578.70
95	Litter Picking				5,603.00	575.00	5,028.00
96	Playground Renewal Func				10,000.00		10,000.00
97	Repair/replace (damage)				5,000.00	40.00	4,960.00
					<b>26,766.00</b>	<b>£1,725.80</b>	<b>25,040.20</b>

**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				6,000.00		6,000.00
100	Replacement RESERVES				10,000.00		10,000.00
					<b>16,000.00</b>		<b>16,000.00</b>

**STAFF**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Expenses (Milage etc)				1,128.00	118.09	1,009.91
102	Locum Clerk				1,000.00		1,000.00
103	Professional Subscriptions				309.00	270.00	39.00
104	Salaries				87,615.00	15,781.22	71,833.78
105	Salaries - HMRC				7,498.00	6,126.97	1,371.03
106	Salaries - Pension				20,269.00	2,577.99	17,691.01
107	Training				1,050.00		1,050.00
					<b>118,869.00</b>	<b>£24,874.27</b>	<b>93,994.73</b>

**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				40,000.00	8,958.75	31,041.25
109	Refurbishment				141,963.50		141,963.50
110	Repair and Maintenance ,				7,500.00	2,516.20	4,983.80
111	Repair and Maintenance ,				1,453.60		1,453.60
112	Testing and Service (inc S				1,438.00	225.00	1,213.00
113	Utilities, Electric				1,500.00	875.02	624.98
114	Utilities, Water				3,104.98		3,104.98
115	Inspection (inc. Legionella				960.75	309.50	651.25
116	Waste (Toilets)				573.30	434.20	139.10
211	WC Income			337.25			337.25

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

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2022 and 31/03/2023)**

---

Cost Centre Name

			£337.25	198,494.13	£13,318.67	185,512.71
<b>NET TOTAL</b>	<b>£105.00</b>	<b>335,212.00</b>	<b>£390,423.85</b>	<b>616,915.46</b>	<b>£101,001.38</b>	<b>571,230.93</b>

# Unlocking Your Place Potential

## Product Summary

## Product summary

A diagnosis of the major barrier to transformation, based on an assessment of the area's need and capacity and the Institute of Place Management's 4Rs of Regeneration: Repositioning; Reinventing; Rebranding and Restructuring. Includes (if appropriate) a prescription for other forms of support available through the programme.

## What is it?

The UYPP visit is the first step in the provision of HSTF direct support. It allows HSTF to learn more about the issues your town is facing in order to recommend further subsequent HSTF support that can help to address this challenge. This service brings a Task Force-funded national Expert on place management to your town. The diagnostic element allows those responsible for places to identify the important issue(s) that are hampering successful transformation and how to build local capacity, through partnership working, to address these.

The visit also recommends additional Expert products from the High Street Task Force, if relevant. The visit will also identify which other HSTF products – such as online resources - are most appropriate for the location.

The product consists of:

1. Desk-based research, conducted by a HSTF Facilitator, into the performance and perceptions of your centre. Information will be requested prior to the visit to supplement this research.
2. A three-hour meeting with 10-12 key attendees representing stakeholders from your area (invited by you), led by a HSTF Expert and aimed at reviewing advice from the HSTF and identifying the key barriers to transformation in the place (this visit may take place in-person or virtually).
3. Ideally, and dependent on whether the meeting takes place in-person or virtually, the Expert would be taken on a short town tour prior to the three-hour meeting (max. 1 hour).
4. A report summarising the Expert's findings will follow the visit. This report will recommend additional support from the Task Force (as per the attached product summary).

## What will it achieve?

The aim of the Unlocking Your Place Potential visit is to identify the key barrier to the improvement of an underperforming town centre and recommend a strategic response.

## Who will deliver it?

Unlocking Your Place Potential will be delivered by trained and qualified place professionals. The desk-based research element will be carried out by a HSTF Facilitator, and the visit will be carried out by one of 150 HSTF Experts.

## Who should attend the session?

The meeting section of the session should be attended by a carefully selected group of 10-12 local stakeholders, including community members, local authority officers, relevant Councillors and civic and business leaders. These can be people who are already involved in developing high street plans, or those who you would like to begin to engage. **It is important that as broad a range of stakeholders as possible are represented.**

The town tour group should comprise a maximum of four people including the HSTF Expert. Please identify two to three core people with a detailed and varied understanding of the town centre's challenges and plans, and one of these as the tour leader.

## Delivery modes/time requirements

The Local Authority and your High Streets Task Force Operations contact will determine together how best to deliver the Unlocking Your Place Potential product, whether in-person or virtually. Details for each mode are included below:

<b>In-person/Face to Face</b>	<b>Remote/virtual</b>
<ul style="list-style-type: none"> <li>- 1 day desk-based research carried out by HSTF Facilitator</li> <li><i>On the day</i></li> <li>- 3-hour meeting attended by HSTF Expert (where up to 10-12 people plus the expert can be seated)</li> <li>- 45-minute guided walk around town</li> </ul>	<ul style="list-style-type: none"> <li>- 1 day desk-based research carried out by HSTF Facilitator</li> <li><i>On the day</i></li> <li>- 3-hour virtual meeting attended by HSTF Expert and 10-12 local stakeholders</li> </ul>
<b>What we will need from Local Authority</b>	<b>What we will need from Local Authority</b>
<ul style="list-style-type: none"> <li>- Nominated Contact/Co-ordinator to arrange invitation of attendees and supply joining instructions, and make arrangements for walking tour</li> <li>- Suitable venue which is appropriately configured to enable the group to meet in a Covid secure way</li> <li>- Refreshments if possible</li> <li>- Projector and screen</li> <li>- Assistance in printing materials for attendees</li> <li>- 15-minute presentation that summarises your plans for</li> </ul>	<ul style="list-style-type: none"> <li>- Arrangements for appropriate video call software</li> <li>- Nominated Contact/Co-ordinator to arrange invitation of attendees and supply joining instructions</li> <li>- Arrange for any electronic materials to be distributed to attendees prior to session</li> <li>- 15-minute presentation that summarises your plans for transformation and the main challenges you face</li> <li>- All attendees to be sent the Transforming Your High Street Report</li> </ul>

<p>transformation and the main challenges you face</p> <ul style="list-style-type: none"> <li>- All attendees to be sent the Transforming Your High Street Report and the Council’s Future High Street Fund application (if available) ahead of the meeting</li> <li>- All attendees to be sent the UYPP output report post-visit</li> </ul>	<p>and the Council’s Future High Street Fund application (if available) ahead of the meeting</p> <ul style="list-style-type: none"> <li>- All attendees to be sent the UYPP output report post-session</li> </ul>
--	---

## Combining in-person and remote delivery

If holding the meeting in-person with a group of 10-12 is not possible due to restrictions/available space, the tour can take place in-person with the smaller group of 2-3 people. Afterwards, the Expert and core group of 2-3 can meet remotely with a wider group of stakeholders using video call software (we propose Zoom or Microsoft Teams) that you will need to set up and host.

## Conditions of delivery

In order to receive the Unlocking your Place Potential visit, we ask that you agree to the following:

- Commit to the time requirement and required LA actions set out in this document and the UYPP visit guidance document
- Commit to supplying the Operations team with the required documentation to allow the desk research to begin in a timely manner
- Commit to securing requisite stakeholder participation in the visit, ensuring as broad a representation as is possible
- Commit to ensure that all attendees complete the HSTF evaluation form (including distribution of the link to the online survey)
- Agree to share the output report with all UYPP session attendees when complete
- Commit capacity to receive support in timeframe set out, including adhering to HSTF requested dates for acceptance of output report recommendations.

## Change to delivery/cancellation policy

Once a date for delivery, and the delivery mode (in-person/virtual) has been agreed, we will begin the process of contracting Experts to undertake the work (including preparatory work). In order to comply with the contractual terms of our Experts, please note that any requested change or postponement of agreed dates/mode of delivery for HSTF support must be made to your Operations liaison **no later than 2 weeks prior to support taking place**. Requests submitted after this date may not be accommodated, and could result in the session, and subsequent HSTF support, being cancelled.

# HSTF Expert delivered support

August 2021

**HIGH  
STREETS  
TASK  
FORCE**



## 1. Unlocking your Place Potential visit

Each LA nominated location will receive a UYPP visit. Its aim is to identify the key barriers to, and opportunities for, improvement of a town centre or high street, and to recommend a strategic response through the 'prescription' of further Task Force support.

## 2. Expert support OR Mentor visit

Following the UYPP visit and identification of areas of need, each location will receive *either* a visit from an Expert *OR* a Mentor. Task Force Experts may be provided to local authorities to help solve specific, complex and interdisciplinary problems. The Mentors role is to work to inspire and support better partnership working, helping to build capacity for transformation through collaboration. Mentors can also support in the provision of HSTF workshops.

## 3. Workshop\*

If prescribed, locations will be invited to participate in one of the two Task Force workshops.

The Developing a Shared Vision workshops allow places to share ideas, discuss vision development, and common goals that can change perceptions and attract local engagement and investment, helping to set the direction for development of a strong local vision.

The Place Making Programme involves broad consultation and engagement, allowing for constructive discussion of challenges and future plans for the local area, ensuring that all voices are heard.

*\*Please note that not every location will receive a workshop.*

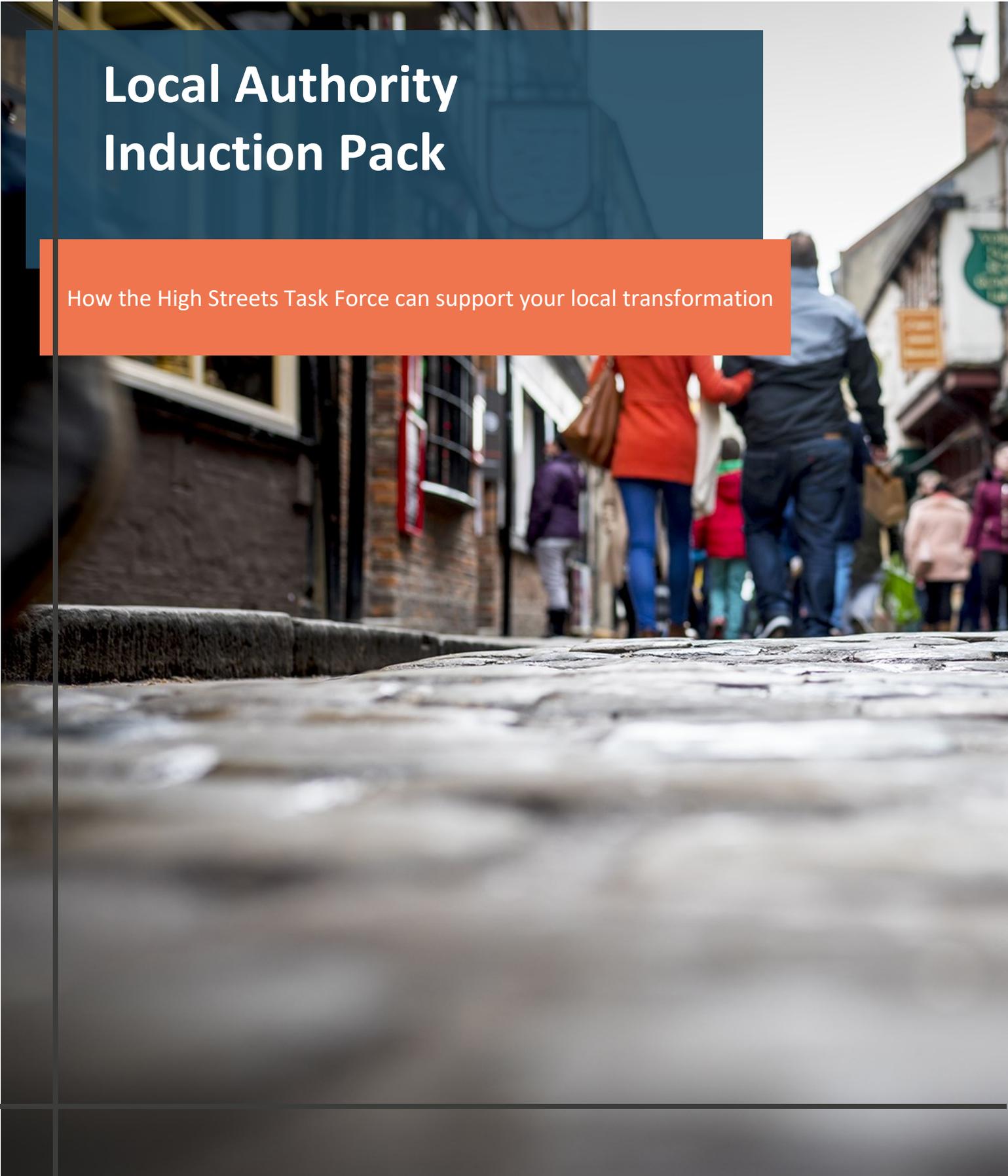
## Additional support

Your UYPP visit may recommend additional HSTF support or online resources that would be useful for your location. This could include the following:

- Create a COVID-19 Recovery Plan
- Create a Transformation Route Map
- Get started with place management - A range of introductory resources and knowledge frameworks to help you think about high streets, what makes them successful, and how you can take action
- Case Studies - browse inspiring examples of place making, transformation and management
- Resource Library - explore over 250 open-access resources, published and curated by the Task Force
- Training - place data, analytics, and sentiment - online courses to help you understand high street data

# Local Authority Induction Pack

How the High Streets Task Force can support your local transformation



# Table of Contents

<b>About the High Streets Task Force .....</b>	<b>2</b>
<b>How we work with high streets .....</b>	<b>3</b>
<b>Why has your local authority been selected? .....</b>	<b>4</b>
<b>Choosing an area to receive direct Task Force support .....</b>	<b>4</b>
<b>How will you benefit? .....</b>	<b>5</b>
<b>Overview of support .....</b>	<b>6</b>
<b>What's next? .....</b>	<b>10</b>

*NB. At the end of this induction pack, in the 'What's next?' section, there are a small number of actions to review and complete now, in order to start taking advantage of High Streets Task Force support.*

# About the High Streets Task Force

The High Streets Task Force is funded by the Department for Levelling Up, Housing and Communities (formerly MHCLG) to support local authorities, develop place leaders, co-ordinate a national approach for our town centres and high streets and provide access to data and information.

The High Streets Task Force was commissioned by government in 2019 as part of its Plan for the High Street and in response to recommendations of an [expert panel](#) on the high street chaired by the highly successful entrepreneur Sir John Timpson.

Run by the Institute of Place Management on behalf of government, the Task Force brings together a [range of organisations](#) that specialise in repositioning, reinventing, rebranding and restructuring places. We are a consortium of experts, experienced place leaders, data providers and organisations that network thousands of people in local authorities, place partnerships, businesses, and civic society across England.

The High Streets Task Force provides expert advice, training, and data directly to local stakeholders, and publishes a range of resources online that are available to all. Our aim is to support place leaders to make the best decisions on the future of their high streets and how they best serve their communities, and to build long-term capacity for this local transformation.

The Task Force is funded by government and so there is no charge for its support, however some of our services are only available to selected high streets.

---

[www.highstreetstaskforce.org.uk](http://www.highstreetstaskforce.org.uk)

# How we work with high streets

We have a vision for town centres and high streets as the heart of their communities, with a unique sense of place and a strong identity. We deliver a range of services aligned to four objectives, which provides practical support to people and places.

Whilst expert advice can help to solve some complex and technical problems facing high streets; the vision and capacity for change is generated from local leaders, businesses, people and organisations that care about their location. That's why we work to develop sustainable place making skills across a range of local stakeholders.

## Our objectives

### Boosting Local Authority capacity

The Task Force provides expert knowledge and support to Local Authorities to solve the problems that are holding places back. This expertise is drawn from its alliance of place making organisations and prescribed to towns and cities to provide free support where need is identified by Task Force analysis and diagnostic place visits.

### Building place making skills

The Task Force builds the skills of organisations and groups to deliver effective initiatives and strategies that make a difference to their local area. This is delivered through the provision of direct guidance, support, information, and data, but also includes a range of online resources and training materials.

### Coordination

The Task Force promotes positive messages about what is happening in town centres, to share good practice, to inspire confidence for investors, and to ensure communities feel proud of their high street. This is supported by the Task Force Sector Leaders Group, which meets quarterly to address high street trends and help coordinate a response across different groups, including government.

### Intelligence and data

The Task Force supports local leaders to develop the right plans for their town centres and high streets. This requires access to the latest data, information and evidence, which we will be making available to towns across England via its resource repository. The Task Force Professional, Research and Data Group also meets quarterly, distilling data from a wide range of sources and identifying knowledge gaps.

---

# Why has your local authority been selected for support?

The High Streets Task Force has government funding to work with 152 local authorities during its programme of support, which runs to 2024. These local authorities are selected as they face specific challenges of deprivation or inequality and each will receive support and advice from Task Force Experts.

Research on the likely impact of COVID-19 has been used alongside national indicators of deprivation and inequality to produce this shortlist of areas that would most benefit from support for their local place making decisions. The Indices of Multiple Deprivation has been utilized to understand where support is required, alongside, to a lesser extent, a measure of retail unit concentration which has been particularly affected by the economic fallout and restrictions imposed following COVID-19.

In February 2022, we announced 68 local authorities to receive direct support. As one of these selected local authorities, you qualify for this government-funded support.

## Choosing an area to receive direct Task Force support

A high street, town, or city centre within your local authority will receive direct support from the High Streets Task Force. We hope that approaches and learning from the area you select may also be applied to other locations within your local authority.

**You can select a high street, town or city centre area to receive direct Task Force support.** It is expected that this will be an area with specific challenges which would benefit from support to overcome these and unlock its potential.

You can find out more about the support and specific services that the selected location will receive later in this induction pack, and this detail will be useful for you to make a decision about selecting a location (if you don't have a previous, unsuccessful, FHSF application area).

**Next step – when you're ready, please advise the High Streets Task Force of your selected location for direct support by visiting our [online form](#)**

# How will you benefit?

The High Streets Task Force provides expert advice, training, and data directly to local stakeholders, and publishes a range of resources online that are available to all. Our aim is to support place leaders to make the best decisions on the future of their high streets and how they best serve their communities.

The location selected within your local authority is eligible to receive direct support from Task Force Experts who will consult with local leaders from government, business, and the community to diagnose the issues blocking transformation and to recommend ways to make positive change.

To help make change happen, this location will receive a range of tailored support services offered by the Task Force, which may include; up to 4 days of targeted expert consultancy or mentoring, and visioning or place making workshops. Further details on this support is provided later in this induction pack.

The Task Force has already been delivering this support over the past 24 months to locations across England, including cities like Preston and Coventry, metropolitan boroughs such as Salford and Croydon, and smaller town and district centres like Accrington, Hartlepool and West Bromwich. The support has helped these locations to identify challenges, start work on improving local visions and plans, strengthen partnerships, and improve investment cases and funding bids.

---

## Benefits of working with the Task Force

- Receive expert advice on your local plans, enabling you to create the best strategies for transformation and investment
- Facilitation of a local leadership and stakeholder session to help build consensus, good will, and momentum behind your plans
- Resources and inspiration for local stakeholders to inform their own action and involvement in place making
- Boost trust and confidence in local plans and bids by evidencing adoption of Task Force support and good practice

---

*We now have an opportunity, supported by stakeholders locally, regionally and in government, to understand what needs to be done to ensure our high street is future-proofed. We are pleased to be a partner of the High Street Task Force, along with the city council, which will assist us in accessing place-making experts to help redefine our high street here in Preston for the future.*

Mark Whittle – Preston BID

# Overview of support

The High Streets Task Force provides expert advice, training, and data directly to local stakeholders, and publishes a range of resources online that are available to all. Our aim is to support place leaders to make the best decisions on the future of their high streets and how they best serve their communities.

**There is a range of support which will be prescribed and delivered following a Task Force visit to your selected location, to assess which support is most relevant for you.**

This first 'Unlocking your Place Potential visit' will be scheduled with you by the Task Force and you will be provided with a timeframe for its delivery, which will take place before the end of 2023.

Before this initial visit takes place, there is a range of online support available which you are encouraged to access and can help you think about your local area and place transformation strategies.

## Support available to your selected location

Selected locations will work with Task Force Experts who will consult with local leaders from government, business and the community to diagnose the issues blocking transformation and to recommend ways to make positive change.

This support will both help to revitalise specific high streets across England and raise the capacity of the local authority to deliver similar transformations across their area.

## Unlocking your Place Potential

The Unlocking your Place Potential visit is the first step to accessing support for those locations selected to work directly with the High Streets Task Force. Its aim is to identify the key barriers to and opportunities for improvement of a town centre or high street, and to recommend a strategic response.

The Visit consists of:

- A review of desk-based research into the performance and perceptions of your area.
- A three-hour workshop led by a Task Force Expert, with key stakeholders invited from your area, including those from the local authority, Councillors, and civic and business leaders. This will present and examine your plans, challenges, and feedback, to identify next steps and additional support that may be beneficial from the High Streets Task Force.
- A 45-minute town/city centre site tour with a High Streets Task Force Expert who will conduct a snapshot place analysis to complement the insight generated from the workshop.
- A post-visit report, produced by the High Streets Task Force Expert, which identifies key strengths and challenges, and provides a prescription of future support from the Task Force.

## **Expert Advice**

In addition to leading the 'Unlocking your Place Potential' visits (UYPP), Task Force Experts may be provided to local authorities to help solve specific, complex and interdisciplinary problems, if this is recommended as a result of the UYPP visit.

All Experts, Mentors and Facilitators have been recruited from one of four professional bodies - Design Council, Institute of Place Management, Landscape Institute, and Royal Town Planning Institute - and have evidenced significant experience working on high street and town centre issues. This provides the wide-ranging expertise needed to support the change from mono-functional spaces to multifunctional places.

- Up to three days of Task Force Expert time is available if expertise is prescribed during the 'Unlocking your Place Potential' diagnostic visit.
- Task Force Experts will receive briefing materials relevant to the specific challenges or opportunities identified in your place and will summarise their analysis and advice through a visit report delivered to the local authority.
- High Street Task Force Experts may advise on a range of topics, including planning, urban design, placemaking, landscape architecture, resilience, transport, valuation, asset management, investment, governance, data and analytics, place management and leadership.

## **Mentoring**

High Streets Task Force Mentors have significant experience in inter-agency and cross-sector working, in a high street or place management context.

- A Mentor may be assigned to local place leader or leadership group, where collaboration issues have been identified through the 'Unlocking your Place Potential' Visit.
- The Mentors role is to work to inspire and support better partnership working, helping to build capacity for transformation through this collaboration.
- The Mentor will broker up to three meetings with the local authority and important stakeholders, to develop a partnership agreement for joint working.

Other High Streets Task Force services may be prescribed to support the development of partnership working, alongside a Mentor, such as the 'Developing a Shared Vision for your High Street' workshop.

## **Place Making Programme**

The Place Making Programme is open to a wide group of stakeholders in a town and is centred around a 3-hour workshop for up to 50 people. Using this approach of broad consultation and engagement, the Programme allows for constructive discussion of challenges and future plans for the local area, ensuring that all voices are heard.

The Programme:

- Presents feedback from the Transforming Your High Street report, the Unlocking Your Place Potential visit, and additional desk research from the High Streets Task Force.

- Allows local stakeholders to respond to these findings and expand on issues or solutions identified, in a structured setting.
- Generates a report to help move things forward.
- Encourages local communities to take ownership of their high street, agreeing priorities for action.

This type of programme has been well established and used in over 20 locations nationally by the Task Force Lead Partner, the Institute of Place Management, as well as during significant research projects on high street transformation.

### **Developing a Shared Vision for your High Street**

The visions for a town centre or other area is a key factor in improving the vitality and viability of a location. Often however, visions don't address the real needs of a place, can be too generic, not reflective of community interests and aspirations, or are either unrealistic or not ambitious enough.

Developing a Shared Vision for your High Street is a 10-hour programme (delivered virtually in three, 2.5hr sessions) offered by the High Streets Task Force to share ideas about a place, its vision development, and common goals that can change perceptions and attract local engagement and investment. This sets the direction for development of a strong local vision.

The workshop is delivered by Task Force partner, Design Council, with local authority lead members and officers, and a group of up to 8 local stakeholders.

Outcomes of the workshop:

- Understand the importance of visions and the processes to create a vision
- Gain wider engagement in the issues facing your high street and the need for change
- Work towards agreement on common objectives and potential approaches
- Receive a follow-up report to help design and achieve a vision, and to identify additional capacity available in wider local partnerships

### **Online support available now**

Anyone working to support their local high street can access High Streets Task Force resources online. These include webinars, research, case studies of successful place transformation, and a wide resource library collecting good practice from around the world. We're committed to sharing the best examples of high street transformation and raising the profile of work by local leaders across the country.

### **Footfall Dashboard**

The High Streets Task Force Dashboards are based on a successful prototype developed over the last few years with funding from InnovateUK. They are designed to help those engaged in place management to understand the performance of their town centre or high street.

Dashboards combine data on local footfall and social media to give a picture of trends over days, weeks, months, and a calendar year. This data is presented through several interactive charts which can be used by place analysts to look for local trends and understand the performance of their high streets.

**Two versions of the dashboard are available and the Task Force will be in touch with you about gaining access:**

### **The Standard Dashboard**

The Standard Dashboard is designed for locations that do not currently have footfall data.

This Dashboard uses a process to estimate local footfall based on the catchment population of the area. This can be further refined by engaging in a manual counting regime, at specific dates and times, to provide data which then 'calibrates' the local estimates, increasing the Dashboard's accuracy and identifying the likely 'signature' or pattern of footfall over time.

### **The Advanced Dashboard**

The Advanced Dashboard is available to any place management organisation in England that collects footfall data in a town centre or high street using Springboard's automated footfall counting technology.

This version of the Dashboard has the same functions as the Standard Dashboard but uses data from automated footfall counting, enabling place leaders to identify patterns and their town type, where it sits in the activity hierarchy, as well as a number of other functions, such as monitoring the daytime and nighttime economies.

Advanced Dashboards are provided to locations that agree to share this free access to three local stakeholder types: local government, businesses, and a civic group

### **Other online resources**

The High Streets Task Force offers a wide range of expertise, training, and data. It has also published over 300 resources through its resource library. Our Support Directory provides an overview of the different categories of support and how you can access them.

- **Create a COVID-19 Recovery Plan**  
A four-stage framework that can help place leaders to plan the response to and recovery from COVID-19
- **Create a Transformation Route Map**  
A guided process to create a Route Map for longer term place transformation, built around four key strategies of place adaptation (the 4Rs Regeneration Framework)
- **Get started with place management**  
A range of introductory resources and knowledge frameworks to help you think about high streets, what makes them successful, and how you can take action
- **Case Studies**  
Browse inspiring examples of place making, transformation and management, collated by the Task Force as best practice
- **Resource Library**  
Explore over 250 open-access resources, published and curated by the Task Force
- **Training – Place data, analytics, and sentiment**  
There online courses to help you understand high street data

For information on all support available via the High Streets Task Force, visit <https://www.highstreetstaskforce.org.uk/how-we-help-high-streets/>

# What's next?

As the High Streets Task Force is supporting a further 68 locations until 2024, **your location will be assigned a specific date from which the direct support will be delivered, starting with an 'Unlocking your Place Potential' visit.** Your local authority will have received notification of this time frame in the welcome letter accompanying this induction pack.

Before High Streets Task Force Experts get in touch about visiting your high street, there is several steps you can take to start accessing support:

1. **Notify the Task Force of primary and secondary contacts** which we can coordinate your local authority's support with, via our [online form](#)
2. **Attend the introductory webinar hosted by the High Streets Task Force on 21 April (2pm)** to answer any questions you may have about future support. You can [register online](#) now.
3. When you're ready, **choose a location** within your local authority which you would like to receive direct support and [notify](#) the Task Force. You may wish to gain further guidance on selection of a location during the webinar noted above.
4. **Let us know if your chosen location has a COVID-19 recovery plan or similar, relevant local vision.** We're collating examples of these plans to share good practice and support other places. You can [share your plan](#) online.
5. **Review online support that's available now**, via the High Streets Task Force [Support Directory](#).

**The High Streets Task Force Programme Management Office will be in touch following receipt of your contact information**, to introduce themselves, confirm receipt, and recap on what's available to you.

Depending on the period when you're scheduled to receive support, we'll also be in touch in due course to discuss scheduling the first 'Unlocking your Place Potential visit'. In the meantime, we hope you find some of our open, online resources useful and we look forward to getting to work with you and your local community.

If you have any queries about anything contained within this pack, please contact [operations@highstreetstaskforce.org](mailto:operations@highstreetstaskforce.org)





## Working Parties Update (Briefing Note)

**Date** 18 July 2022  
**Prepared by** Town Clerk

### 1. EVENTS WORKING PARTY MEETING

- 1.1. Members: Cllrs Frank Baldry, Ian Fletcher, Jenny Hicks, Heather Humby and Paddy Lightfoot.
- 1.2. Workstreams:

Work Streams Set for 21-22	Status	Future direction / plan (TBA)
Historical Association Archive launch, Centenary church service, visit of Prince Michael, Remembrance Day event, support of Xmas Market and school/library project, SSIL event with High Sheriff Commemorative events for ANZAC Day/Falklands War, Jubilee events.	Completed	Remembrance Day service – Nov-22 ANZAC Day 2023
Christmas event	Cancelled due to Covid	Dec-22
		QAVS award (GTV)

### 2. PUBLIC REALM (ASSETS) WORKING PARTY MEETING

- 2.1. Members: Cllrs Frank Baldry, Ian Fletcher, Jenny Hicks and Heather Humby.
- 2.2. Workstreams: Cllrs Heather Humby, Alex Lightfoot, Paddy Lightfoot and Ian Ward.

Work Streams Set for 21-22	Status	Future direction / plan (TBA)
Decorative lighting	Completed	
Eastern Garden toilets	Install summer 2022 (IOW Council delay)	Develop plan for old toilet block
<b>Work Streams Set for 21-22</b>	<b>Status</b>	<b>Future direction / plan (TBA)</b>

Yaverland toilets		Plan reprovision for Summer 2023/ additional facilities
Pier Street toilets		Aim to open in partnership with IOW Council over 6 weeks summer period- in progress. Aim to partner with developer over future provision- post development (target date for development completion easter 2023)
Beach	Lifeguard station completed- installed. Accessible wheelchair service- lifeguard operated. Swimsafe - completed. Safety radios for concessionaires - deploy with lifeguards.	Lifeguard station piling- delayed. Investigation during closed season 2022-23. Finalise design and install for summer 2023
	Blue Flag Awarded 2022	Blue Flag 2023
	Initial dialogue with concessionaires	Continue / develop dialogue with concessionaires
Broadway centre	Accessible garden area progressed, covid safe provided. Hearing loop report completed	Microphones / hearing loop/ AV eqpt / user charges

Playgrounds	Some additional play equipment installed	Plan future upgrade / equipment replacement and future use of old junior skatepark area. Flood light reprovision
Flagpoles	War memorial cleaned, new planters installed, flagpoles replaced	Remove remaining flagpoles by Pier and replace. Repainting of esplanade railings. Disability beach access (ramp?)

### 3. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING

- 3.1. Members: Cllrs Ian Fletcher, Jenny Hicks, Heather Humby, Alex Lightfoot and Paddy Lightfoot.
- 3.2. Workstreams:

Work Streams Set for 21-22	Status	Future direction / plan (TBA)
High Street,	Hanging baskets - imminent installation (IR delay)	High Street taskforce + follow on
Browns , Dinosaur Isle	Not currently an issue, Browns / Blue Tikki given new 5-year lease	Monitor / engage with IOW Council over future
Open spaces, Los Altos,	Yaverland / gateway installation completed	Investigate handing back lease of Los Altos to IOW Council
Ferncliff gardens	GTV agreement in place	What next?
Public Transport	Nothing planned	TBC
Beach		Future? Take over control from IOW Council under localism act.
Arts, performance space, sculptures. Art installations	Nothing planned	TBC

Public Wi-Fi	Nothing planned	TBC
Youth provision	Range of projects under way (not just youth - social exclusion as well.. Water activities project may not proceed due to staffing issues	Expansion / development for 2023. Roll-over youth water activities if doesn't proceed in 2022. Social exclusion projects
Long term Council Plan		3-5 year forward plan

#### 4. PUBLIC ENGAGEMENT WORKING PARTY MEETING

4.1. Members: Cllrs Frank Baldry, Alex Lightfoot, Paddy Lightfoot, Ian Ward and Toby Wilcock.

4.2. Workstreams:

Work Streams Set for 21-22	Status	Future direction / plan (TBA)
Digital (website, social media)	FB page running. Increased media engagement / press statements completed	Develop FB function, email newsletter, continue with media engagement / press statements. Continue population of working party section of website
Sandown chronicle	SCA publication	Ongoing content for SCA newsletter
Budget consultation	On -line completed	Budget consultation / volunteer event?
Working with Bay Area Town / parish councils	Danfo joint contract in operation with Shanklin	Develop place making with Bay councils and IOW Council TBC- ties to NP/PP below
Facilitating engagement events	Island Plan, Conservation area, Beaver reintroduction completed	

Councillor briefings	Sandown Sprint, Southern water. Completed	Sandown Sprint – follow-up briefing TBC
Neighbourhood Plan / Place Plan		Define what is required / progress agreed plan (NP/ PP or other) consultation events. TBC





## Working Parties Update (Briefing Note)

**Date** 18 July 2022  
**Prepared by** Town Clerk

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

- 1.1. The working party met on Wednesday, 22 June 2022.
- 1.2. Toilets contractor gave update on situation regarding Eastern Gardens Public Conveniences, planning application has been submitted but the IW Council paper regarding licence/lease for the location is subject to a paper being approved at Isle of Wight Council Cabinet meeting in July. Members recognised that trying to undertake building work at Eastern Gardens in July/August would be difficult and therefore, delay until the Autumn would be pragmatic. There will be a need to maintain current toilet provision at Eastern Gardens, with the ongoing anti-social behaviour requiring additional budget provision.
- 1.3. Members discussed the ongoing drainage issue at Yaverland, and issues that need to be monitored to keep facilities running during busy summer months (n.b. events at Yaverland will also increase demand and potential for anti-social behaviour), and has cost implications.
- 1.4. Members discussed need for provision at Pier Street (Isle of Wight Council Facility) and this would be raised with Isle of Wight Council – budget provision would need to be made should contribution from Town Council be requested.
- 1.5. Members noted reduced issues at St John’s and income from site, as well as work with local business regarding change.
- 1.6. Members noted role of drain clearance contractor maintaining opening of Yaverland and Eastern Gardens at weekends.
- 1.7. Members also noted meeting with Project manager (involved with St John’s project) and need to secure evaluation of assets for insurance.
- 1.8. Members discussed the anti-social behaviour at the sites and opening times.
- 1.9. Members noted that discussions on Yaverland project for 2023 would be main item at next working party meeting.
- 1.10. The CCTV quote for the Broadway Centre was circulated and members noted need to reflect additional cameras in budget provision, for health and safety concerns.

- 1.11. Members noted quotes requested for audio system, and once received will be circulated.
- 1.12. Members noted planned work at Toilets for contact details, Blue Flag plaque, etc.
- 1.13. Members noted ongoing discussion regarding installation of hanging baskets as part of Welcome Back Funding – Island Roads and IW Council involved, with contractor, and need to liaise with Green Towns.
- 1.14. Members noted licences secured for Gateway project, and ongoing work with Green Town Volunteers at Ferncliff Gardens.
- 1.15. Members noted High Street Task force project and possible meeting dates in July – clerk liaising with Regeneration team at Isle of Wight Council, and the potential to secure additional support to progress the project in Sandown/The Bay.
- 1.16. Members noted work to address ongoing issues at Sandham Grounds, and efforts to secure maintenance provision (e.g. routine and substantive), and current insurance claim, and longer-term capital project. Members noted need to resolve lighting issue as soon as possible and awaiting quote from Isle of Wight Council/Island Roads.
- 1.17. Members discussed the need to revisit lease of Los Altos with Isle of Wight Council, the Town Council currently pay for the ground's maintenance, electronic copies of lease to be circulated.
- 1.18. Members noted work in the Broadway Centre Garden, and requests from groups to use the area.
- 1.19. Members noted requests for additional equipment in Broadway Centre, and this can form part of longer-term consultation with user groups – storage and maintenance would be issues to consider.
- 1.20. Members discussed outline resilience grant application with SSEN.
- 1.21. Members noted ongoing discussions with Green Towns regarding future projects in 2023 onwards.

## **2. EVENTS WORKING PARTY MEETING**

- 2.1. Met on Monday, 27 June 2022
- 2.2. Members reviewed activity for Platinum Jubilee, including weekend Church Service, School Engagement, Library Project, work with Historical Association and Church, Green Towns Projects, Broadway Centre Garden, and work on the Big Picnic event.
- 2.3. Members appreciated the planning and delivery of Anzac Day and Falklands Commemorative events at the memorial.
- 2.4. Members noted support of the Church @175 project.
- 2.5. Members noted continued support of Green Town projects, including licences and site visits regarding nomination for Southeast England in Bloom.

- 2.6. Members agreed to start planning for 2022 Remembrance Day, with Band, Church, and other agencies to be contacted during coming weeks, and review of risk assessment.
- 2.7. Members discussed forthcoming Sand & Shanklin Independent Lifeboat presentation and events, as well as 2023 project.
- 2.8. Members discussed support of the Queen's Award for Volunteers Presentation in September.
- 2.9. Members discussed a community event for 2023, involving local voluntary groups and community awards, to link with Volunteers Week.
- 2.10. Members discussed High Streets Task Force project, and the opportunities provided by this initiative.
- 2.11. Members discussed arrangements for Xmas events, post covid, and possible Carol Service – members noted the volume of work involved in organisation of these events and the resources available.

### **3. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING**

- 3.1. Alan Jones, from Sandown Community Association, updated members on the recent publication, with over 5,000 copies produced, with around 750 available for hotels in the Summer – positive feedback has included the range and details of information provided, one resident in Yaverland said they were not 'on-line' and appreciated a hard copy, and if there is further information that could be included (e.g. details of EV charging points) it would be helpful.
- 3.2. Next publication is due in the Autumn, and copy needs to be submitted in July: ideally, this will reflect Town Council Budget Consultation, ahead of an Autumn public Consultation at the Broadway Centre.
- 3.3. Alan thanked councillors and clerks involved in the distribution of the publication; and also noted projects such as Sandown In Bloom.
- 3.4. Members noted the upgrade to website pages, this is a gradual process given the volume of work needed to upgrade, and also reflects updated NALC guidance on accessibility.
- 3.5. Members noted recent statements, media coverage of Town Council projects, Facebook visibility, and other actions taking forward priorities set by Town Council.
- 3.6. Members noted that, to date, we had not received responses to requests for audio system costings from suppliers.
- 3.7. Links to other Town/Parish Councils included recent procurement of Toilets Maintenance/Service Contract, and possible Cycling project, Economic Development Initiative, and other projects.

- 3.8. Issues that need further details include Pier Street Toilets (for Summer), Youth Projects (briefing on Wednesday), and other areas of activity that may need clarification at July 18 meeting.
- 3.9. Cllr Baldry to feedback at next Council meeting.
- 3.10. Next meeting in August/September re Budget Consultation, etc.

#### **4. PUBLIC ENGAGEMENT WORKING PARTY MEETING**

- 4.1. Met on Monday, 22 June 2022 to receive a briefing from Julian Wadsworth, Community Resilience Coordinator for the Bay area & Youth Intervention Development Officer.
- 4.2. Julian outlined the background to the Resilience Funding secured by IW Community Action following the work of the Town Council during the pandemic.
- 4.3. Julian highlighted the value of the pump priming provided by Sandown Town Council, as match funding for current projects (including a art/literacy initiative, youth outreach programme, Crime Commissioner project, etc);
- 4.4. Members discussed the issues at Sandham Grounds, and the efforts to address the lights issue.
- 4.5. Members also noted the recent ROSPA report on equipment and condition of Sandham Grounds, and the actions taken by the Council to secure an ongoing maintenance response, given issues with potential contractors.
- 4.6. Clerks will update members (and Julian) on outcome of site visit with Isle of Wight Council at Sandham Grounds on 24.6.2022.
- 4.7. Members discussed the hotspots around the Town, and the recent incidents of anti-social behaviour, including Los Altos, Ferncliff, Ocean Hotel, other derelict buildings, and the efforts of a small outreach team to be proactive.
- 4.8. Julian outlined current pressures, and capacity issues given growing demand and some of the practical issues re locations and facilities.
- 4.9. Members discussed the potential seaside activities project for later in the year, and the initial discussions to provide a programme targeting youths that may otherwise be excluded, and details would be circulated when received.
- 4.10. Background issues that need to be considered are deprivation indices, especially for North Sandown area, home educated, other demographic and socio-economic factors, and feedback from local stakeholders, inc. youth forum that is being developed.
- 4.11. Members thanked Julian for detailed briefing and for coming in on an evening to update members on projects.



## Town Clerks Report

**Date** 18 July 2022  
**Prepared by** Town Clerk

### **1. ADMINISTRATION**

- 1.1. Meetings re bookings for the centre and opening/locking/cleaning arrangements.
- 1.2. Change of insurance provider.
- 1.3. Period of public rights.
- 1.4. Monthly meeting with IWC. re Civic Spaces.
- 1.5. Securing valuations of assets as part of insurance process.
- 1.6. Increased resource allocated to queries to previous minutes.
- 1.7. Increased resource allocated to queries following last meeting.
- 1.8. Need to secure HR advise re proposed changes in staff contracts, T&C, etc.
- 1.9. Proposed grant applications for cycling project, levelling up, Resilience, etc.
- 1.10. Ongoing administration of Welcome Back Fund.

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

- 2.1. Gradual revision of website to comply with NALC 2022 guidance.
- 2.2. Introduction of Facebook page.
- 2.3. Recent media coverage of Town Council projects and initiatives.
- 2.4. Work on Autumn Budget consultation and publication article.
- 2.5. Jubilee projects, with local schools
- 2.6. Tour of Britain Cycle event in Sandown
- 2.7. Church service and TWG project.
- 2.8. Project with local school and library.
- 2.9. Anzac, Falklands War, and other commemorative events.
- 2.10. High Street Task Force project.

### **3. BEACHES**

- 3.1. Planning approval for base received 7 June 2022.
- 3.2. Liasing with IWC regarding relevant licence and lease.
- 3.3. Site visit to review progress of base conversion.
- 3.4. Blue Flag administration, no response re Flag being qualified.
- 3.5. Swim safe project with Waterside Community Swimming Club.
- 3.6. Meeting re Beach Wheelchair and developing project.
- 3.7. War Memorial flower troughs and maintenance.
- 3.8. Work with local school planned for Blue Flag.
- 3.9. Meetings with concessionaires re concerns and projects.

### **4. BROADWAY CENTRE**

- 4.1. Receipt of historic bench as part of accessible garden project.
- 4.2. Plant project with the TWG.
- 4.3. Restorative Justice project.
- 4.4. Audio system specification circulated.
- 4.5. Audio system quotes from contractors.
- 4.6. Health issues with current groups and adjusting rotas.
- 4.7. Potential Covid policy for Autumn with numbers increasing.
- 4.8. Summer opening/closing rotas re annual leave and weekend usage.
- 4.9. Work with Christ Church on celebrative events.

### **5. CIVIC SPACE**

- 5.1. Licences secured for Gateway, working with Green Towns re installation.
- 5.2. Work completed on licence for additional planter on Highstreet
- 5.3. Liaising with Island Roads for installation of Hanging Baskets.
- 5.4. Working with Green Towns and site visits and presentations.
- 5.5. Working with Green Towns on Queens Award event.
- 5.6. Christmas Tree Lights

- The Christmas Tree lights leased for the Library Tree in previous years had been withdrawn. Officers had begun work to source new lights.

- 5.7. Meeting with local charity regarding additional defibrillators.
- 5.8. Replacement decorative lights sourced and awaiting installation.
- 5.9. Ferncliff Gardens project ongoing.
- 5.10. Review of Los Altos arrangements.

## **6. SANDHAM GROUNDS**

- 6.1. Ongoing issues with litter and minor anti-social behaviour.
- 6.2. Alternative approach to maintenance and repair issues sourced.
- 6.3. Site meeting to progress lighting.
- 6.4. Briefing re potential future project (and Grant application).
- 6.5. Meetings with Bowls Club and Heritage planned to discuss issues raised.
- 6.6. Event at site and advise to organiser.
- 6.7. Insurance claim received and additional monitoring, risk assessments, etc.
- 6.8. Youth projects being developed following matched-funding and pumped priming.
- 6.9. On-going damage to the fences may require unbudgeted repair/replacement.
- 6.10. On-going grounds maintenance and damage to access path.

## **7. TOILETS**

- 7.1. Ongoing issues with anti-social behaviour.
- 7.2. Meeting with IWC regarding arrangements for summer at Pier Street Toilets
- 7.3. Need for budget provision subject to receipt of quote.
- 7.4. Eastern Gardens on IWC Forward Plan and this may delay installation.
- 7.5. Dash & Splash, Kidzone Family Funpark, etc, likely to impact of usage, etc.
- 7.6. Potential additional costs linked to delays in new installation and extra demand.
- 7.7. Damage to payment systems at St Johns.
- 7.8. Queries from IW Council re closure of Pier Street – referred back to IWC.
- 7.9. Briefing with contractor and installation of signage.





## Neighbourhood Plan (Briefing Note)

**Date** 18 July 2022  
**Prepared by** Town Clerk

### 1. BACKGROUND

- 1.1. Cllr Debbie Andre submitted the following motion for full council on 18 July 2022:

*This council commits to drawing up a Neighbourhood Plan. To this end, the clerk is instructed to submit an Expression of Interest in the current round of potential funding within the next two months, bearing in mind that the grant needs to be spent by 31 March 2023.*

*Furthermore, the clerk should work with Councillors to develop a project plan that scopes the work by setting objectives and key milestones, identifies resources and delivery options, proposes outcomes and evaluation. This project should be developed in consultation with local stakeholders, including, but not limited to, IOW Council planning officers and IWALC, and with a view to deliver Sandown's Neighbourhood Plan with community partners. The project plan should be brought back to Full Council no later than September 2022.*

- 1.2. This report seeks to provide councillors with an overview of Neighbourhood Plans and links to further information.
- 1.3. Councillor Andre has provided a supporting note to her motion included herein.

### 2. SUPPORTING NOTE (CLLR ANDRE)

*"Neighbourhood Planning Grants and Support Programme Opens for Applications."*

*Neighbourhood planning was introduced in England by the Localism Act 2011 to give people a chance to decide how their local area should be developed and what should be built in the future. Groups will be able to determine where they want new homes, shops and offices to be built and have a say on what new buildings should look like.*

*Town and parish councils, neighbourhood forums and prospective neighbourhood forums preparing a neighbourhood development plan or neighbourhood development order in England may apply for the following:*

- *A basic grant of between £1,000 and £10,000 for groups writing a neighbourhood plan or neighbourhood development order.*
- *An additional grant of up to £8,000 is available for groups facing more complex issues, giving a maximum total amount of £18,000.*

- *Specific packages of technical support where needed.*

*The programme is particularly keen to help ambitious groups, from all types of neighbourhoods, who want to really influence how their place grows and changes going into the future.*

*To apply for an additional grant of up to £8,000, applicants must be at least one of the following:*

- *Allocating sites for housing.*
- *Including design codes in their plans.*
- *A designated business neighbourhood plan.*
- *A cluster of three or more parishes writing a single plan.*
- *A Neighbourhood Area with a population of more than 25,000.*
- *A designated neighbourhood forum.*
- *A group based in an area which has a high level of deprivation (where 30% or more of the neighbourhood area or population is in the 20% most deprived areas in England according to the Index of Multiple Deprivation).*

*Eligible applicants must be based in England.*

*The grant ceiling applies to the period April 2015 to March 2023. All grants must be spent before 31 March 2023.*

*Expressions of Interest can be submitted at any time before March 2023 by following this link:*  
[https://neighbourhoodplanning.org/apply/?utm\\_medium=email&utm\\_campaign=Neighbourhood%20Planning%20-%20Example%20copy&utm\\_content=Neighbourhood%20Planning%20-%20Example%20copy+CID\\_48a2d8a3987faca8d40fd1c7e1747ff6&utm\\_source=Email%20CM&utm\\_term=website](https://neighbourhoodplanning.org/apply/?utm_medium=email&utm_campaign=Neighbourhood%20Planning%20-%20Example%20copy&utm_content=Neighbourhood%20Planning%20-%20Example%20copy+CID_48a2d8a3987faca8d40fd1c7e1747ff6&utm_source=Email%20CM&utm_term=website)

### **3. NEIGHBOURHOOD PLANS - General**

- 3.1. The Localism Act 2011 (Schedule 9) provides for communities to choose to produce a neighbourhood plan.
- 3.2. A neighbourhood plan is a vehicle for local people to set out a vision for an area and help shape how local communities grow. It will contain policies to help shape and deliver new development in their areas. It can include allocation of sites for different types of development, designate green spaces through to provision of infrastructure and where new homes, shops or offices should go.
- 3.3. A neighbourhood plan must work alongside the local plan and the [National Planning Policy Framework](#).

- 3.4. Plans can only be developed by one of two groups – Parish or Town Councils or Neighbourhood Forums.
- 3.5. Since Neighbourhood Plans become statutory documents there are regulations relating to how they come in to being.

#### **4. NEIGHBOURHOOD PLANS - Considerations**

- 4.1. Guidance indicates there are a number of considerations should be taken into account in relation to producing a neighbourhood plan.

##### Scope of Plan

- 4.2. The scope and complexity of the plan is dependent on a number of factors. Plans can be detailed or simply deal with one or two issues:
  - What is already covered in the local plan (this would be the Island Planning Strategy and related policies).
  - The nature of the neighbourhood area (for example economic condition and expected level of growth) and the community's preferred outcomes.

##### Need to Meet Basic Considerations

- 4.3. Planning law sets out a series of basic considerations which must be met.
- 4.4. The considerations are tested through an independent examination.
- 4.5. The considerations are that the plan must:
  - have regard to national policy;
  - contribute to the achievement of sustainable development;
  - be in general conformity with the strategic policies in the development plan for the local area (this would be the Island Planning Strategy, the Sandown Conservation Zone Area Management Plan and any Bay regeneration plan); and
  - be compatible with EU obligation

##### Time and cost implications:

- 4.6. The size of the plan has implications in terms of time and cost.
- 4.7. Cost is also impacted by the size of the population and number of businesses as this influences community engagement
- 4.8. The Ministry of Housing, Communities and Local Government (MHCLG) estimate the average costs of a Neighbourhood Plan to range between £20,000 to £86,000.

4.9. The core costs listed are:

- Engagement and consultation costs : Planning for Real type events: £1,500 to £5,000
- Publicity and production of plans £1,500 to £2,500
- Project management and 'footwork' £nil to £10,000

Other potential additional costs to a local council - In addition it may be necessary to commission some expert studies. These could include:

- Non-statutory assessments:
- Retail Impact assessment: £3,000 to £7,000
- Equalities Impact assessment: £Nil to £2,000
- Community safety assessment: £2,000 to £5,000
- Flood risk assessment £2,000 to £5,000
- Environmental Impact Assessment: up to £75,000
- Strategic Environmental Assessment (SEA/ SA): £10,000-£30,000
- Habitats Regulations Assessment (statutory – where required) typically: £15,000
- Masterplan type documents: £50,000/1yr consultants' fees

4.10. There are also costs to the local authority which they may seek a contribution for including:

- Arranging and covering costs of independent examinations £5,000 to £10,000
- Holding the referendum £1,800 to £30,000

#### Resource implications:

4.11. A neighbourhood plan represents a significant commitment in terms of time and energy, over a period of months and often a number of years.

## **5. STEPS**

5.1. There are a number of steps to creating a Neighbourhood Plan. In brief these are:

- 1) Designating a neighbourhood area – an application is made to the local planning authority for an area to be designated. The local planning authority has 20 weeks to determine the application.
- 2) Building and Evidence Base
- 3) Identifying the issues to address in your Neighbourhood Plan
- 4) Initial publicity and public engagement

- 5) Preparing the plan – there are no prescribed documents which must be provided but the intention and rationale of any policies in the draft plan or proposals must be supported by robust evidence. Basic conditions as detailed previously must be met.
- 6) Publicity – the plan will be publicised before it is submitted
- 7) Submission of the plan – to the Isle of Wight Council who will check necessary documents have been provided.
- 8) Independent Examination - the proposed neighbourhood plan will be submitted to the local planning authority, which will check that the necessary documents have been provided.
- 9) Referendum - It will also organise the public referendum, subject to the plan meeting the basic conditions at the examination stage.

## **6. THE ISLE OF WIGHT COUNCIL**

- 6.1. The Isle of Wight Council has a statutory duty to support groups who want to prepare a neighbourhood development plan. This support will be given in two ways:
  - being responsible for the statutory processes required for neighbourhood development plans
  - providing technical advice, guidance and support
- 6.2. Members may wish to consider the Isle of Wight Council's capacity to support the venture in a timely manner.

## **7. FURTHER READING**

[How to create a Neighbourhood Plan: Your step by step roadmap guide - Locality Neighbourhood Planning](#)

[How to shape where you live \(nalc.gov.uk\)](#)

[What's next for neighbourhood planning \(nalc.gov.uk\)](#)