



SANDOWN TOWN COUNCIL – MEETING MINUTES – 26 SEPTEMBER 2022

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 26 SEPTEMBER 2022** (postponed from 19 September 2022 due to the period of national mourning following the death of HRH Queen Elizabeth II) at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

Present: Paddy Lightfoot (Mayor), Alex Lightfoot (Deputy Mayor), Debbie Andre, Frank Baldry, Sue Betts, Heather Humby, Jenny Hicks, Ian Ward.

Also Present: Richard Priest (Clerk), Jennifer Armstrong (RFO) and 6 members of the public.

PUBLIC QUESTIONS:

A question was raised in relation to the length of time allocated for Public Question Time at the end of the agenda. Clarification was provided that the provision had always been 10 minutes.

13-2022/2023 APOLOGIES

Apologies were received from Cllrs Emily Brothers, Ian Fletcher, Robert May and Toby Wilcock.

14-2022/2023 DECLARATIONS OF INTEREST

Cllr Frank Baldry declared a personal interest in Item 6, specifically the decision relation to the audio equipment for the Broadway Centre.

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

15-2022/2023 MINUTES OF THE LAST MEETING

Members noted that minute 26-2022/2023 deferred matters relating to the HR Committee to the September 2022 meeting but that the item did not appear on the agenda as the legal advice relating to the item had not yet been received.

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 (8), Against (0), Abstain (0)

RESOLVED

That the minutes of the meeting held on 18 July 2022 be approved as a true record.

16-2022/2023 FINANCES

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

A proposal was moved and duly seconded, that the payments and receipts list for July 2022 be approved and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

THAT the payments and receipts for July 2022 be approved.

2. To approve the Payments and Receipts lists as presented for August 2022

A proposal was moved and duly seconded, that the payments and receipts list for August 2022 be approved and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

THAT the payments and receipts for August 2022 be approved.

3. To receive and note the verified bank reconciliations for July and August 2022

The verified bank reconciliations for July and August 2022 were duly noted.

4. To receive and note the expenditure against budget through August 2022

The expenditure against budget through August 2022 was noted.

5. To receive the report of the External Auditor

The report of the External Auditor and publication dates for the Notice of Conclusion of Audit were noted.

17-2022/2023 TOWN CLERK REPORT

Council noted the report from the Clerk who also provided a verbal update on recent activities. These included:

- IWALC open day at the centre

- Grant funding secured to work with Church to provide warm space and other initiatives
- Launch of the 2023/2024 budget consultation
- Receipt of the Blue Flag Inspection report.
- Ceremony for Green Towns to be presented Queens Award for Voluntary Service.
- Showcase at Sandham Gardens Skatepark.

18-2022/2023 WORKING PARTIES

Members discussed the update from the working parties, noting an update from the Mayor in relation to Public WiFi; industry experts had advised an unsuccessful trial had taken place on the Island and that with the roll out of 5G by providers public wifi would not bring any tangible benefits to Sandown. The matter project would therefore be removed from the public realm working parties work plan.

A proposal to accept the Public Engagement and Communication Working Parties recommendation in relation to the audio equipment at the Broadway Centre was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

THAT the council:

- (i) Engage Provider 3 to replace the hearing loop in the main hall and include an ambient microphone to enable the use of the loop without the need for the microphones.
- (ii) Engage Provider 3 to install a 15-microphone wireless delegate microphone system as soon as possible.
- (iii) To include provision for an ambient loop or a portable hearing loop in the meeting room in the 2023/24 budget.

19-2022/2023 HIGH STREET TASK FORCE AND BAY PLACE PLAN

Consideration was given to the report from the High Streets Task Force and the letter from the Isle of Wight Council regarding the development of a place plan for the Bay. Members were advised concerns had been raised regarding the lack of local business in attendance during the high street task force visit and the key actions proposed in the report; that a vision statement be developed and an expert be engaged in relation to the derelict buildings.

In relation to the Bay plan, there was support for the initiative but members had concerns regarding the appointment process and it was suggested that any contribution would need to be linked to the councils agreement that the consultant appointed to work on the project was suitable. The benefit of the consultation opportunities that would arise from the project were also highlighted.

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

For (8), Against (0), Abstain (0)

RESOLVED

THAT the council

- (i) Support the Isle of Wight Council and other Bay councils (Shanklin Town Council and Lake Parish Council) to develop a Bay Place Plan.
- (ii) Provide a contribution of £5,000 to the project subject to their agreement regarding the consultant appointed and process.

20-2022/2023 LOCAL TAX COUNCIL TAX REDUCTION SCHEME CONSULTATION

Members reviewed the information provided in Local Council Tax Reduction Scheme Consultation. The cost-of-living crisis and difficult financial situation facing many residents was recognised, especially those on lower or fixed incomes. Therefore, it was proposed and duly seconded, that the options one through five be supported. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

THAT the council respond to the in Local Council Tax Reduction Scheme Consultation with support for options one through five, noting the difficult financial situation facing many residents, especially those on lower or fixed incomes.

21-2022/2023 SANDOWN SPRINT

An email had been received from the organisers of the Sandown Sprint, consulting them on the plans for the 2023 event. Council agreed the event in 2022 has been excellent and good for the town. A proposal to express support for the event in 2023 was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

To respond to the consultation, showing support regarding the Sprint in 2023.

22-2022/2023 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

Cllr Humby advised a number of residents attending her surgery had made complaints in relation to the smell from the sewage works. There was general agreement that would members would be grateful if the clerk could look into the matter.

23-2022/2023 TO RECEIVE ANY PLANNING MATTERS

1. To consider any relevant planning applications.

The following planning application were considered.

Reference

Address

[22/01416/FUL](#) - Former Zanies Nightclub Esplanade

The planning application on the site of the former Zanies nightclub was discussed. Matters discussed included previous applications relating to the site, the sites current use (intermittent use for parking) with members being in agreement that the proposal would improve the site.

A proposal to support the application as it was in keeping with the adjacent developments and included parking was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

THAT Sandown Town Council support the planning application for the development of five town houses on the siter of the former Zanies nightclub.

[22/01675/TW](#) - Outside 93 Station Avenue (tree fell)

[22/01652/CLEUD](#) - 21 Carter Street, PO36 8BL

[22/01636/HOU](#) - 62 Culver Way, PO36 8QL

[22/01387/FUL](#) - Surfside Diner, 23 Esplanade, PO36 8LA

Cllr Debbie Andre declared an interest in the application as ward member for the site, advising she planned to call the application in to planning committee. Discussion took place regarding the nature of the application i.e. that only internal works were proposed, that the several attempts to run a viable business from the site and attempts had failed and that the proposed use as a holiday meant the site would still be used for tourism.

A proposal to make a neutral comment indicating support of continued use of the site for tourism if matters raised by other agencies were addressed was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7), Against (0), Abstain (1)

RESOLVED

THAT Sandown Town Council return a neutral comment indicating support of continued use of the site for tourism if matters raised by other agencies were addressed.

2. To consider recent updates on the Ocean Hotel

Cllr Ian Ward provided an update on the situation relating to the Ocean Hotel. Key points discussed included:

- Despite recent press, the receiver had advised the leases had been sold when the site was purchased.
- Police patrols past the site had been increased following recent instances of vandalism.
- The relevant agencies were aware of the squatters in the building; the squatters had also fixed the fencing surrounding the site.
- The case would be heard on 4 October 2022.
- The community protection order related to the property's land registry.

24-2022/2023 TO RECEIVE REPORTS FROM

1. Town Councillors

Cllr Debbie Andre advised members on various issues including:

- Discussions were taking place regarding the future of Dinosaur Isle; it was thought the area would remain a public space with a more ecological and environmentally friendly approach.
- Arrests had been in relation to vandalism at the Parkbury Hotel site following reports from the school regarding health and safety concerns.
- Youth Council/Youth MP very proactive, meeting with Bob Seeley.

Cllr Heather Humby provided an update on the revetment working party, advising members no ban could be applied but signage to encourage consideration was being explored.

Cllr Jenny Hicks reported that she had received a number of complaints relating to the cobbled slip way to the right of the pier and asked that the clerk contact the Isle of Wight Council regarding additional signage.

Cllr Alex Lightfoot had been invited to judge the illuminated carnival and members congratulated the Carnival Association on the success of both events. Cllr Lightfoot also attended an event at Boojam and Snark and a youth skate showcase at Sandham Gardens.

Cllr Paddy Lightfoot has also attended the skate showcase and highlighted the success of the councils pump funding and work with the reliance officer. Cllr Lightfoot also highlighted the success of the beach accessibility initiatives.

2. Outside Bodies

Sandham Forum has met on the first Monday of the month with good attendance. Unfortunately, the secretary had stepped down due to ill health. Members noted that the football club who had attended the forum, had secured a 25 year lease for the Sandham Middle School site.

25-2022/2023 DATE OF NEXT MEETING

The next meeting would be held on 21 November 2022.

PUBLIC QUESTION TIME

Reverend Williams advised that work would begin on restoring the Church's historic Lych Gate, during this time the pavement would be blocked but Island Roads had been informed.

Mr Alan Jones noted that the meeting had been concluded within 90 minutes unlike recent meetings as the minutes had been approved without prolonged debate.

Mrs Jeanne Jones asked for an update on the Travic 2 site. Cllr Andre advised officers at the Isle of Wight Council were preparing a section 215. The issue over insurance had been settled.

Mrs Jones also asked members be mindful of the difficult financial situations all residents faced due to the cost of living crisis when setting the council's 2023/24 budget.

Item 4(1) - Paper B

Cashed as of 30 September 2022				Balance Carried Forward			180,986.63
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
237	01/09/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
238	01/09/2022		Business Stream	Water - Yaverland	495.96	0.00	495.96
239	01/09/2022		Gallagher (Hisock Insurance Company Ltd)	Insurance (All)	551.64	0.00	551.64
240	02/09/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
241	02/09/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
242	02/09/2022		Independent Cleaner	Cleaning	25.00	0.00	25.00
243	07/09/2022		Garden Tidy	Grounds Maintenance and Repairs	40.00	0.00	40.00
244	08/09/2022		Hillbans Pest Control Ltd	Pest Control	41.67	8.33	50.00
246	07/09/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
247	07/09/2022		Lake Cleaning & Catering Supplies	Cleaning Materials	110.15	22.03	132.18
248	07/09/2022		Garden Tidy	Litter Picking and Bin Emptying	75.00	0.00	75.00
249	07/09/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
250	07/09/2022		Lifeline Alarms	CCTV and Alarm Service and Maintenance	460.00	92.00	552.00
251	30/09/2022		Wightfibre	Broadband and Telephone	53.80	10.76	64.56
252	21/09/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
253	21/09/2022		Community Action Isle of Wight	Payroll	31.00	0.00	31.00
254	21/09/2022		Community Action Isle of Wight	Salaries	5019.42	0.00	5019.42
255	21/09/2022		Community Action Isle of Wight	Pension	859.33	0.00	859.33
256	21/09/2022		Community Action Isle of Wight	HMRC PAYE	1870.34	0.00	1870.34
257	21/09/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
258	22/09/2022		Garden Tidy	Playground Repair	30.00	0.00	30.00
259	07/09/2022		Adobe Systems Software Ireland Ltd	Adobe Software	388.80	97.20	486.00
260	21/09/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	78.15	3.91	82.06
261	21/09/2022		Corona Energy Retail 4 Ltd	Electricity	125.90	6.30	132.20
262	21/09/2022		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens	48.70	2.44	51.14
263	21/09/2022		Corona Energy Retail 4 Ltd	Electricity - Yaverland	35.60	1.78	37.38
264	29/09/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
265	29/09/2022		Biffa Waste Services Ltd	Waste Collection (Wheellie Bins)	146.25	29.25	175.50
266	29/09/2022		Danfo (UK) Ltd	Cleaning	2986.25	597.25	3583.50
267	29/09/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00

Received as of 30 September 2022					
2022-2023 Receipts		Balance Carried Forward		409,444.10	
Voucher	Date	Description	Net	VAT	Total
167	02/09/2022	Room Hire	60.00	12.00	72.00
168	05/09/2022	Room Hire	64.00	12.80	76.80
169	05/09/2022	WC Income St Johns	27.40	0.00	27.40
170	01/09/2022	WC Income St Johns	85.40	0.00	85.40
171	07/09/2022	Room Hire	75.00	15.00	90.00
172	07/09/2022	Room Hire	75.00	15.00	90.00
173	02/09/2022	Room Hire	97.50	19.50	117.00
174	12/09/2022	Room Hire	48.00	9.60	57.60
175	12/09/2022	Room Hire	37.50	7.50	45.00
176	12/09/2022	WC Income St Johns	24.40	0.00	24.40
177	09/09/2022	Room Hire	157.50	31.50	189.00
178	09/09/2022	Room Hire	207.50	41.50	249.00
179	09/09/2022	Room Hire	157.50	31.50	189.00
180	15/09/2022	Room Hire	157.50	31.50	189.00
181	09/09/2022	Bank Interest	6.16	0.00	6.16
182	14/09/2022	Room Hire	16.00	3.20	19.20
183	20/09/2022	WC Income St Johns	27.80	0.00	27.80
184	21/09/2022	Room Hire	37.50	7.50	45.00
185	26/09/2022	Room Hire	48.00	9.60	57.60
187	29/09/2022	Grant - Connect for Communities	7500.00	0.00	7500.00
188	23/09/2022	Room Hire	110.00	22.00	132.00
189	29/09/2022	WC Income St Johns	21.40	0.00	21.40
190	21/09/2022	Base Rent (Sandham Gardens)	2500.00	0.00	2500.00

Item 4(2) - Paper C

Cashed as of 31 October 2022				Balance Carried Forward			201,954.68
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
274	03/10/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
275	03/10/2022		Gallagher (Hiscock Insurance Company Ltd	Insurance (All)	551.64	0.00	551.64
276	16/10/2022		ICO	ICO Registration	35.00	0.00	35.00
277	05/10/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
278	05/10/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
279	05/10/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
281	05/10/2022		Hillbans Pest Control Ltd	Pest Control	191.67	38.33	230.00
282	05/10/2022		Sandown Community Association	Contribution to Jubilee Event	443.98	0.00	443.98
283	05/10/2022		Irene Young	Cake Ingredients	9.79	0.00	9.79
284	05/10/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
285	07/10/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
286	07/10/2022		Community Action Isle of Wight	Payroll	31.00	0.00	31.00
287	07/10/2022		Community Action Isle of Wight	Salaries	5019.42	0.00	5019.42
288	07/10/2022		Community Action Isle of Wight	Pension	859.33	0.00	859.33
289	07/10/2022		Community Action Isle of Wight	HMRC PAYE	1870.34	0.00	1870.34
290	07/10/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
291	07/10/2022		Independent Cleaner	Cleaning	110.00	0.00	110.00
292	12/10/2022		Focus Plumbing and Heating	Repair - lobby plug sockets	75.00	15.00	90.00
293	12/10/2022		Scan Station Computers Ltd	Anti-Virus Software	29.17	5.83	35.00
294	12/10/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
295	12/10/2022		The Bay School	Grant - Connect for Communities	1000.00	0.00	1000.00
296	12/10/2022		PCC Christ Church	Grant - Connect for Communities	1000.00	0.00	1000.00
297	19/10/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
298	19/10/2022		Danfo (UK) Ltd	Cleaning	2986.25	597.25	3583.50
299	19/10/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
300	19/10/2022		Brightstone Landscaping	Beach Cleaning	1980.00	396.00	2376.00
301	17/10/2022		Corona Energy Retail 4 Ltd	Electricity St Johns	76.04	3.80	79.84
302	17/10/2022		Corona Energy Retail 4 Ltd	Electricity	122.57	6.13	128.70
303	17/10/2022		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens	47.66	2.38	50.04
304	17/10/2022		Corona Energy Retail 4 Ltd	Electricity - Yaverland	34.89	1.74	36.63

Received as of 31 October 2022

2022-2023 Receipts		Balance Carried Forward		421,561.98	
Voucher	Date	Description	Net	VAT	Total
195	06/10/2022	Room Hire	210.00	42.00	252.00
196	06/10/2022	WC Income St Johns	25.60	0.00	25.60
197	06/10/2022	Room Hire	75.00	15.00	90.00
198	07/10/2022	Room Hire	48.00	9.60	57.60
199	12/10/2022	Room Hire	37.50	7.50	45.00
200	12/10/2022	WC Income St Johns	27.30	0.00	27.30
201	12/10/2022	Room Hire	60.00	12.00	72.00
202	11/10/2022	Room Hire	27.50	5.50	33.00
203	10/10/2022	Room Hire	255.00	51.00	306.00
204	10/10/2022	Room Hire	157.50	31.50	189.00
205	10/10/2022	Room Hire	75.00	15.00	90.00
206	10/10/2022	Room Hire	127.50	25.50	153.00
207	10/10/2022	Room Hire	157.50	31.50	189.00
208	10/10/2022	Room Hire	207.50	41.50	249.00
209	11/10/2022	VAT Refund	5865.50	0.00	5865.50
210	10/10/2022	Bank Interest	4.67	0.00	4.67
211	11/10/2022	Room Hire	225.00	45.00	270.00
212	17/10/2022	Room Hire	64.00	12.80	76.80
213	17/10/2022	Hall Hire	15.00	3.00	18.00
214	17/10/2022	Hall Hire	15.00	3.00	18.00
215	20/10/2022	WC Income St Johns	21.30	0.00	21.30
216	20/10/2022	Room Hire	210.00	42.00	252.00
217	20/10/2022	Room Hire	157.50	31.50	189.00

SANDOWN TOWN COUNCIL

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/09/2022		
	Cash in Hand 01/04/2022		435,586.07
	ADD		
	Receipts 01/04/2022 - 30/09/2022		421,561.98
			857,148.05
	SUBTRACT		
	Payments 01/04/2022 - 30/09/2022		201,954.68
A	Cash In Hand 30/09/2022 (per Cash Book)		655,193.37
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	2.41	
	5 - 32 Day Access Acc Number TB 30/09/2022	435,350.27	
	2 - Treasurers Account 30-97-42 1 30/09/2022	0.00	
	5 - Business Bank Instant 30-97-4 30/09/2022	0.10	
	3 - Reserves 30-97-42 24097868 30/09/2022	0.00	
	4 - Business Bank Instant 30-97-4 30/09/2022	109,924.01	
	1 - Treasurers Account 30-97-42 0 30/09/2022	109,916.58	
			655,193.37
	Less unrepresented payments		
			655,193.37
	Plus unrepresented receipts		
B	Adjusted Bank Balance		655,193.37
	A = B Checks out OK		

SANDOWN TOWN COUNCIL

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2022		
	Cash in Hand 01/04/2022		435,586.07
	ADD Receipts 01/04/2022 - 31/10/2022		431,246.15
	SUBTRACT Payments 01/04/2022 - 31/10/2022		866,832.22
			228,526.85
A	Cash in Hand 31/10/2022 (per Cash Book)		638,305.37
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2021	2.41	
	5 - 32 Day Access Acc Number TB 31/10/2022	435,590.67	
	2 - Treasurers Account 30-97-42 1 31/10/2022	0.00	
	5 - Business Bank Instant 30-97-4 31/10/2022	0.10	
	3 - Reserves 30-97-42 24097868 31/10/2022	0.00	
	4 - Business Bank Instant 30-97-4 31/10/2022	109,924.01	
	1 - Treasurers Account 30-97-42 0 31/10/2022	92,788.18	
			638,305.37
	Less unrepresented payments		
			638,305.37
	Plus unrepresented receipts		
B	Adjusted Bank Balance		638,305.37
	A = B Checks out OK		

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Item 4(4) - Paper E

Cost Centre Name

ADMINISTRATION

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1	Audit - Internal				262.50	250.00	12.50
2	Audit - External				2,000.00	800.00	1,200.00
3	Broadband and Telephone				780.00	368.78	411.22
4	Broadband and Telephone				157.50		157.50
5	County Association Memb				793.56		793.56
6	ICO Registration				36.75	35.00	1.75
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables	105.00			105.00	108.38	101.62
9	ICT Repair and Maintenanc				210.00		210.00
10	ICT Accounting Software				997.50	950.00	47.50
11	ICT Domain Registration				203.70		203.70
12	ICT Office 365				355.32		355.32
13	ICT Email Hosting				478.80	288.00	190.80
14	ICT Adobe/Zoom/Survey M				890.21	486.00	404.21
15	ICT Antivirus				205.75	29.17	176.58
16	Insurance				6,683.16	2,251.97	4,431.19
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	249.50	278.50
23	Professional Fees Legal A				5,000.00	1,250.00	3,750.00
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	16,758.24	17,060.24
27	Stationary			100.00	803.25	334.02	569.23
201	IWC Precept		335,212.00	355,158.00			19,946.00
202	VAT Refund			8,883.88			8,883.88
203	Grants			10,000.00			10,000.00
204	Donations						
205	Bank Interest			577.53			577.53
207	Insurance Claim						
208	Misc Hire						
		£105.00	335,212.00	£374,719.41	67,380.01	£24,536.87	82,455.55

ADVERTS & PUBLICITY

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
28	Adverts				484.00		484.00
29	ICT Web-Hosting				236.25	306.88	-70.63
30	Contribution to Hard Copy				1,000.00	1,000.00	
					1,720.25	£1,306.88	413.37

BEACHES

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
31	Beach Cleaning (Bins)				13,305.60	12,936.00	369.60
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	14,950.00	11,550.00
36	Beach Safety Service				15,000.00	16,000.08	-1,000.08
37	Beach Storage				100.00	15.00	85.00
38	Tourism Blue Flag/Seasid				900.00		900.00
				£7,500.00	63,655.91	£60,979.44	10,176.47

BROADWAY CENTRE

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
39	Independent Cleaner (Ad I				500.00	125.00	375.00
40	Business Rates				5,345.55	3,393.50	1,952.05
41	CCTV				2,250.00	3,234.00	-984.00
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

Cost Centre Name

44 Landscape		500.00	120.00	380.00
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	619.83	-103.31
48 Repair and Maint. General		1,000.00	1,877.05	-877.05
49 Service Alarms/CCTV/Boil		1,422.86	676.85	746.01
50 Service Fire Extinguishers		82.69		82.69
51 Signage		102.00		102.00
52 Utilities - Gas		2,100.00	743.98	1,356.02
53 Utilities Water		567.00	224.85	342.15
54 Utilities - Electric		1,506.20	890.07	616.13
55 Waste Collection (General		1,601.25	957.50	643.75
56 Waste Collection (Sanitary		573.30	75.40	497.90
206 Room Hire		17,995.76		17,995.76
		£17,995.76	27,901.96	£13,490.03
				32,407.69

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	140.00	70.00
58	Remembrance Events				1,575.00		1,575.00
59	Jubilee Events				1,500.00	977.58	522.42
72	Town Crier				250.00		250.00
					3,535.00	£1,117.58	2,417.42

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	2,236.51	-1,736.51
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	2,500.00	
68	Hanging Baskets Planting				3,000.00	441.27	2,558.73
69	Hanging Baskets Watering				8,000.00	4,788.30	3,211.70
70	Los Altos Grass Cut				5,443.20	2,656.08	2,787.12
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	247.20	752.80
75	War Memorial (Animal) M:				500.00		500.00
					42,403.20	£12,949.36	29,453.84

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			105.00	5,000.00	5,000.00	105.00
78	Grants			7,500.00	2,000.00	2,000.00	7,500.00
79	Youth Provision				5,000.00	5,000.00	
				£7,605.00	15,000.00	£13,120.00	9,485.00

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	25.65	499.35
82	Mayor Allowance				1,000.00	100.00	900.00
83	Training				1,000.00		1,000.00
					8,525.00	£125.65	8,399.35

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

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	273.34	4,726.66
91	Signage (Sandham)				250.00		250.00
98	CCTV				2,250.00		2,250.00
209	Land Lease			5,000.00			5,000.00
				£5,000.00	16,665.00	£273.34	21,391.66

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
					10,000.00		10,000.00

SANDHAM GARDENS (SJP)

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
93	Grounds Maintenance, Gr:				3,433.50	2,160.00	1,273.50
94	Inspections				2,729.50	320.40	2,409.10
95	Litter Picking				5,603.00	1,400.00	4,203.00
96	Playground Renewal Func				10,000.00		10,000.00
97	Repair/replace (damage)				5,000.00	70.00	4,930.00
					26,766.00	£3,950.40	22,815.60

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
					16,000.00		16,000.00

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	18.09	1,109.91
102	Locum Clerk				1,000.00		1,000.00
103	Professional Subscriptions				309.00	270.00	39.00
104	Salaries				87,615.00	36,519.44	51,095.56
105	Salaries - HMRC				7,498.00	13,773.73	-6,275.73
106	Salaries - Pension				20,269.00	6,015.31	14,253.69
107	Training				1,050.00		1,050.00
					118,869.00	£56,596.57	62,272.43

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	20,903.75	19,096.25
109	Refurbishment				141,963.50		141,963.50
110	Repair and Maintenance ,				7,500.00	4,517.70	2,982.30
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	1,358.14	141.86
114	Utilities, Water				3,104.98	495.96	2,609.02
115	Inspection (inc. Legionella				960.75	2,495.15	-1,534.40
116	Waste (Toilets)				573.30	735.80	-162.50
211	WC Income			897.75			897.75

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name

			£897.75	198,494.13	£30,731.50	168,660.38
NET TOTAL	£105.00	335,212.00	£413,717.92	616,915.46	£219,177.62	476,348.76



Costs for Approval and Budget Virements (Briefing Note)

Date 21 November 2022.
Prepared by Town Clerk and RFO

1. BACKGROUND

- 1.1 The council's Financial Regulations require council be notified of certain costs and that approval be sought for some expenditure. The relevant regulations are:
 - 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 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.

2. COSTS FOR APPROVAL

Beach Safety Base

- 2.1. The base used by the beach safety service has been relocated to the Broadway Centre during the inclement weather during the out of season months as planned. Works are needed to keep the unit temperate and dry during the winter.
- 2.2. We have received a quote of for the one of works totalling £1,297.68 from the council's preferred supplier.
- 2.3. These works were not included in the original scope for the base.
- 2.4. The works would be funded from the budget monies allocated for the base. There is currently £11,550 remaining as ground works have not yet been undertaken and a grant of £7,500 was secured by the beach safety service to help fund the base.

Fencing and gates at Eastern Gardens

- 2.5. In order to secure planning permission for the new toilets at Eastern Gardens it was necessary to relocate the block.
- 2.6. The Hampshire and Isle of Wight Constabulary have raised concerns regarding the space behind the block's new location.
- 2.7. The costs for securing this area are not included in the original pricing.
- 2.8. The space once secure could be used for storage by the Beach Safety Service.
- 2.9. The contractor is proposed installing 13 metres of V Beam fencing and a 2 metre gate at a cost of £4,371.00 ex VAT.
- 2.10. There is sufficient budget left in the budget for the beach safety base, thanks to the grant secured by the lifeguards, to fund this.

Skate Park Repairs

- 2.11. There has been significant corrosion to the joins on the metal ramps at the Skate Park.
- 2.12. If repairs are not carried out, the ramps will continue to degrade and the park will need to be closed.
- 2.13. Costs have been obtained for repairs totalling £3,476.75
- 2.14. There is £6,000 allocated for repairs in the park.

Recommendations:

- (i) THAT monies be allocated for the works to install electricity in the lifeguard bases.
- (ii) THAT monies be allocated from the beach safety budget to fund the fencing and gate for the Jet Ski storage area at Eastern Gardens.
- (iii) THAT repairs to the skate ramps be undertaken.

3. VIREMENTS

- 3.1. There are a number of budget lines showing overspend.
- 3.2. The RFO proposes the following monies are vired to address this:
 - 3.2.1. £1,694 is transferred from the Beach Safety Base budget to Lifeguard Equipment.
 - 3.2.2. £1,000.08 is transferred from the Town Improvement Budget to fund the additional week of beach safety service.

3.2.3. £1,736.51 be transferred from the Town Improvement Budget to fund the repair of the decorative lighting.

Recommendation:

THAT council note the changes to the 2022/2023 budget.



SANDOWN TOWN COUNCIL

DRAFT

Reserves and Investments

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

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1. INTRODUCTION AND RELEVANT GUIDANCE

- 1.1. This policy has been developed in accordance with:
 - 1.1.1. Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018
 - 1.1.2. The Treasury Management Code issued by CIPFA – “Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition”.
 - 1.1.3. Joint Panel on Accountability and Governance (JPAG) Practitioner’s Guide – March 2022 edition.
- 1.2. The key principles of the guidance are transparency and democratic accountability.
- 1.3. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.
- 1.4. Council should approve its Investment Strategy at least annually before the start of the financial year.
- 1.5. The guidance states that local authorities who hold treasury management investments should apply the principles set out in the CIPFA Treasury Management Code.
- 1.6. There are 3 key principles within section 4 of the Code which are:
 - 1.6.1. The Council should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.
 - 1.6.2. Policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations.
 - 1.6.3. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that priority is given to security and portfolio liquidity when investing treasury management funds.
- 1.7. The Council should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of risk management, their treasury management policies and practices should reflect this.

2. USE OF INDICATORS

- 2.1. The guidance states that where authorities are holding treasury management investments for more than 12 months, they should include quantitative indicators that allow Councillors and the public to assess a local authority’s total risk exposure as a result of its investment decisions.
- 2.2. The authority should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. The indicators used should be consistent from year to year and should be presented in a way that allows elected members and the

general public to understand a local authorities' total risk exposure from treasury management and other types of investment.

- 2.3. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment, the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both it's payback period and over the repayment period of any debt taken out.

3. RESERVES POLICY

- 3.1. The Town Council will only maintain reserves for the following reasons:

General (non-earmarked) Reserve

3.1.1. A General (non-earmarked) Reserve will be maintained to provide a contingency for unforeseen circumstances. A sum approximately equal to 25% - 50%, depending on financial circumstances, of it's Net Revenue Expenditure will be maintained.

Capital Reserve

3.1.2. A Capital Reserve will be built up to meet any needs identified in its Medium-Term Financial Forecasts or for unexpected expenditure or emergencies.

Earmarked Reserves

3.1.3. Other Reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

4. INVESTMENT STRATEGY 2022

- 4.1. The Town Council acknowledges the importance of prudently investing the surplus funds held on behalf of the community.
- 4.2. The guidance states that the Council's Investment Strategy should be publicly available on a local authority's website.

Definitions of treasury management activities

- 4.3. The Council defines its treasury management activities as:
 - 4.3.1. The management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.
 - 4.3.2. The Town Council holds investments for treasury management purposes. The contribution that these investments make to the objectives of the Town Council is to support effective treasury management activities.
 - 4.3.3. Yields that are generated from financial investments will be added to the councils income on a regular basis to contribute towards the future needs identified in the capital program.
 - 4.3.4. This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

Investment Policy Investment objectives

- 4.4. A prudent investment policy has two underlying objectives:
- 4.4.1. Security (protecting the capital sum from loss)
 - 4.4.2. Liquidity (keeping the money readily available for expenditure when needed)
- 4.5. Once proper levels of security and liquidity are determined it will then be reasonable to consider a third objective, what level of yield can be obtained consistent with the first two objectives.

Investment Priorities

- 4.6. The Town Council's investment priorities therefore are:
- the security of its reserves, and
 - the adequate liquidity of its investments, and
 - the return (yield) on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 4.7. All investments of money under the control of the Council shall be in the name of Sandown Town Council.
- 4.8. The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 4.9. Where external investment managers are used they will be contractually required to comply with the Strategy.

Security

- 4.10. In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved financial institutions to minimise risk.
- 4.11. Financial investments can fall into one of three categories:

Specified Investments

- 4.11.1. Specified investments are those offering high security and high liquidity.
- 4.11.2. All investments will be made in sterling.
- 4.11.3. Specified investments are not long term, the local authority has contractual right to repayment within 12 months.
- 4.11.4. The investment is made with a body or in an investment scheme described as high quality or will one of the following bodies:
 - The United Kingdom Government
 - A local authority in England or Wales (as defined in section 23 of the 2003 Act) for a similar body in Scotland or Northern Ireland; or
 - A parish council or community council.
- 4.11.5. The Council will only invest in institutions of high credit quality – based on information from approved credit rating agencies (Moody's Investors Service Ltd, Fitch Ratings Ltd or Standard and Poor's).
- 4.11.6. High credit quality is defined as a body or investment scheme with an 'A' or P1 rating.

- 4.11.7. The Town Council will assess the risk of loss before entering into, and whilst holding, an investment and will monitor the risk of loss on investments by review of credit ratings on a quarterly basis.

Loans

- 4.11.8. The guidance states that a local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.
- 4.11.9. There are specific conditions that the local authority must be able to demonstrate in order to undertake this type of investment and the guidance contains a detailed explanation.
- 4.11.10. The Town Council will not participate in such investments in FY2022/23.

Other Non-Specified Investments

- 4.11.11. Non-Specified Investments are those which are not a loan, nor does it meet the criteria to be treated as a specified investment. Examples may be long term investments (longer than 12 months) and investment in stocks and shares.
- 4.11.12. Given the unpredictability and uncertainty surrounding investments in stocks and shares, The Town Council will not participate in such investments.

Liquidity

- 4.11.13. The Council's policy on liquidity states that only short-term investments will be held. The Town Clerk/RFO and Chairman of Finance Committee will determine the maximum period for which funds may prudently be invested, so as not to compromise liquidity.
- 4.11.14. The Town Council's policy will include short-term investments (no longer than 12 months) and ensure liquidity.
- 4.11.15. The Town Council will invest through its bank where appropriate by a series of linked accounts which allow transfer of money not immediately required to successfully higher interest investment.

Reporting

- 4.11.16. The Council will report on the return on investments within the annually produced Investment Position Statement as an indicator of investment performance.
- 4.11.17. At the end of the financial year, the Town Clerk/RFO will provide a report on the performance of the Council's investments and an Investment Position Statement to full council at their first meeting of the new financial year.
- 4.11.18. Within the annually produced Investment Position Statement, the Council will report on:
- Return on investments as an indicator of investment performance
 - Debt to net revenue expenditure (gross debt as a percentage of net revenue expenditure, where net revenue expenditure is a proxy for the size and financial strength of a local authority)

5. REVIEW

- 5.1. The Council shall be able to amend or make variations to this document at any time following consideration of recommendations from the Town Clerk/RFO
- 5.2. A local authority should prepare at least one Investment Strategy which needs to contain the disclosures and reporting requirements specified in the guidance.
- 5.3. The Strategy should be approved by the full Council.
- 5.4. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.
- 5.5. Where a local authority proposes to make a material change to its Investment Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented Treasury Management Advice.
- 5.6. The Town Council recognises that neither members or officers are experts in the field of treasury management. As such, the Council should:
 - review it's level of investment on an annual basis and assess if there is a requirement to obtain independent, external, expert 'Treasury Management' advice in reviewing the Investment Strategy and the allocations of Specified Investments.
 - Treasury Management advice may potentially be sourced from the principal local authority or a specialist treasury management advisory firms who specialises in local authority and local town and parish councils.
- 5.7. On this basis, this document will be reviewed annually by the Council prior to the start of the financial year.

6. BANKING ARRANGEMENTS

- 6.1. The Council will periodically review its banking arrangements by a competitive process which balances returns, high street presence, accessibility of funds, service level, bank charges and ethical credentials

Item 4(7) - Paper H - To Follow



Item 4(8) - Paper I

2022/2023 Budget Process (Briefing Note)

Date 21 November 2021
Prepared by Town Clerk and RFO

1. BACKGROUND

- 1.1. The council must set a budget by 1 March each year which has been approved by Full Council.
- 1.2. The 2023/2024 budget is for the period 1 April 2023 until 31 March 2024.
- 1.3. There are several different stages to the budget setting process:
 - Review of the most recently audited financial years figures (2021/2022)
 - Review of current financial years spend through end of quarter 2 (30 September 2022)
 - Consultation
 - Forecasting current years spend and income through the end of the financial year (31 March 2023). This gives an early warning about the likelihood of a shortfall (or surplus).
 - Forecasting next year's expenditure and income from precept by:
 - Determining the cost of existing provisions and new projects
 - assessing levels of income;
 - providing for contingencies and consider the need for general and earmarked (capital) reserves;
 - Presenting draft budget and consultation to members for amendments and recommendations.
 - Amending draft budget
 - Publishing draft budget with papers for February meeting.
 - Approval of budget by council (**6 February 2023**)

2. LEGISLATION

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

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

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

- 2.2. Section 41 of the act require this to be completed by the 1 March though it should be noted that the precept is not invalid if this date is missed (The Billing Authorities (Anticipation of Precepts) Regulations 1992, Regulation 2 (Anticipation of precepts) (amended)².
- 2.3. S.49(A) also refers to “proper practices” which in England is the Governance and Accountability in Local Councils in England and Wales: A Practitioners' Guide published jointly by the National Association of Local Councils and the Society of Local Council Clerks. (The Joint Panel on Accountability and Governance, 2022)³
- 2.4. The Practitioners' Guide requires local councils to “prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year” (Page 8: 1.8). Further details are provided in sections 5.24 – 5.27) of the guide.

3. CONSULTATION

- 3.1. An important part of the budget-setting process is hearing from local residents and businesses and a consultation is carried out each year to inform the proposals set before councillors and a final budget agreed. This has been hindered in recent years due to the Pandemic.
- 3.2. The 2023/2024 consultation was launched on 26 September 2022 and ran until 4 November 2022. Previous consultations have included public meetings and on-line surveys
- 3.3. The different methods of engagement were as follows:

Online Public consultation

- 26 September - through 4 November 2022
- Survey monkey questionnaire on council website

Hardcopy Questionnaire

- Available to public at Broadway centre during opening hours
- Distributed to centre users

Face to face sessions

- Sandown Library – 20 October 2022, 9:30 – 12:30.
- Town Council offices at Broadway Centre - 22 October 2022, 10:00 – 16:00.

² [The Billing Authorities \(Anticipation of Precepts\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

³ [file \(nalc.gov.uk\)](https://www.nalc.gov.uk)

- 3.4. The consultation was advertised via:
 - The council’s website
 - The councils Facebook page (also shared by councillors to community groups)
 - The Sandown Guide
 - On posters around the Broadway Centre and other locations around town.
- 3.5. There were 192 responses, 141 online and 51 hardcopies.
- 3.6. The survey and responses to the consultation can be found at Appendix A.

4. SUMMARY OF CONSULTATION RESPONSES

- 4.1. The majority of respondents indicated that their preferred priority is the Toilets, followed by the Beach and the Parks. Communication was ranked least important.
- 4.2. 49% of respondents would support the provision of new toilets at Yaverland with Pay to use fresh water and shower preferred.
- 4.3. Pier Street toilets are a significant issue for the town. The majority of respondents supported contributing to the Isle of Wight Councils costs for opening the existing toilets through the summer and for events, helping with running costs should the new owner ask and budgeting to provide no toilets should the new owner not provide any.
- 4.4. The council brought in £5,000 of support for a local Youth Offer in last years budget. £16.1% of respondents indicates the amount should remain the same. 24.5% of respondents indicated they would like this increased to £10,000, 13% to £15,000, 17.7% to £20,000 and just 2.1% felt the council shouldn’t budget to support this.
- 4.5. The beach was the second highest priority with 43.8% of respondents supporting the Blue Flag accreditation, 32.3% of respondents supporting mechanical raking to the west of the pier and 22.4% of people supporting a jet ski for the lifeguard service.
- 4.6. 53.6% of respondents indicated they would support the repurposing of the older children’s play equipment to multi-use games space if grant funding could be secured.
- 4.7. The council budgets for a Town Improvement to cover costs including things like the “in bloom” competition, maintain the defibrillator and address graffiti. The majority of respondents (35.4%) replied £10,000 should be allocated for this purpose.
- 4.8. The majority of respondents, 55.2%, supported the council providing planters on the high street and at the war memorial with 40.6% supporting hanging baskets in the high street and on the esplanade. Only 9.4% of respondents felt nothing should be provided.
- 4.9. 64.6% of respondents supported the council contributing towards the Carnival/Regatta events, 48.4% supported supporting a Christmas Event and 43.8% supported

remembrance events. Between 19% and 22.4% of respondents supported Armistice Day, a Christmas Window Competition and celebration projects with schools. A citizen of the year award received 8.3% support.

- 4.10. Communication was the lowest priority. In terms of the council increasing its communications budget to support different medias, 35.9% of people responded with increased social media interaction, 26% wanted an electronic newsletter, 10.4% a hard copy newsletter and 16.7% felt no additional communication was needed.

5. IDENTIFIED COST PRESSURES

- 5.1. There are number of significant issues which will impact on next years budget.
- 5.1.1. Anti-social behaviour and on-going damage to property.
 - 5.1.2. Fly-tipping and associated costs.
 - 5.1.3. Increasing Energy Costs.
 - 5.1.4. The cost-of-living crisis.
 - 5.1.5. Devolved services from Isle of Wight Council.
 - 5.1.6. Inflation and increases to the cost of supply.
 - 5.1.7. Ensuring accessibility of services and activities.
 - 5.1.8. Changes to national insurance and other tax implications.
- 5.2. There is also likely to be an impact as a result of changes to the Isle of Wight Council budget.

6. GENERAL COMMENTARY ON THE DRAFT BUDGET

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

Inflation

- 6.1.1. The UK's economy is currently experiencing an unprecedented period of turmoil; as a result the predicted rates of inflation and interest are difficult to forecast. The rates of inflation for 2023/2024 have ranged from 10% to 23%.
- 6.1.2. At the time the draft budget was prepared the prediction was inflation would reach 18%. This is the rate it is proposed costs are increased by unless more specific information is available when the budget is set.
- 6.1.3. Reducing the rate of inflation applied would make a saving of approximately £5,200 but could expose the council to risk if it cannot meet its commitments due to increased costs.

6.1.4. Increasing the rate applied to the full 23% predicted would cost an additional £5,200.

Energy prices

6.1.5. The cost of electricity and gas has increased significantly over the past 12 months and further increases were introduced from 1 October 2022.

6.1.6. The forecasted figures for the end of 2022/2023 have been adjusted to take this into account.

Income

6.2. The council's income for 2021/2022 was not included in the budget calculations due to the uncertainties resulting from the pandemic.

6.3. The 2022/2023 income is going to be impacted by the UK's economy and the possibility of energy shortages and therefore cannot be forecasted. The 2021/2022 income has been carried forward and applied to the 2022/2024 calculations to offset income against the expenditure.

7. CAPITAL MONIES

7.1. There are two types of monies included in the council's budget – revenue and capital monies.

7.2. Revenue is short term income and expenditure - the money generated from the council's activities and the expenses incurred providing its services.

7.3. Capital is what the council needs to run its services, usually physical assets such as property or equipment which depreciates over a period of time.

7.4. Historic budgets have not included provision to replace assets such as the toilets or playground equipment.

7.5. The council began including capital provision in its budgets in 2020/2022. Historic allocations can be seen in the allocated reserves.

7.6. It is important capital allocation is made to replace all tangible assets every year to avoid projects having to be funded by significant increases to the precept or through loans.

8. RESERVES

8.1. The Practitioners' Guide indicates " In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve".

8.2. Sandown Town Councils income and expenditure have been in excess of £200,000 for a number of years.

8.3. In previous years there have been no allocated reserves and therefore the general reserves have been greater than the minimum required.

- 8.4. Successive years of drawing down the reserves to avoid increases to the precept and fund the refurbishment of Eastern Gardens and St John's toilets mean monies are required to replenish the general reserves.

9. SPECIFIC PROJECTS

Yaverland Toilets

- 9.1. There have been significant Issues with the toilets at Yaverland over the past year. These have been the result of vandalism, incorrect use by overnight campers and general maintenance issues.
- 9.2. The repairs and remedial works required have caused significant overspend.
- 9.3. It will be difficult to keep the toilets open without undertaking major repairs including drainage works.
- 9.4. Any repairs will like to be temporary as they will not address the issues around vandalism and inappropriate use which are causing the majority of the issues.
- 9.5. Indicative costs for reprovisioning the toilets on the site have been drawn from previous projects and included in the budget.

Pier Street Toilets

- 9.6. The toilets at Pier Street belong to the Isle of Wight Council. They have been shut pending sale and development of the site.
- 9.7. STC has worked with the Isle of Wight Council to open the toilets during the summer season and for events in the town. The toilets cannot be fully opened due to repairs
- 9.8. There have been a large number of complaints
- 9.9. The repairs and remedial works required have caused significant overspend.
- 9.10. It will be difficult to keep the toilets open without undertaking major repairs including drainage works.
- 9.11. Any repairs will like be temporary as they will not address the issues around vandalism and inappropriate use which are causing the majority of the issues.
- 9.12. Indicative costs for reprovisioning the toilets on the site have been drawn from previous projects and can be included in the budget.

10. PWLB

- 10.1. In light of the lack of reserves for funding provision of new facilities at Yaverland and Pier Street (if required) it is recommended consideration is given to a Public Works Loan to fund the development.

10.2. Details of the Public Works Loans are included in Appendix B to inform councillors.

11. INITIAL PRECEPT OPTIONS

- 11.1. The precept was not increased in 2020/2021 or 2021/2022.
- 11.2. In 2022/2023 the precept was an increase of 5%.
- 11.3. The current forecasted levels of expenditure with replenishment of the reserves with the budget as presented would result a significant increase in precept.
- 11.4. Councillors have a number of options relating to the budget clerks would like steer on the direction of travel in regard to inflation, capital provision and exploring borrowing money to fund the capital projects.
- 11.5. Clerks will draft budget options for 2023/2024, following the full council meeting, with a briefing in January 2023 for members. The options to cover:
 - a) Zero precept increase with reduction and closure of services and risk council cannot meet its financial obligations.
 - b) Precept increase in line with increased costs and impacts on services; and
 - c) Greater increase to precept to cover all identified cost pressures and meet priorities outlined in consultation.

Budget 2023/2024 Survey Results

Item 4(8) - Paper I - Appendix A

Type	Total	%	Survey/Monkey 05/11/2022	Hard Copy w.c 26/9	Hard Copy w.c 4/10	Hard Copy w.c 10/10	Hard Copy w.c 17/10 - 25 inc face to face	Hard Copy w.c 31/10
Week/Last time survey monkey update Responses	192		141	24	7	4	12	4
1. COMMUNICATION								
The council thinks about how it communicates with residents on an ongoing basis. There are costs and staffing implications to increasing communication beyond the website, basic Facebook page and contribution to the Sandown Guide. Do you think the council should increase its communications budget and staffing to support any of the following methods of communication?								
Hard copy newsletter.	16	10.4%	20	7	3	0	4	3
Electronic newsletter.	38	26.0%	50	10	2	0	2	0
Increased social media presence.	58	35.9%	69	6	1	1	4	0
None	23	16.7%	32	6	1	3	4	1
DNA	6	3.1%	6	0	0	0	0	0
2. BEACH								
The beach is a key feature in the town. Recent activities relating to the beach have included commissioning a local beach safety service with a fixed base on the beach, supporting the inshore lifeboat and buoys in the bay, funding litter-picking and securing the Blue Flag accreditation. Do you believe further funding should be allocated to improve the beach for:								
A jet ski for the beach lifeguard service.	61	22.4%	43	7	3	1	4	3
Blue Flag Accreditation for 2023/24	118	43.8%	84	15	5	3	8	3
Mechanical raking for the beach to the west of the pier.	86	32.3%	62	11	2	1	8	2
None	12	8.3%	16	3	0	1	0	0
DNA	1	0.5%	1	0	0	0	0	0
3. CIVIC SPACE								
This year saw Hanging Baskets return to the high street, partially funded through the governments Welcome Back initiative. Next year the council will have to fund the planting and watering. Do you support the council funding the planting and watering of:		0.0%						
Hanging Baskets on the high street.	111	40.6%	78	13	4	2	10	4
Planters on the high street/war memorial.	137	55.2%	106	19	1	2	7	2
Hanging Baskets on the esplanade.	98	40.6%	78	12	0	1	6	1
None of the above	23	9.4%	18	1	2	1	0	1
DNA	3	0.0%	0	2	0	0	1	0
4. PARKS								
The equipment at Sandham Grounds which is located outside the Rainbow Park is coming to the end of its life in a few years and isn't well used. The Multi-use games areas are very busy. There may be an opportunity to obtain grant funding to replace the play equipment and repurpose the area for sports. Would you support repurposing the space?								
Yes	138	53.6%	103	18	5	1	9	2
No	48	18.8%	36	5	1	3	1	2
DNA	5	1.0%	2	1	1	0	1	0

Budget 2023/2024 Survey Results

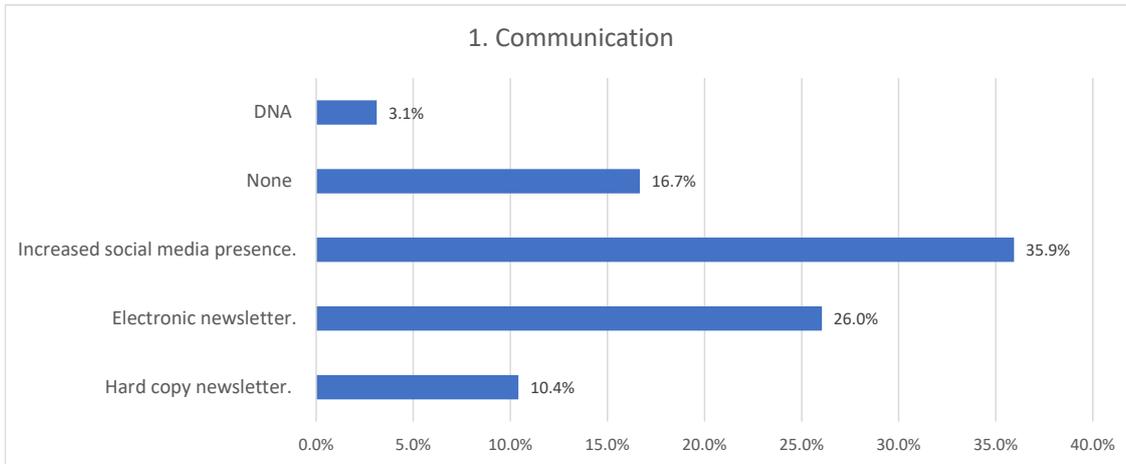
5. TOWN IMPROVEMENTS										
The council has a budget for town improvements which it uses to install and maintain defibrillators, address graffiti and the impact of other anti-social behaviours, supporting "in bloom". If the monies are not spent they are allocated to Civic Space budget lines or carried forward into the next year. What do you think would be an appropriate level of funding for these types of activities:										
£5,000	34	15.6%								
£10,000	88	35.4%	30	2	0	1	1	1	0	0
£15,000	56	18.2%	68	9	1	2	6	6	2	2
None	9	3.1%	35	12	4	0	4	4	1	1
DNA	5	1.0%	6	0	1	1	1	1	0	0
			2	1	1	0	0	0	1	1
6. YOUTH OFFER										
The council included £5,000 funding to support provision in last years budget. Using those monies as match funding the local resilience officer was able to secure grants to deliver a number of outreach programmes to young people in Sandown and work with the police to reduce antisocial behaviour. Do you support continued/increased funding for youth provision within the town.										
£5,000	40	16.1%	31	3	1	1	3	3	1	1
£10,000	62	24.5%	47	7	1	2	3	3	2	2
£15,000	31	13.0%	25	3	1	0	2	2	0	0
£20,000	48	17.7%	34	9	2	0	2	2	1	1
None	9	2.1%	4	1	1	1	2	2	0	0
DNA	2	0.0%	0	1	1	0	0	0	0	0
7. EVENTS										
Community events help bring members of a community closer together and enhance mental well-being. They also help establish a towns identity and boost the local economy. Which of the following do you think the town council should support:										
Armistice Day	57	19.3%	37	13	0	0	5	2	2	2
Remembrance Service	125	43.8%	84	19	5	4	10	3	3	3
Christmas shop window competition	53	22.4%	43	5	2	1	2	0	0	0
Christmas event	111	48.4%	93	8	3	2	4	1	1	1
Carnival and Regatta	168	64.6%	124	22	6	4	10	2	2	2
Citizen of the year	22	8.3%	16	3	0	1	2	0	0	0
Celebration projects with schools (i.e., mug design competition for jubilee, windows competition for Christmas)	56	21.4%	41	6	1	0	8	0	0	0
DNA	3	1.0%	2	0	0	0	0	0	1	1
8. YAVERLAND TOILETS										
The toilets at St John's have been refurbished and the project to install new toilets at Eastern Gardens is well underway. While not expected to need replacing for some time, the toilets at Yaverland have been subject to extensive vandalism and misuse; repeated maintenance has been required to avoid closure. There has also been issue with the fresh water facility on site being abused by businesses. The council is considering investing in new facilities at the location. Which of the following would you support:										
New toilet facilities	121	49.0%	94	13	4	2	7	1	1	1
The provision of Grey Water disposal	47	18.2%	35	6	1	1	3	1	1	1
Pay to use fresh water supply/shower	93	33.9%	65	13	4	2	7	2	2	2
Free to use fresh water/shower	33	15.1%	29	1	1	1	1	1	0	0
Do not support new facilities	17	5.2%	10	4	0	0	1	1	2	2
DNA	10	2.1%	4	0	4	1	0	0	1	1

Budget 2023/2024 Survey Results

9. PIER STREET TOILETS										
The town council is not responsible for the provision of toilets at pier street. These are currently owned by the Isle of Wight Council but are due to be sold for development.										
Do you think the town council should:										
Contribute towards running costs of opening the existing toilets during summer season/events?										
Yes	127	49.0%	94	13	5	4	8	3		
No	31	10.4%	20	8	0	0	3	0		
DNA	34	14.1%	27	3	2	0	1	1		
If the new owner provides facilities, help with running costs if asked to do so?										
Yes	96	37.5%	72	14	3	2	5	0		
No	57	19.8%	38	7	1	1	6	4		
DNA	39	16.1%	31	3	3	1	1	0		
Budget to provide toilets at the location if the new owner does not provide facilities?										
Yes	119	47.9%	92	15	5	2	1	4		
No	39	15.1%	29	6	0	2	1	1		
DNA	25	10.4%	20	3	2	0	0	0		
10. COUNCIL'S PRIORITIES										
The council will need to prioritise the provisions, services, and activities it provides. How do you think the council should prioritise these (Please rank with 1 being the highest priority and 6 being the lowest)										
Toilets	199		132	36	9	3	15	4		
Beach	225		139	43	7	8	23	5		
Parks	292		133	76	14	12	45	12		
Civic Space	326		134	94	19	12	52	15		
Community Events	303		133	76	19	10	52	13		
Communication	356		133	112	14	18	65	14		
DNA	7		2	3	1	0	0	1		
Toilets	6									
Beach	5									
Parks	4									
Civic Space	2									
Community Events	3									
Communication	1									

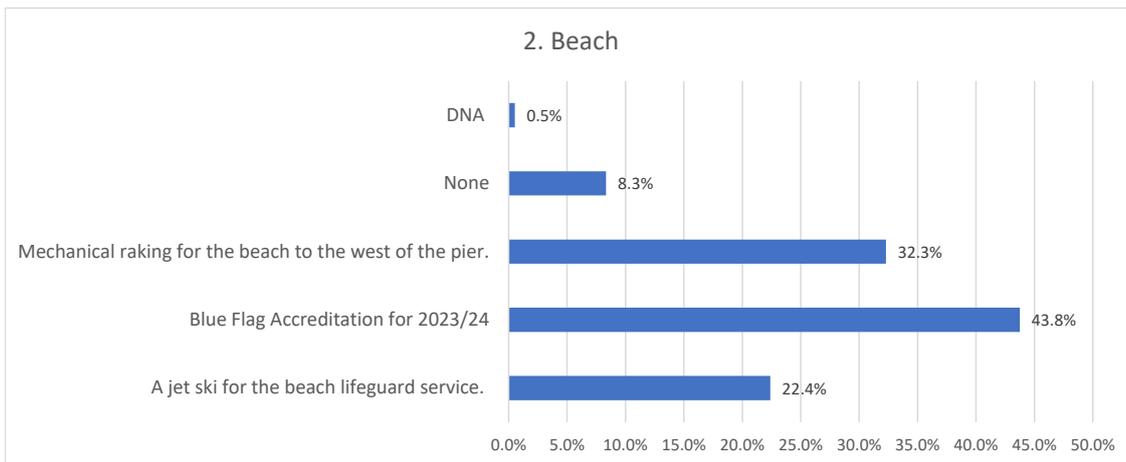
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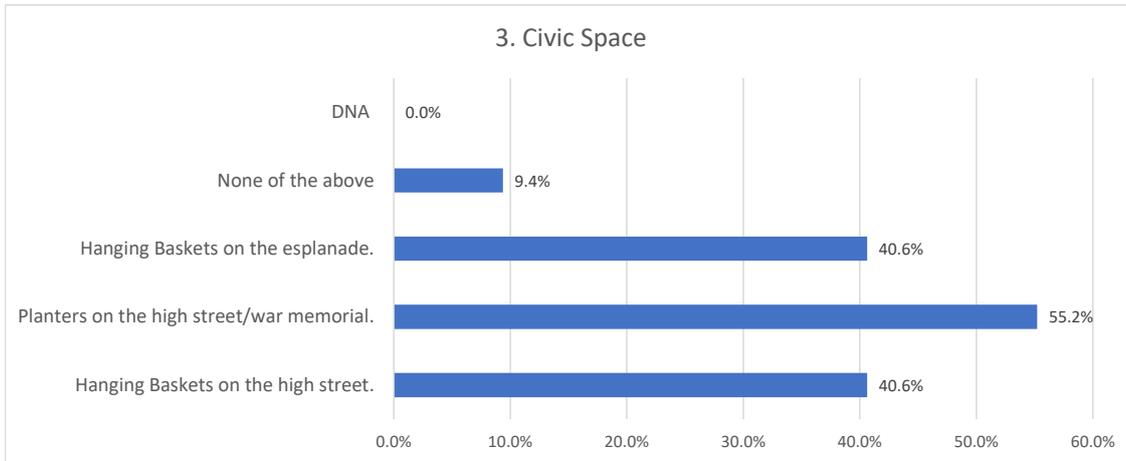
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The beach is a key feature in the town. Recent activities relating to the beach have included commissioning a local beach safety service with a fixed base on the beach, supporting the inshore lifeboat and buoys in the bay, funding litter picking and securing the Blue Flag accreditation. Do you believe further funding should be allocated to improve the beach for:



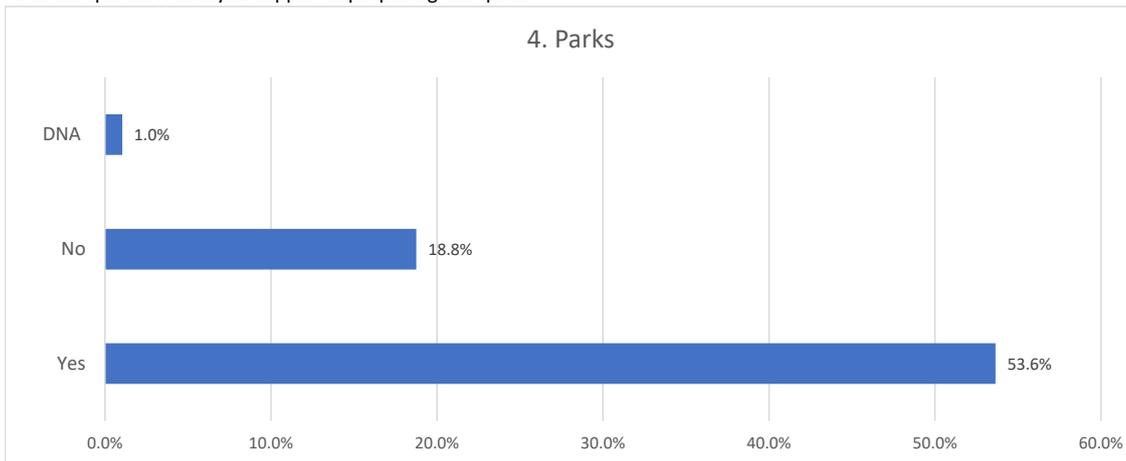
3. CIVIC SPACE

This year saw Hanging Baskets return to the high street, partially funded through the governments Welcome Back initiative. Next year the council will have to fund the planting and watering. Do you support the council funding the planting and watering of:



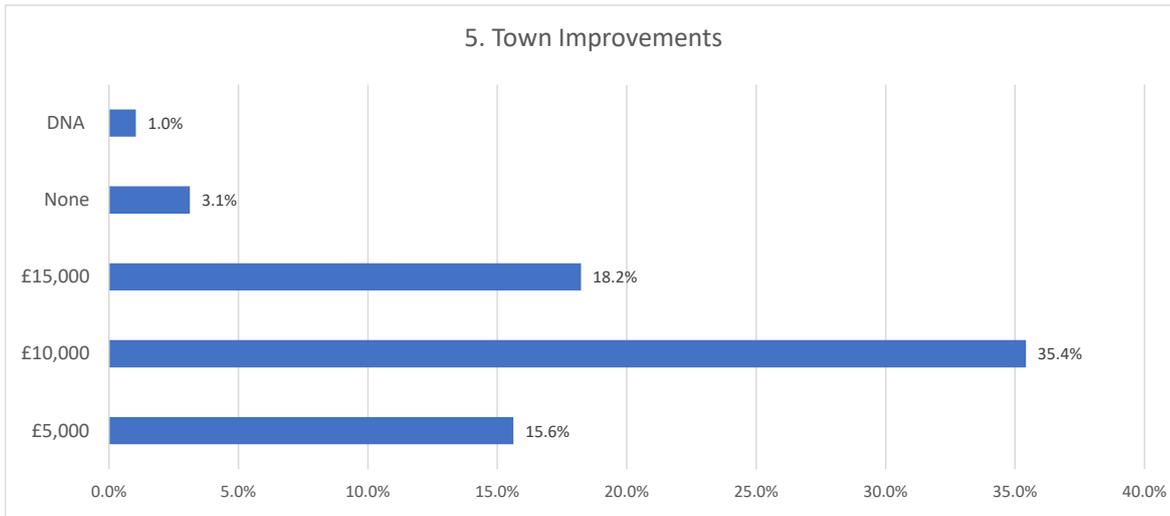
4. PARKS

The equipment at Sandham Grounds which is located outside the Rainbow Park is coming to the end of its life in a few years and isn't well used. The Multi-use games areas are very busy. There may be an opportunity to obtain grant funding to replace the play equipment and repurpose the area for sports. Would you support repurposing the space?



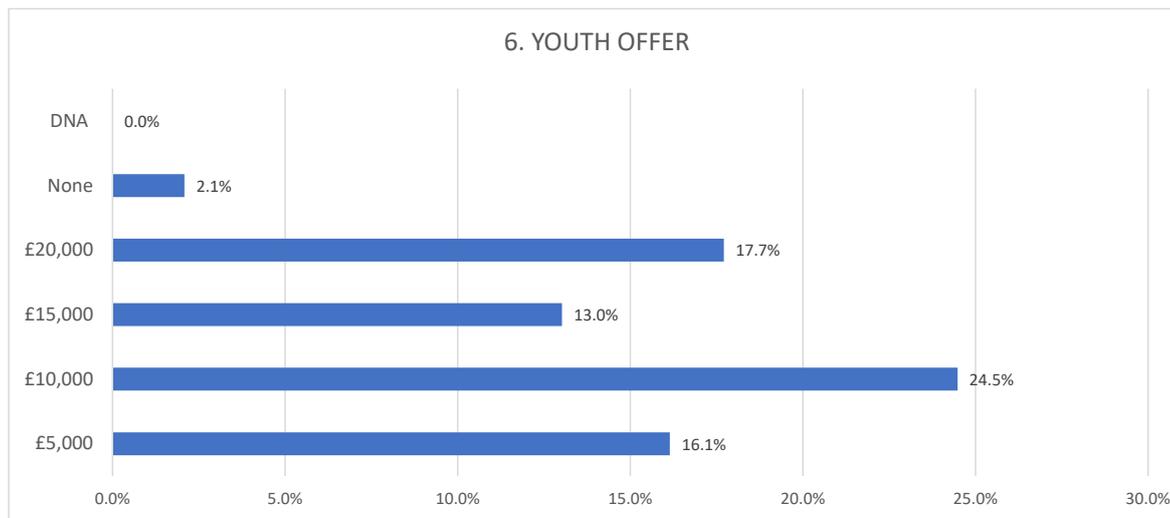
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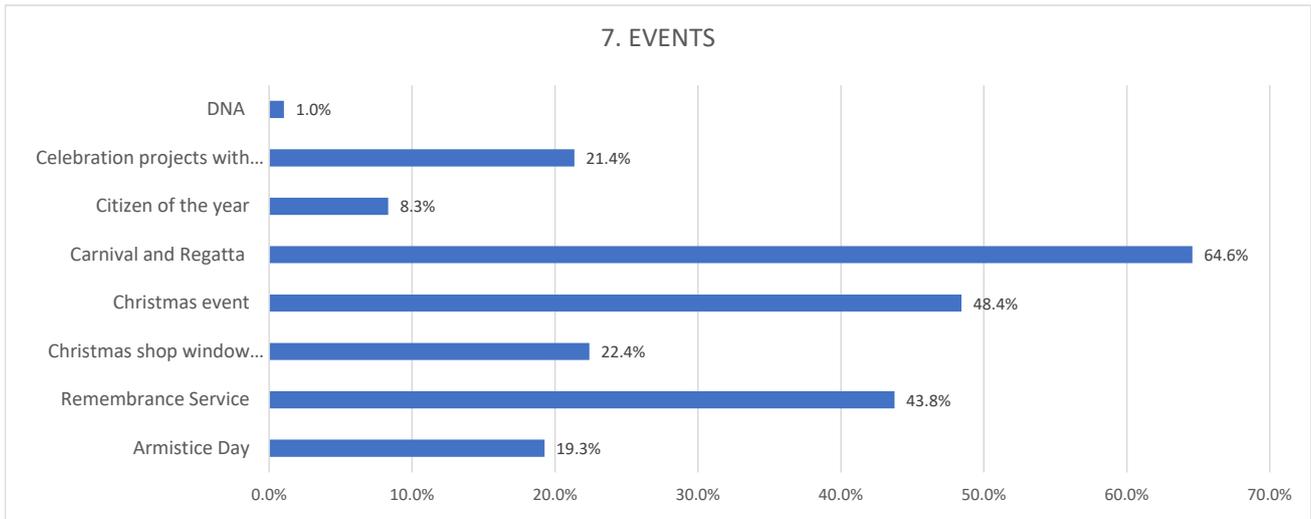
6. YOUTH OFFER

The council included £5,000 funding to support provision in last years budget. Using those monies as match funding the local resilience officer was able to secure grants to deliver a number of outreach programmes to young people in Sandown and work with the police to reduce antisocial behaviour. Do you support continued/increased funding for youth provision within the town.



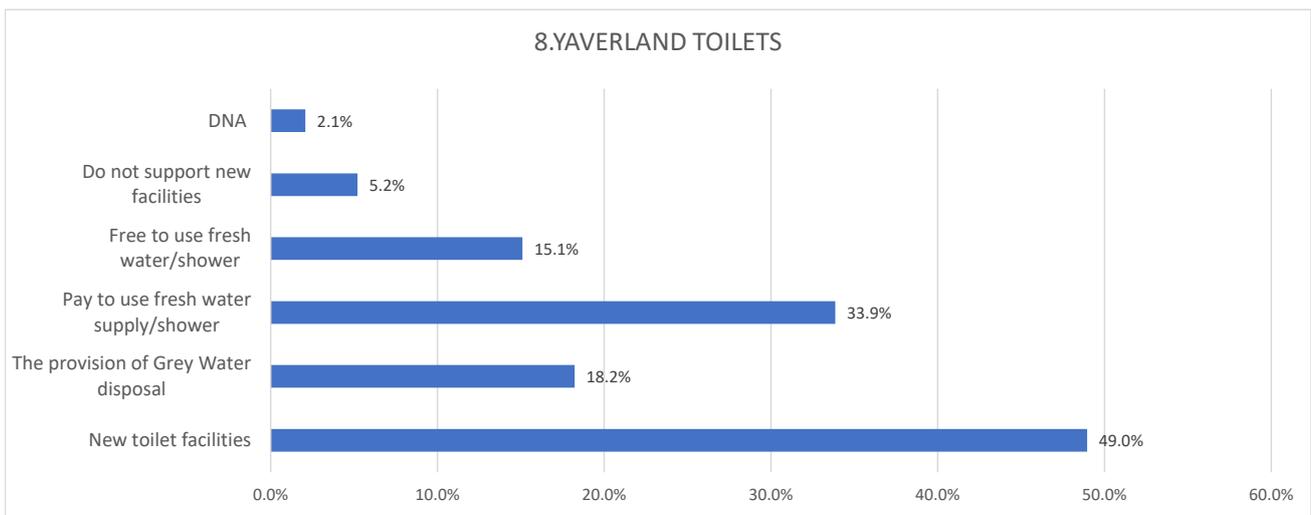
7. EVENTS

Community events help bring members of a community closer together and enhance mental well-being. They also help establish a towns identity and boost the local economy. Which of the following do you think the town council should support:



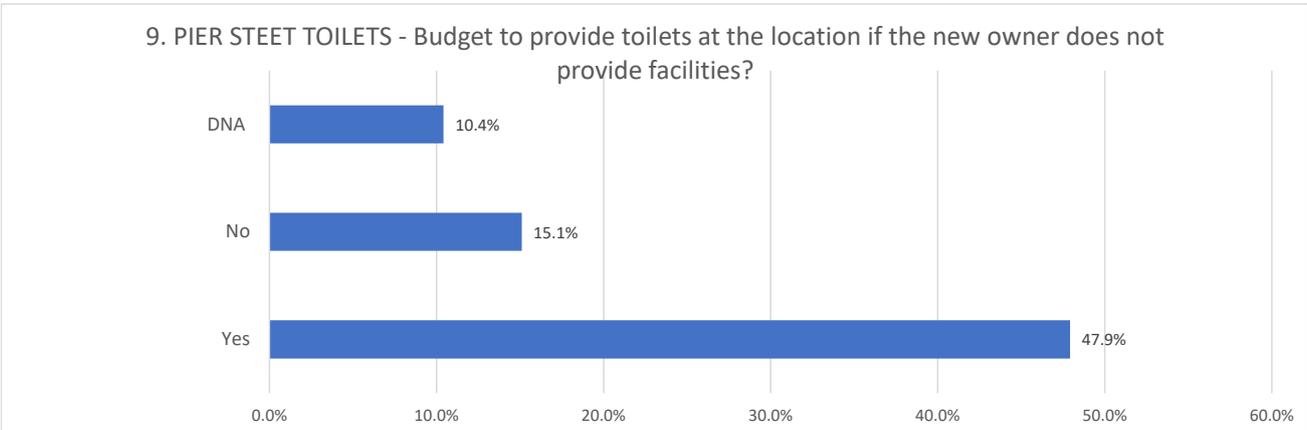
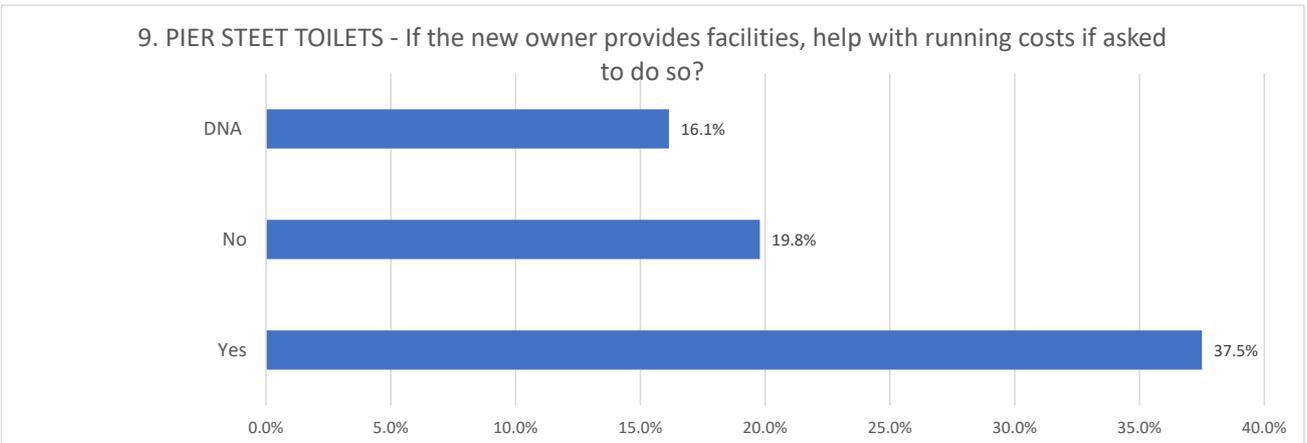
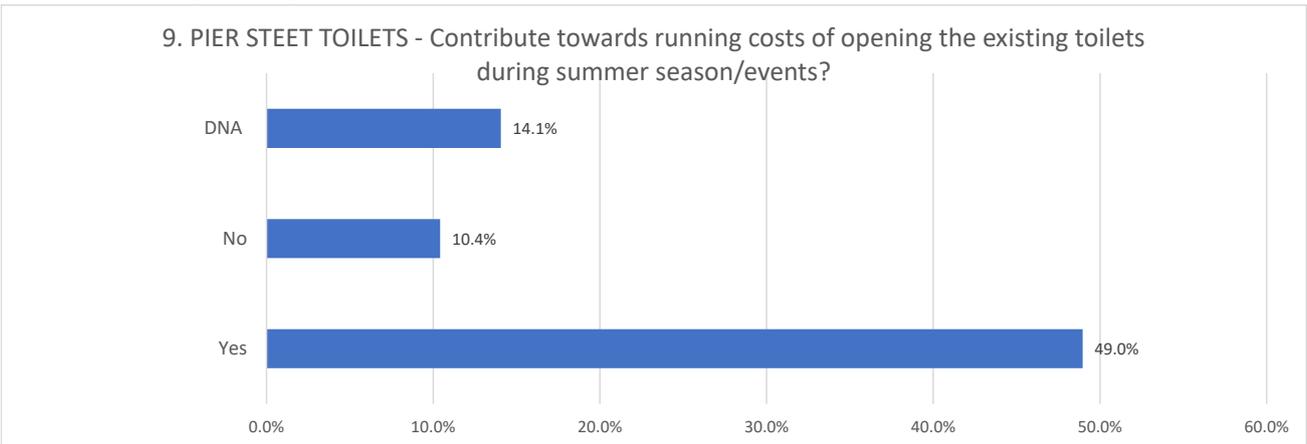
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The toilets at St John’s have been refurbished and the project to install new toilets at Eastern Gardens is well underway. While not expected to need replacing for some time, the toilets at Yaverland have been subject to extensive vandalism and misuse; repeated maintenance has been required to avoid closure. There has also been issue with the fresh water facility on site being abused by businesses. The council is considering investing in new facilities at the location. Which of the following would you support:



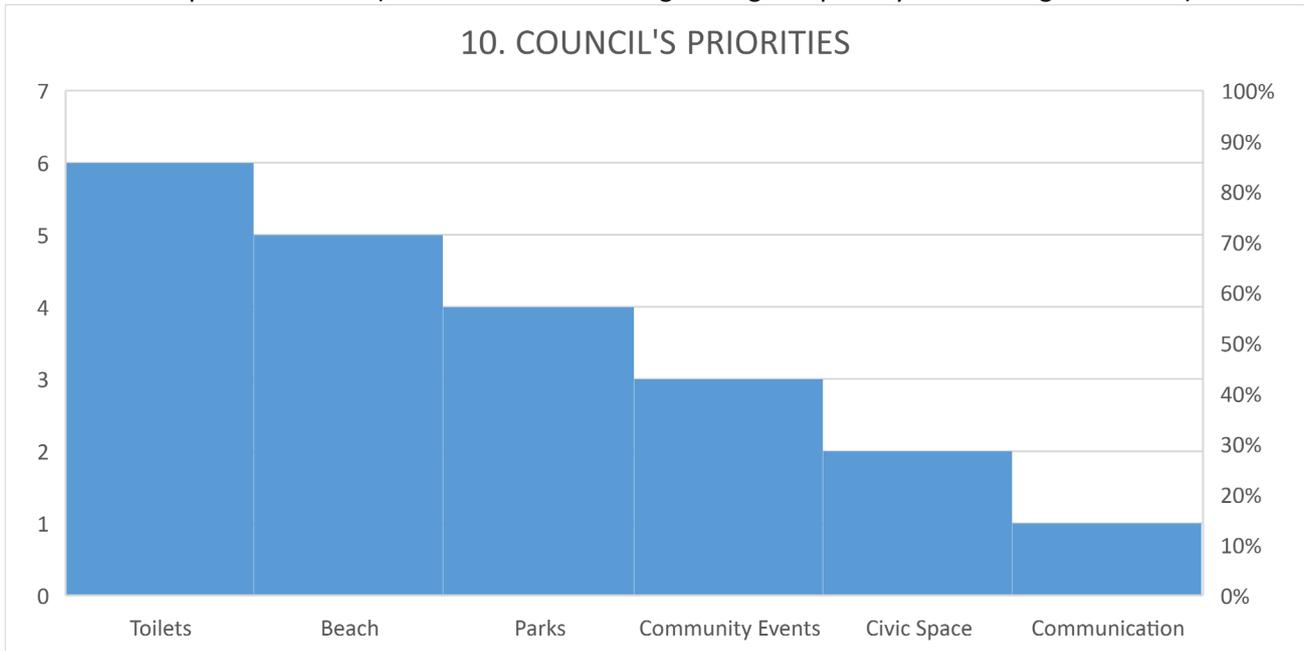
9. PIER STREET TOILETS

The town council is not responsible for the provision of toilets at pier street. These are currently owned by the Isle of Wight Council but are due to be sold for development. Do you think the town council should:



10. COUNCIL'S PRIORITIES

The council will need to prioritise the provisions, services, and activities it provides. How do you think the council should prioritise these (Please rank with 1 being the highest priority and 6 being the lowest)





Public Works Loan Board (PWLB) (Briefing Note)

Date 4 January 2022.
Prepared by Town Clerk and RFO

1. BACKGROUND

- 1.1. The Local Government Act 2003 gives local councils the power to borrow to fund capital expenditure (c.26, Part 1, Chpt. I, s1)¹
- 1.2. All council long term borrowing must be both 'affordable' and 'prudent'. Therefore, the council must be confident that it is able to pay back both the interest and principal of any borrowing through its revenue budget, not just in the current year but for the duration of the loan.
- 1.3. Most local council borrowing is via the Public Works Loan Board (PWLB). The facility provides loans to local councils and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury. These loans are lower in cost than those from financial institutions.

2. HOW PWLB LENDING WORKS

- 2.1. Town and parish councils require borrowing approval from the Department for Levelling Up, Housing & Communities (DLUHC) formerly the Ministry of Housing, Communities and Local Government (MHCLG) to proceed with a loan application.
- 2.2. In the first instance, the local county association is approached for borrowing approval.
- 2.3. The terms and arrangements for borrowing are determined by HM Treasury and set out in the Lending Arrangements for PWLB loans - [Operational Circular 163](#)
- 2.4. Interest rates² for PWLB loans are also determined by HM Treasury in accordance with the National Loans Act 1968 (c.13 s5)³.
- 2.5. Borrowers are permitted to replace one loan with another, subject to HM Treasury's usual terms.

¹ [Local Government Act 2003 \(legislation.gov.uk\)](#)

² [Current Interest Rates \(dmo.gov.uk\)](#)

³ [National Loans Act 1968 \(legislation.gov.uk\)](#)

3. PWLB LOAN APPLICATION PROCESS

- 3.1. Local county association contacted.
- 3.2. Consultation with residents undertaken.
- 3.3. County association undertakes checks.
- 3.4. DHULHC assesses application
- 3.5. DHULHC takes place.
- 3.6. PWLB affordability pack and checks
- 3.7. Loan drawn down.



Town Clerks Report

Date 21 November 2022
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. Regular bookings confirmed for 2023.
- 1.2. Ongoing valuation process to ensure insurance values accurately accessed.
- 1.3. Passporting Connect4Communities Grant.
- 1.4. Site visits with contractors at Sandam Grounds.
- 1.5. Recruitment process for Office Administrator (subject to council approval).
- 1.6. Further work on the draft Budget.
- 1.7. Analysis of the budget consultation.
- 1.8. Meeting with Isle of Wight Council (IWC) Open Spaces and Leisure team.
- 1.9. Meeting with IWC Director of Regeneration
- 1.10. Taking forward High Street Task Force and Bay economic regeneration.
- 1.11. Draft investment and Reserves policy
- 1.12. Begin annual review of risk assessment.
- 1.13. National Civility and Respect project concluded, model protocols circulated to officers and members.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Continued updates to the website reflect current NALC guidance and refresh content.
- 2.2. Content for Facebook page. Clerks would like, subject to capacity, to extend scope of posts to include sharing those from statutory agencies regarding immediate events (e.g. emergency information, suspension of services due to extreme weather).
- 2.3. Arrangements for Armistice and Remembrance Day

- 2.4. Christmas Window competition with help from Sandown Community Association.
- 2.5. Christmas competition with school for Library Windows
- 2.6. Christmas carol and tree switch on event with school and partners.
- 2.7. Sandown sprint 2023 emails and briefing.

3. BEACHES

- 3.1. On-going issues with drainage at Yaverland toilets, in significant part due to grey waste (inc wipes).
- 3.2. Liase with IWC regarding additional signage on slipway to left of pier, following comments from Cllr Hicks.
- 3.3. Work with IWC on new signage following correspondence with Blue Flag organisations.
- 3.4. Relocation of lifeguard base to Broadway Centre and electrical works.
- 3.5. Support of accessibility project application.

4. BROADWAY CENTRE

- 4.1. Cover for vacant position and staff absences to facilitate bookings.
- 4.2. Revision of terms and conditions and pricing (confidential Appendix A).
- 4.3. IWALC weekend event.
- 4.4. Replacement of hearing loop and ambient mic.
- 4.5. Replacement of microphones with wireless conference system.
- 4.6. Arrangements for installation of wireless conference system.
- 4.7. Installation of additional CCTV.
- 4.8. Facilitating Bay Mayors meeting
- 4.9. Facilitating Revetment Working Party
- 4.10. Facilitating Residents meeting with Two Saints and Isle of Wight Council (agenda item).

5. CIVIC SPACE

- 5.1. Repair of decorative lighting.
- 5.2. Obtaining quotations for 2023 planters and hanging baskets (part of budget process).
- 5.3. Ordering Christmas Tree and new tree light (part of Christmas Carol evening).
- 5.4. Dinosaur Isle Consultation events.
- 5.5. Heritage project with Historical Association.
- 5.6. Potential link and support for heritage film projects in 2023.
- 5.7. Grant application for accessibility project with Sandown Community Association.
- 5.8. Meeting further regarding accessibility project with Isle of Wight Council Commissioning Officer.

6. SANDHAM GROUNDS

- 6.1. Ongoing insurance issue.
- 6.2. Quarterly maintenance reports received, working with contractor on quotations for maintenance works and repairs/maintenance including pest control and graffiti.
- 6.3. Scoping project with Resilience Officer regarding exploring grant funding for site.
- 6.4. Engaging contractor for skate park repairs.
- 6.5. Meeting with Heritage re lights and concern re previous works later in year.

7. TOILETS

- 7.1. On-going issues with drainage at Yaverland, in significant part due to grey waste (inc wipes).
- 7.2. Arrangements for New Years Day Fireworks
- 7.3. Installation of new toilets units at Eastern Gardens



Working Parties Update (Briefing Note)

Date 21 November 2022
Prepared by Town Clerk

1. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING

- 1.1. The working party has not met since the last meeting.
- 1.2. The Lifeguard Station has been relocated to the Broadway Centre Car Park to enable repainting. Costings have been obtained for the provision of electricity to the unit to manage damp through the winter.

2. EVENTS WORKING PARTY MEETING

- 2.1. The working party met on Tuesday, 18 October 2022.
- 2.2. Present: Cllrs Baldry, Fletcher, Hicks, Humby & Ward – in attendance Rev Williams.
- 2.3. Members discussed arrangements for Armistice Day and Remembrance Sunday.
- 2.4. Members agreed a small service on Friday 11 November 2022, and clerk will ask Cllr Andre re playing Violin at event, Rev Williams to officiate.
- 2.5. Road Closure and reserved spaces applied for from Island Roads.
- 2.6. Sandown & Shanklin Military Band will play at the event.
- 2.7. First Aid arrangements being discussed with Lifeguards.
- 2.8. Members have contact numbers for some uniformed groups, and clerks will follow up.
- 2.9. Members agreed 500 copies of order of service, due demand last year, and to have 8 November as collation morning.
- 2.10. Members circulated draft Order of Service and made minor amendments, and clerks to follow wreaths.
- 2.11. Details would be circulated to all members once finalised.
- 2.12. Rev. Williams to liaise with Rev. Hall.

- 2.13. Members discussed possible Xmas Community Funday event being developed by volunteers.
- 2.14. Members agreed provision date for Christmas Carol Concert at Library – clerks to liaise with Library re 2 December 2022 (subject to availability, etc), to coincide with lights.
- 2.15. Windows competition involving local school, with Christmas Carol theme, and liaison with library.
- 2.16. Rev Williams discussed possibility of Church Carol Service around 16 December 2022.
- 2.17. Clerks to liaise with band and ukulele band re availability.
- 2.18. Members discussed possible Coronation events for 2023, subject to Bank Holidays and timing of Church services nationally.
- 2.19. Cllr Humby discussed taking forward High Street Shop Window project – working with Cllr Ward on form, etc.
- 2.20. Members discussed possible events for June 2023 including Big Picnic.
- 2.21. Rev. Williams updated members on the Christ Church Warm Spot, supported by Sandown Town Council, and possible inclusion of other areas.
- 2.22. Rev Williams updated members on the Lych Gate project and joint work with Sandown Town Council.

3. PUBLIC REALM (ASSETS) WORKING PARTY MEETING

- 3.1. The working party has not met since the last meeting.

4. PUBLIC ENGAGEMENT WORKING PARTY MEETING

- 4.1. The working party met on Wednesday, 19 October 2022.
- 4.2. Present: Cllrs Andre, Baldry, Humby, A Lightfoot, P Lightfoot, May, Ward, & Wilcock
- 4.3. Members welcomed circulation of second Sandown Guide, and Cllr Andre highlighted improvements from 1st edition. Members thanked volunteers for delivering copies to almost all households in Sandown.
- 4.4. Members noted that details of the Budget Consultation was in the Guide and this had already attracted in excess of 100 responses, either on-line or in hard copy.
- 4.5. Members highlighted the value of the consultation process and the commitment the Town Council had to listening to the views of residents.

- 4.6. Cllr A Lightfoot volunteered to be at Library on 20 October, joined by Cllr Humby later in the morning, with other members popping in before 12.30 finish. Clerks would produce more survey forms.
- 4.7. Cllr P Lightfoot (10-noon), Cllr Baldry (noon-2pm) and Cllr Andre (2pm-4pm) volunteered to be a Broadway Centre on Saturday 22 October. Clerks to open and close.
- 4.8. Members noted the plan to analyse survey responses ahead of Town Council meeting on 21/11/2022 and information to inform Budget meeting on 6 February 2023.
- 4.9. Members welcomed information on website and facebook, and statement about consultation would be good idea.
- 4.10. Members also noted possible future briefing on Yaverland Coastal Protection possible with Bay Council/s invited.
- 4.11. Concerns about the draft Sandown Conservation Action Management Plan, and need for Mayor/Deputy Mayor to meet with IWC Lead Officers before 21/11/2022 if possible.
- 4.12. Briefings with Sandown sprint and Southern water to be arranged, recognising High Street Task force and other regeneration projects as priority.
- 4.13. Concerns about '2 Saints' projects in Sandown, and Clerks to work with Cllr Andre to arrange meeting if possible.
- 4.14. Members also recognised need to maintain pressure re Ocean Hotel way forward and legal action; Dinosaur Isle (with public event if paper is developed by IWC); Pier Street and Town Hall Regeneration projects.