



## **SANDOWN TOWN COUNCIL – MEETING MINUTES – 21 NOVEMBER 2022**

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 21 NOVEMBER 2022** 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, Emily Brothers, Ian Fletcher, Heather Humby, Jenny Hicks, Robert May, Ian Ward.

**Also Present:** PCSO Ash Webb, Richard Priest (Clerk), Jennifer Armstrong (RFO) and 2 members of the public and press.

### **PUBLIC QUESTIONS:**

PCSO Webb provided an update on antisocial behaviour in Sandown and provided details of recent initiatives including Operation Sceptre, recent activities to tackle speeding and other motoring offences, joint working with the local resilience team at the railway station and with the Isle of Wight Council regarding Public Space Protection Orders.

A question was raised regarding Cllr Toby Wilcock's attendance at meetings over the past six months. The Clerk indicated Cllr Wilcock had attended a meeting of the Engagement and Communications Working Party as detailed in the report but that he would revert to the monitoring officer for further clarification.

### **26-2022/2023 APOLOGIES**

Apologies were received from Cllr Toby Wilcock.

Cllr Debbie Andre raised concerns regarding Cllr Wilcock's absence from meetings and suggested council disqualify him on the grounds of persistent absence. The clerk reiterated Cllr Wilcock had attended a meeting of the Engagement and Communications Working Party as detailed in the report but that he would revert to the monitoring officer for further clarification

### **27-2022/2023 DECLARATIONS OF INTEREST**

No declarations of interest were received.

### **28-2022/2023 MINUTES OF THE LAST MEETING**

Cllr Debbie Andre indicated she had not received a copy of the minutes. Officers reminded members that the draft minutes were published on the council's website shortly after the conclusion of meetings and that they were included in the reports pack on the website, the link for which had been circulated to all members the previous week.

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 (6), Against (0), Abstain (5)

RESOLVED

That the minutes of the meeting held on 26 September 2022 be approved as a true record.

**29-2022/2023 FINANCES**

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

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

For (10), Against (0), Abstain (1)

RESOLVED

THAT the payments and receipts for September 2022 be approved.

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

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

For (10), Against (0), Abstain (1)

RESOLVED

THAT the payments and receipts for October 2022 be approved.

3. To receive and note the verified bank reconciliations for September and October 2022

The verified bank reconciliations for September and October 2022 were duly noted.

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

The expenditure against budget through October 2022 was noted.

## 5. Costs for approval and budget virements

Members reviewed the costs and movements within the budget presented.

The repairs to the skate park were debated with some councillors suggesting no repairs should be made as issues with the surface and lighting had been raised by the resilience officer. Councillors were advised that the repairs were necessary for the park to remain open and there was a budget for maintenance which the quote of £3,476.75 would not exceed. Clarification was also provided that while the lighting and surface were not suitable for professional level sports they were sufficient for public use of the park. It was also noted that replacing the Skate Park would be costly and this was not budgeted for a number of years. Officers were also working with the Resilience Officer on a potential project around the Multi-Use Games Area and older children playground.

In relation to the works at Eastern Gardens, members were reminded that the block has been re-sited following comments from Southern Water and the securing of the site was in response to Police comments relating to the new location.

The following virements were noted:

- £1,694 is transferred from the Beach Safety Base budget to Lifeguard Equipment.
- £1,000.08 is transferred from the Town Improvement Budget to fund the additional week of beach safety service.
- £1,736.51 is transferred from the Town Improvement Budget to fund the repair of the decorative lighting.

A proposal was moved and duly seconded, that the costs proposed be approved. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (10), Against (1), Abstain (0)

### RESOLVED

- THAT monies be allocated for the works to install electricity in the lifeguard bases.
- THAT monies be allocated from the beach safety budget to fund the fencing and gate for a storage area at Eastern Gardens.
- THAT repairs to the skate ramps and surfaces be undertaken.

## 6. Reserves and Investments (Paper G)

Council considered the Reserves and Investments policy presented. A proposal was moved and duly seconded, that policy be adopted. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (0), Abstain (0)

RESOLVED

THAT the Reserves and Investments policy be approved.

7. Yaverland Business Rates (Paper H – Confidential Paper)

Officers advised that preparation of the information for the item has highlighted matters which would be discussed could be commercially sensitive and it was therefore recommended that the item be considered in confidential session.

A proposal was moved and duly seconded, that the item be considered following the decision on the exclusion of the public and press. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

RESOLVED

THAT the item on the Yaverland Business Rates be moved to after item 12 on the agenda to allow it to be considered as a confidential matter.

For (11), Against (0), Abstain (0)

8. To receive the results of the budget consultation and options for the draft budget including Broadway Centre Hire Costs and Terms and Conditions (Papers I)

Members discussed the results of the 2023/2024 Budget Consultation and noted the information provided in the covering report. It was noted that the Isle of Wight Council's budget could impact on what the Town Council needed to make provision for, and that the final decision regarding the budget would not be made until February 2023.

Members suggested while they were mindful of the cost of living and energy crisis, not increasing the precept was not good practice. A proposal was made that a single draft budget resulting in a 5% precept be drawn up. This was withdrawn following debate.

An alternative proposal was moved and duly seconded, that two draft budgets be presented in line with options b and c in the report. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (10), Against (1), Abstain (0)

RESOLVED

- (i) THAT a budget be drafted on the basis that the precept increase be in line with increased costs and impacts on services; and
- (ii) THAT a budget be drafted on the basis that the precept increase cover all identified cost pressures and meet priorities outlined in consultation.

The proposed changes to the terms and conditions of hire and pricing for the Broadway Centre, to be implemented from 1 January 2023, were presented and a proposal to approve them was moved and duly seconded,. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (11), Against (0), Abstain (0)

#### RESOLVED

THAT the terms and conditions of hire and pricing for the Broadway Centre be updated as proposed from 1 January 2023.

### **30-2022/2023 HOUSES OF MULTIPLE OCCUPANCY**

Consideration was given to the issues raised by residents in relation to Houses of Multiple Occupancy in Sandown following the Two Saints/Isle of Wight Council community meeting on 5 November 2022. Clarification was provided that while the town council had no direct powers in this area council could put forward residents' views.

The key issues highlighted in the discussions were around the location and concentration of HMO's in the Bay area (23% of all Island registered HMO's) and residents' concerns over the management of behaviour with some residents fearing to leave their homes. It was noted that the Isle of Wight Council had the power, when it commissioned services to include requirements in relation to location, and this could be included in the Island Plan.

Members agreed a letter would be written to the Isle of Wight Council regarding then points raised.

### **31-2022/2023 TOWN CLERK REPORT**

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

- The model Civility and Respect – Councillor/Officer protocol will be circulated
- Discussions were taking place regarding the telephone box at the station being utilised and added to the asset register.

The Clerks request to expand the scope of the social media policy was discussed with members noting not all road closures and similar information would be shared; that the premise was for public service information such as the suspension of statutory services due to adverse weather, information on warm spaces or flood information to be disseminated.

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

For (11), Against (0), Abstain (0)

RESOLVED

THAT the Social Media policy be amended to include reposting of Statutory Agency posts relating to urgent issues.

### **32-2022/2023 WORKING PARTIES**

Members received the written update from the working parties, noting that in addition to the work outlined in the report that the hearing loop in the main hall had been replaced and the wireless conference system had been installed.

### **33-2022/2023 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED**

No issues had been received from statutory agencies. Council noted that a briefing regarding the multi-million pound Yaverland Coastal Defence project has been received prior to the start of the formal meeting.

### **34-2022/2023 TO RECEIVE ANY PLANNING MATTERS**

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

<u>Reference</u>	<u>Address</u>
<a href="#">22/01901/1AAPA</a>	2 Yaverland Close, PO36 8QF
<a href="#">22/02082/RVC</a>	Wight City Leisure Centre, 37 Culver Parade, PO36 8AT
<a href="#">22/01996/FUL</a>	Adjacent 1 Crescent Road, PO36 8AX
<a href="#">22/01998/CLPUD</a>	Civic Centre Broadway, PO36 9EA
<a href="#">22/01977/HOU</a>	2 Auckland Mews, 44 Fitzroy Street, PO36 8HW

### **35-2022/2023 TO RECEIVE REPORTS FROM**

#### **1. Town Councillors**

Cllr Brothers provided an update on her activities as an IWALC representative including:

- Attendance at meetings with the Isle of Wight Council Cabinet and MP.
- A topic meeting had been on Road Safety.
- Representing IWALC at the Health and Wellbeing Board where key issues were access to pharmacy and dental services.
- Attendance at the Bus and Rail Users Group meeting.
- The IWALC open day has been a success and the facilities at the Broadway Centre has been appreciated though it was disappointing the council did not have a stand.

- There would be an open session on 24 November 2022, from 18:00 – 19:00 on the cost of living.

Cllr Andre advised members of her recent activities including attending the showing of two films made by Island students on the Biosphere and biodiversity. The films would be shown at Quay arts.

Cllr Andre also advised that she had attended a meeting of Dinosaur Isle stakeholders to discuss how to take the facility forward, utilising the museum and the collection.

Cllr Fletcher advised he has been working with clerks on additional signage for the centres car park following incidents of speeding and unsafe driving.

Cllr Hicks advised she had attended the Environment and Sustainability Forum and advised that beavers had now been classified as an endangered species but had not yet been introduced to the Island. She has also attended the Living Well event in the library.

Cllr Ward provided an update on the Ocean Hotel; Officers from the Isle of Wight Council had attended the appeal from the owners in court in Durham. However, the judge had deferred the case as they were unhappy with the quality of the case presented. Cllr Ward also advised that he had been in conversations with the MP for the Island following residents contacting him after being made homeless when their landlord had sold the property they rented. The sale was the result of changes to the law and the MP had suggested this was unfortunately an unexpected consequence of changes to the law.

Cllr Alex Lightfoot updated members on the IWALC open day which he had attended, advising it had been interesting with attendees advising they preferred the format which had allowed councils to showcase their activities and network. He echoed Cllr Brothers disappointment that the council had not had a stand noting the majority had been provided by the IWALC representatives.

Cllr Alex Lightfoot has also spent all day at the in person budget consultation and advised that the Communications and Engagement working party would need to consider the format of face-to-face consultation activities prior to next year's budget as despite being advertised turnout was disappointing.

The Mayor updated members on a stakeholder resilience project noting that the project has been led by Julian Wadsworth and that three years funding for community resilience had been secured. Youth work had produced real results and there was work with other age groups also being undertaken. The Bay Mayors meeting has also discussed HMO's, the Bay Place Plan, as well as crime and disorder.

The Mayor reported that he had attended the Dinosaur Isle stakeholder events along with the Deputy Mayor and advised that the recommendation from the stakeholder group was that Dinosaur Isle remain in its current location, operated by a trust with a commercial arm. A report/outline business case would be prepared by the consultants running the stakeholder event would be preparing a report / outline business case to presented this preferred option to the Isle of Wight Council for decision.

The Mayor then updated the meeting on the situation with the closure of the Post Office. Cllr Andre commented that she had looked into the matter and post offices were franchises anyone could apply to run and that she hoped a local business would chose to run it. The clerk had contacted the Royal Mail and a response had been received just

before the meeting, stating that there had been no interest from other Sandown businesses to take on the franchise. Cllr May informed the meeting that Shanklin post office was not in a position to take on the additional business from Sandown as the profit margins were not sufficient. He also informed members that while the supermarkets (Tesco, Co-op etc) were not closing their post offices, they were not sufficiently profitable for them to take on more and a statement had been issued to this effect. It was noted that there was a post office in Lake.

Finally, the Mayor informed members that the High Street Task Force project had progressed with a derelict building's expert visiting the sites to provide ideas for alternative uses. The next steps were key with a meeting for business owners being facilitated as there was no Business association in Sandown, highlighting the importance of ensuring the correct stakeholders were included.

## 2. Outside Bodies

The Sandown Forum meeting has been chaired by Cllr Andre in Cllr Humby's absence. Attendance had been limited with representees from the football club, the carnival/hub, the 50 plus club, Christ Church and Green Towns Volunteers being present.

### **36-2022/2023 DATE OF NEXT MEETING**

The next meeting would be held on 6 February 2023.

### **PUBLIC QUESTION TIME**

Due to the recommendation that the public and press be excluded for the remaining items, public question time was moved forward on the agenda. No questions were asked.

### **37-2022/2023 EXCLUSION OF PUBLIC AND PRESS**

Members questioned the confidential nature of the item on regeneration and were advised that the information to be discussed included the Sandown Conservation Area Management Plan which had not yet been published and other information which was commercially sensitive for the Isle of Wight Council.

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

For (9, Against (1), Abstain (1)

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 items of business, namely Agenda Item 13 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 7, and Agenda Items 4(7) and 14 on the grounds that there is likely to be disclosure of exempt information as defined as

defined in paragraphs 7, 9 and 10, of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **38-2022/2023 MOTION WITHOUT NOTICE**

A proposal to extend the meeting by 30 minutes as provided by standing order 9.1.3(i) was moved 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 meeting be extended by 30 minutes.

### **39-2022/2023 STAFFING MATTERS**

Following discussion regarding the matters outlined in the confidential report, including the provision of back-office support to Lake Council and the appointment of an administrative assistant to ease capacity issues, a proposal in relation to the matters discussed was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements and a named vote was requested by Cllr Brothers; the results were as follows and it was:

#### **For (7)**

Alex Lightfoot, Frank Baldry, Ian Fletcher, Jenny Hicks, Robert May, Ian Ward, Paddy Lightfoot.

#### **Against (2)**

Debbie Andre, Emily Brothers.

#### **Abstentions (2)**

Sue Betts, Heather Humby.

#### **RESOLVED**

- (i) THAT Sandown Town Council enter into a Service Level Agreement with Lake Parish Council to provide back office support.
- (ii) THAT an administrative assistant be appointed.

### **40-2022/2023 REGENERATION**

Members considered the draft Sandown Conservation Area Management Plan and the proposed comments from the council which had been returned to the relevant Isle of Wight Council officer. During debate a point of order was raised regarding the time.

### **41-2022/2023 MOTION WITHOUT NOTICE**

A proposal to adjourn and reconvene the meeting as provided by standing order 21.1 (xvi) was moved 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 meeting be adjourned and reconvened within 14 days.

**RECONVENED MEETING**

Minutes of the Meeting of Sandown Town Council begun on Monday, 21 November 2022 reconvened on **MONDAY, 29 NOVEMBER 2022** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present** (confirmed verbally for accessibility): Paddy Lightfoot (Mayor), Alex Lightfoot (Deputy Mayor), Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher, Heather Humby, Jenny Hicks, Robert May, Ian Ward.

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

**42-2022/2023 APOLOGIES**

Apologies were received from Cllr Toby Wilcock.

**43-2022/2023 DECLARATIONS OF INTEREST**

No declarations of interest were received.

The Chairman read a short statement to Councillors concerning Councillor conduct. Cllr Brother requested a copy of the statement.

**44-2022/2023 MOTION WITHOUT NOTICE**

A proposal to adjourn and reconvene the meeting as provided by standing order 21.1 (xvi) was moved 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 meeting be adjourned and reconvened within 14 days.

**RECONVENED MEETING**

Minutes of the Meeting of Sandown Town Council begun on Monday, 21 November 2022 reconvened on **MONDAY, 12 DECEMBER 2022** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present** (confirmed verbally for accessibility): Paddy Lightfoot (Mayor), Alex Lightfoot (Deputy Mayor), Debbie Andre, Frank Baldry, Emily Brothers, Jenny Hicks, Robert May, Toby Wilcock.

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

The Mayor noted the meeting was a continuation of the meeting held on Monday, 21 November, reconvened on 29 November 2022 and again adjourned.

Members also confirmed that the decision at the original meeting to exclude the public and press for the remaining items on the agenda.

#### **45-2022/2023 MOTION WITHOUT NOTICE**

Cllr Brothers suggested, understanding order 21.1 (xii) that Cllr Wilcock should be disqualified from the meeting due to his failure to attend a council meeting during the previous six-months.

The Clerk noted that Cllr Wilcock had attended a meeting of the working party on Wednesday, 19 October 2022 and was at the launch of the budget consultation with other town councillors.

The Clerk also confirmed that he would forward his response to a residents question and Cllr Andre and Brothers request for disqualification of Cllr Wilcock due to non-attendance at meetings, to the Isle of Wight Council's monitoring office after the meeting concluded and prior to the next meeting of full council.

Cllr Andre challenged the position taken by the Clerk, and said she had taken guidance from the Monitoring Officer, and that Cllr Wilcock should be disqualified. The Clerk responded that no correspondence had been forwarded by Cllr Andre from the Monitoring Officer and restated his decision citing section 7.13 of Arnold Baker:

The Clerk continued that providing a full response could take over 20 hours and result in significant legal costs in the future.

Cllr Andre then asked Cllr Wilcock if he still lived in Sandown, and Cllr Wilcock confirmed accordingly.

Cllrs Brothers then stated again that Cllr Wilcock should be disqualified as attendance at other meetings was not covered Local Government Act 1972, and that attendance at IWALC did not qualify as attendance as a town councillor.

The Mayor drew the matter to a close and advised that the Clerk would provide a full response at the next meeting and would forward his response to the Monitoring Officer.

Cllr Alex Lightfoot joined the meeting.

#### **46-2022/2023 APOLOGIES**

The clerk had advised both Isle of Wight Council Ward Members prior to the meeting that matters under discussion would present a conflict of interest with regard to their roles as Isle of Wight Council members. Therefore, Cllr Ward had advised that he would not be attending the meeting

Apologies were also received from Cllrs Ian Fletcher, Heather Humby.

#### **47-2022/2023 DECLARATIONS OF INTEREST**

Cllr Debbie Andre advised that as an Isle of Wight Councillor she had declared an interest in all Isle of Wight Council issues on the agenda, which included the items relating to Yaverland Business Rates and Regeneration but was pleased to see that the Local Walking and Cycling Infrastructure Plan as part of the project.

Cllr Andre left the meeting due to declaring an interest in items 4(7) and 14 on the agenda.

#### **48-2022/2023 YAVERLAND BUSINESS RATES**

Members discussed a demand from the Isle of Wight Council for yearly charges relating to non-domestic rating in 2017/2018, 2018/2019 and 2019/2020.

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

##### **For (7)**

Paddy Lightfoot (Mayor), Alex Lightfoot (Deputy Mayor), Frank Baldry, Emily Brothers, Jenny Hicks, Robert May, Toby Wilcock.

##### **Against (0)**

##### **Abstentions (0)**

##### **RESOLVED**

- (i) THAT the demand not be paid at until further clarification regarding the circumstances be obtained.
- (ii) THAT the Asset Management Working Party formulate a way forward.

#### **49-2022/2023 REGENERATION**

Members noted the range of regeneration projects that Sandown was leading on or involved in, alongside its core business activities as well as potential budget implications.

The Mayor highlighted the planned meeting of the Bay mayors and their deputies, the progress of the High Street Task Force and the visit from the derelict buildings consultant, Dinosaur Isle, Pier Street regeneration and other projects which would impact the town including one relating to the Town Hall that the Town Council had not been consulted on.

The Mayor and members agreed that co-ordination would help avoid raising expectations for projects that are not the responsibility of this council and that the response to the draft Sandown Conservation Area Management Plan reflected this approach; since the plan was an Isle of Wight Council document and it was for them to publish, comments from the town council had been forwarded but not published.

A request from the Isle of Wight Council for a funding contribution towards the Local Walking and Cycling Infrastructure Plan, along with Lake and Shanklin was considered.

Members agreed that there was no budgetary provision and that the project also needed to be consistent with the regeneration initiatives.

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

**For (7)**

Paddy Lightfoot (Mayor), Alex Lightfoot (Deputy Mayor), Frank Baldry, Emily Brothers, Jenny Hicks, Robert May, Toby Wilcock.

**Against (0)**

**Abstentions (0)**

RESOLVED

THAT the Local Walking and Cycling Infrastructure Plan needed to be part of the wider Place Plan and that funding could only be considered once the Place Plan and Bay partnership working, had been developed.

**50-2022/2023 STAFFING MATTERS**

Members noted the current staffing situation.

Meeting closed 18:50



## Item 4(1) - Paper B

Cashed as of 30 November 2022				Balance Carried Forward			228,526.85
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
313	02/11/2022		Betapak Ltd	Stationary	8.30	1.66	9.96
314	02/11/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
315	02/11/2022		Ricoh	Photocopier	89.00	17.80	106.80
316	02/11/2022		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)	117.00	23.40	140.40
317	02/11/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
318	02/11/2022		Danfo (UK) Ltd	Cleaning	2986.25	597.25	3583.50
319	02/11/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
320	02/11/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
321	02/11/2022		Garden Tidy	Grass Cutting	30.00	0.00	30.00
322	02/11/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
323	02/11/2022		Sight for Wight (IWSB)	Accessibility Project Contribution	100.00	0.00	100.00
324	01/11/2022		Isle of Wight Council	Business Rates	424.00	0.00	424.00
325	01/11/2022		Gallagher (Hisock Insurance Company Ltd	Insurance (All)	551.64	0.00	551.64
326	02/11/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
327	09/11/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
328	09/11/2022		Ricoh	Photocopier	19.45	3.89	23.34
329	09/11/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
330	09/11/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
331	09/11/2022		Independent Cleaner	Cleaning and Cover	195.00	0.00	195.00
332	09/11/2022		Betapak Ltd	Stationary	29.38	5.88	35.26
333	09/11/2022		Hillbans Pest Control Ltd	Pest Control	233.33	46.67	280.00
334	08/11/2022		Business Stream	Water	115.81	0.00	115.81
335	16/11/2022		Lake Methodist Church	Grant - Connect for Communities	1000.00	0.00	1000.00
336	16/11/2022		Betapak Ltd	Stationary	54.15	10.83	64.98
337	16/11/2022		Lake Cleaning and Catering Supplies	Cleaning Materials	29.45	5.89	35.34
338	16/11/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
339	16/11/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
341	16/11/2022		Stage Gear Ltd	Hearing Loop (Hall)	419.25	83.85	503.10
342	16/11/2022		Stage Gear Rentals	PA System	522.50	104.50	627.00



Received as of 30 November 2022						
2022-2023 Receipts		Description		Balance Carried Forward		431,246.15
Voucher	Date	Description	Net	VAT	Total	
223	01/11/2022	Room Hire	110.00	22.00	132.00	
224	01/11/2022	Room Hire	110.00	22.00	132.00	
225	02/11/2022	Recharge (Stationery and Photocopying)	100.00	0.00	100.00	
226	03/11/2022	Room Hire	48.00	9.60	57.60	
227	03/11/2022	Room Hire	80.00	16.00	96.00	
228	03/11/2022	WC Income St Johns	47.90	0.00	47.90	
229	03/11/2022	Room Hire	75.00	15.00	90.00	
230	07/11/2022	Room Hire	37.50	7.50	45.00	
231	07/11/2022	Room Hire	48.00	9.60	57.60	
232	08/11/2022	Room Hire	60.00	12.00	72.00	
233	09/11/2022	WC Income St Johns	11.40	0.00	11.40	
234	09/11/2022	Bank Interest	11.52	0.00	11.52	
235	07/11/2022	Room Hire	16.00	3.20	19.20	
236	07/11/2022	Room Hire	16.00	3.20	19.20	
237	07/11/2022	Room Hire	375.00	75.00	450.00	
238	09/11/2022	Room Hire	207.50	41.50	249.00	
239	11/11/2022	Room Hire	66.00	13.20	79.20	
240	11/11/2022	Room Hire	66.00	13.20	79.20	
241	17/11/2022	Room Hire	32.50	6.50	39.00	
242	14/11/2022	Room Hire	22.00	4.40	26.40	
243	17/11/2022	WC Income St Johns	12.20	0.00	12.20	
244	21/11/2022	WC Income St Johns	13.30	0.00	13.30	
245	21/11/2022	Room Hire	90.00	18.00	108.00	
246	24/11/2022	Room Hire	210.00	42.00	252.00	



## Item 4(2) - Paper C

Cashed as of 31 December 2022				Balance Carried Forward			264,328.97
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
368	01/12/2022		Richard Priest	Expenses - Paint	33.73	6.75	40.48
369	01/12/2022		Richard Priest	Expenses - Cable ties	2.71	0.54	3.25
370	01/12/2022		Richard Priest	Expenses - Aerosol cartridges x4	6.25	1.25	7.50
371	01/12/2022		Richard Priest	Expenses - Paint	18.25	3.65	21.90
372	01/12/2022		Richard Priest	Expenses - Frames	10.38	2.08	12.45
373	01/12/2022		Richard Priest	Expenses - Picture Frames	11.67	2.33	14.00
374	01/12/2022		Richard Priest	Expenses - Microsoft Licenses	338.40	67.68	406.08
375	01/12/2022		Richard Priest	Expenses - Catering supplies	38.73	0.00	38.73
376	01/12/2022		Richard Priest	Expenses - Batteries	10.71	2.14	12.85
377	01/12/2022		Richard Priest	Expenses - QAVS Trowl	8.00	1.60	9.60
378	01/12/2022		Richard Priest	Expenses - Batteries	2.88	0.58	3.45
379	01/12/2022		Richard Priest	Expenses - Postage	1.50	0.00	1.50
380	01/12/2022		Richard Priest	Expenses - Vouchers Connect for comm	2000.00	0.00	2000.00
381	01/12/2022		Richard Priest	Expenses - Wreaths	100.00	0.00	100.00
382	01/12/2022		Richard Priest	Expenses - Catering supplies	37.98	0.00	37.98
383	01/12/2022		Richard Priest	Expenses - Catering supplies	54.00	0.00	54.00
384	07/12/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
385	07/12/2022		John O'Conner	Grass Cutting (Los Altos)	379.44	75.89	455.33
386	07/12/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
387	07/12/2022		Island Environmental Hygiene	Sanitary Services	75.40	15.08	90.48
388	07/12/2022		Gallagher (Hisock Insurance Company Ltd	Insurance (All)	135.52	0.00	135.52
389	07/12/2022		Sight for Wight (IWSB)	Braille Documents	184.00	0.00	184.00
390	07/12/2022		Sight for Wight (IWSB)	Braille Documents	92.00	0.00	92.00
391	07/12/2022		Sight for Wight (IWSB)	Braille Documents	115.00	0.00	115.00
392	07/12/2022		Garden Tidy	Grass Cutting (SJP)	80.00	0.00	80.00
393	07/12/2022		Garden Tidy	Litter Picking and Bin Emptying	50.00	0.00	50.00
394	07/12/2022		Rod Father	Drain Clearance	100.00	0.00	100.00
395	07/12/2022		The Bay School	Grant - Connect for Communities	1000.00	0.00	1000.00
396	07/12/2022		Sovereign Play	Zip Wire Re-Tensioning	449.00	89.80	538.80



Received as of 31 December 2022					
2022-2023 Receipts		Balance Carried Forward		434,737.57	
Voucher	Date	Description	Net	VAT	Total
247	01/12/2022	Room Hire	64.00	12.80	76.80
253	05/12/2022	WC Income St Johns	15.10	0.00	15.10
254	06/12/2022	Room Hire	48.00	9.60	57.60
255	06/12/2022	Room Hire	48.00	9.60	57.60
256	06/12/2022	Room Hire	48.00	9.60	57.60
257	07/12/2022	Room Hire	22.00	4.40	26.40
258	05/12/2022	Room Hire	127.50	25.50	153.00
259	05/12/2022	Room Hire	255.00	51.00	306.00
260	05/12/2022	Room Hire	178.33	35.67	214.00
261	12/12/2022	WC Income St Johns	12.10	0.00	12.10
262	13/12/2022	Room Hire	75.00	15.00	90.00
263	13/12/2022	Room Hire	37.50	7.50	45.00
264	08/12/2022	Room Hire	45.00	9.00	54.00
265	08/12/2022	Room Hire	37.50	7.50	45.00
266	08/12/2022	Room Hire	37.50	7.50	45.00
267	09/12/2022	Room Hire	115.50	23.10	138.60
268	09/12/2022	Base Rent (Sandham Gardens)	2500.00	0.00	2500.00
269	09/12/2022	Room Hire	157.50	31.50	189.00
270	09/12/2022	Room Hire	157.50	31.50	189.00
271	09/12/2022	Room Hire	207.50	41.50	249.00
272	09/12/2022	Room Hire	157.50	31.50	189.00
273	09/12/2022	Room Hire	225.00	45.00	270.00
274	13/12/2022	Room Hire	27.50	5.50	33.00
275	13/12/2022	Room Hire	27.50	5.50	33.00



## SANDOWN TOWN COUNCIL

1 December 2022 (2022-2023)

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

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

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

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

	<b>Bank Reconciliation at 30/11/2022</b>		
	Cash in Hand 01/04/2022		435,586.07
	<b>ADD</b> Receipts 01/04/2022 - 30/11/2022		434,737.57
			870,323.64
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/11/2022		264,328.97
<b>A</b>	<b>Cash in Hand 30/11/2022</b> (per Cash Book)		<b>605,994.67</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2021	2.41	
	5 - 32 Day Access Acc Number TB 30/11/2022	435,963.17	
	2 - Treasurers Account 30-97-42 1 30/11/2022	0.00	
	5 - Business Bank Instant 30-97-4 30/11/2022	0.10	
	3 - Reserves 30-97-42 24097868 30/11/2022	0.00	
	4 - Business Bank Instant 30-97-4 30/11/2022	102,085.19	
	1 - Treasurers Account 30-97-42 0 30/11/2022	67,943.80	
			<b>605,994.67</b>
	Less unrepresented payments		
			605,994.67
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>605,994.67</b>
	<b>A = B Checks out OK</b>		

**SANDOWN TOWN COUNCIL**

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/12/2022</b>		
	Cash in Hand 01/04/2022		435,586.07
	<b>ADD</b> Receipts 01/04/2022 - 31/12/2022		441,119.90
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/12/2022		876,705.97
			287,645.03
<b>A</b>	<b>Cash in Hand 31/12/2022</b> (per Cash Book)		<b>589,060.94</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2021	2.41	
	5 - 32 Day Access Acc Number TB 31/12/2022	276,278.33	
	2 - Treasurers Account 30-97-42 1 31/12/2022	0.00	
	5 - Business Bank Instant 30-97-4 31/12/2022	0.10	
	3 - Reserves 30-97-42 24097868 31/12/2022	0.00	
	4 - Business Bank Instant 30-97-4 31/12/2022	229,732.35	
	1 - Treasurers Account 30-97-42 0 31/12/2022	83,047.75	
			<b>589,060.94</b>
	Less unrepresented payments		
			589,060.94
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>589,060.94</b>
	<b>A = B Checks out OK</b>		

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2022 and 31/12/2022)**

**Item 4(4) - Paper E**

26 January 2023 (2022-2023)

**Cost Centre Name**

**ADMINISTRATION**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Audit - Internal				262.50	250.00	12.50
2	Audit - External				2,000.00	800.00	1,200.00
3	Broadband and Telephone				780.00	428.68	351.32
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	202.77	-97.77
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	338.40	16.92
13	ICT Email Hosting				478.80	288.00	190.80
14	ICT Adobe/Zoom/Survey M				890.21	806.00	84.21
15	ICT Antivirus				205.75	29.17	176.58
16	Insurance				6,683.16	2,939.13	3,744.03
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	1.50	105.60
21	Professional Fees Land R				500.00		500.00
22	Professional Fees Payroll				528.00	311.50	216.50
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	751.00	59.00
26	Public Works Loan				33,818.48	21,721.48	12,097.00
27	Stationary			100.00	803.25	494.36	408.89
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			1,299.18			1,299.18
207	Insurance Claim						
208	Misc Hire						
			<b>335,212.00</b>	<b>£375,441.06</b>	<b>67,380.01</b>	<b>£31,814.80</b>	<b>75,794.27</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	180.00	304.00
29	ICT Web-Hosting				236.25	306.88	-70.63
30	Contribution to Hard Copy				1,000.00	1,000.00	
					<b>1,720.25</b>	<b>£1,486.88</b>	<b>233.37</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	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				9,194.00	9,464.00	-270.00
35	Lifeguard Hut			7,500.00	17,306.00	14,950.00	9,856.00
36	Beach Safety Service				16,000.08	16,000.08	
37	Beach Storage				100.00	15.00	85.00
38	Tourism Blue Flag/Seasid				900.00		900.00
				<b>£7,500.00</b>	<b>64,655.99</b>	<b>£60,979.44</b>	<b>11,176.55</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	1,450.00	-950.00
40	Business Rates				5,345.55	3,817.50	1,528.05
41	CCTV				2,250.00	3,234.00	-984.00
42	Microphones and Loop				8,400.00	9,563.93	-1,163.93
43	Furniture and fittings				200.00	135.00	65.00

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 31/12/2022)**

**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	197.00	13.00
47 Repair & Maint. Sundries		516.52	796.34	-279.82
48 Repair and Maint. General		1,000.00	1,782.05	-782.05
49 Service Alarms/CCTV/Boil		1,422.86	676.85	746.01
50 Service Fire Extinguishers		82.69	65.69	17.00
51 Signage		102.00		102.00
52 Utilities - Gas		2,100.00	1,059.47	1,040.53
53 Utilities Water		567.00	340.66	226.34
54 Utilities - Electric		1,506.20	1,024.42	481.78
55 Waste Collection (General		1,601.25	1,255.25	346.00
56 Waste Collection (Sanitary		573.30	75.40	497.90
206 Room Hire	22,886.09			22,886.09
		<b>£22,886.09</b>	<b>27,901.96</b>	<b>£26,145.56</b>
				<b>24,642.49</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	240.00	-30.00
58	Remembrance Events				1,575.00	522.50	1,052.50
59	Jubilee Events				1,500.00	977.58	522.42
72	Town Crier				250.00		250.00
					<b>3,535.00</b>	<b>£1,740.08</b>	<b>1,794.92</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	229.17	970.83
61	Christmas Tree and Lights				1,000.00	1,349.00	-349.00
62	Decorative Lighting Maint				2,236.51	2,236.51	
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	3,035.52	2,407.68
71	Revetment Lighting				400.00		400.00
73	Town Improvement Fund				7,263.41	80.00	7,183.41
74	War Memorial (Esplanade				1,000.00	247.20	752.80
75	War Memorial (Animal) M:				500.00		500.00
					<b>41,403.12</b>	<b>£14,906.97</b>	<b>26,496.15</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			7,500.00	2,000.00	6,000.00	3,500.00
79	Youth Provision				5,000.00	5,000.00	
					<b>£7,500.00</b>	<b>15,000.00</b>	<b>£17,120.00</b>
							<b>5,380.00</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	164.36	360.64
82	Mayor Allowance				1,000.00	100.00	900.00
83	Training				1,000.00		1,000.00
					<b>8,525.00</b>	<b>£264.36</b>	<b>8,260.64</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 31/12/2022)**

**Cost Centre Name**

<b>LOS ALTOS</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
212	na					379.44	-379.44	
							<b>£379.44</b>	<b>-379.44</b>

**SANDHAM GARDENS (GENERAL)**

<b>SANDHAM GARDENS (GENERAL)</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
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	38.64		1,961.36	
90	Maintenance and Repair			5,000.00	543.11		4,456.89	
91	Signage (Sandham)			250.00			250.00	
98	CCTV			2,250.00			2,250.00	
209	Land Lease		7,500.00				7,500.00	
							<b>£7,500.00</b>	<b>16,665.00</b>
							<b>£581.75</b>	<b>23,583.25</b>

**SANDHAM GARDENS (MUGA)**

<b>SANDHAM GARDENS (MUGA)</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
92	Replacement of MUGA - F					10,000.00	10,000.00	
							<b>10,000.00</b>	<b>10,000.00</b>

**SANDHAM GARDENS (SJP)**

<b>SANDHAM GARDENS (SJP)</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
93	Grounds Maintenance, Gr:			3,433.50	2,555.00		878.50	
94	Inspections			2,729.50	245.00		2,484.50	
95	Litter Picking			5,603.00	1,700.00		3,903.00	
96	Playground Renewal Func			10,000.00			10,000.00	
97	Repair/replace (damage)			5,000.00	70.00		4,930.00	
							<b>26,766.00</b>	<b>£4,570.00</b>
								<b>22,196.00</b>

**SANDHAM GARDENS (SKATE PARK)**

<b>SANDHAM GARDENS (SKATE PARK)</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
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**

<b>STAFF</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
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	48,980.66		38,634.34	
105	Salaries - HMRC			7,498.00	18,963.25		-11,465.25	
106	Salaries - Pension			20,269.00	8,167.07		12,101.93	
107	Training			1,050.00			1,050.00	
							<b>118,869.00</b>	<b>£76,399.07</b>
								<b>42,469.93</b>

**TOILETS**

<b>TOILETS</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
108	Cleaning and Security, Cle			40,000.00	20,903.75		19,096.25
109	Refurbishment			141,963.50			141,963.50

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 31/12/2022)**

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**Cost Centre Name**

110 Repair and Maintenance ,		7,500.00	4,717.70	2,782.30
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	1,530.26	-30.26
114 Utilities, Water		3,104.98	1,084.10	2,020.88
115 Inspection (inc. Legionella		960.75	2,495.15	-1,534.40
116 Waste (Toilets)		573.30	886.60	-313.30
211 WC Income	984.15			984.15
		<b>£984.15</b>	<b>198,494.13</b>	<b>£31,842.56</b>
				<b>167,635.72</b>
<b>NET TOTAL</b>	<b>335,212.00</b>	<b>£421,811.30</b>	<b>616,915.46</b>	<b>£268,230.91</b>
				<b>435,283.85</b>



## SANDOWN TOWN COUNCIL

### RISK REGISTER

#### **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

#### **Purpose of Document:**

This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required.

- Risk levels, high, medium and low ( H,M,L)

## MANAGEMENT RISKS

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
<b>Forward planning</b>	The council recognises the need to make informed decisions in a planned and sustainable way, to avoid reactive responses and short-term fixes that may cost more in the longer term.	<b>M</b>	<p>The council must have and work to a forward plan.</p> <p>As a minimum this should be for at least the duration of the term of office.</p> <p>In 2021, members met and agreed priorities for short, medium and longer terms, in line with public consultation, and established working parties, involving stakeholders and taking forward priorities to timescales, and reflected in budget.</p> <p>This was reviewed again in May 2022. It was agreed the existing working party structure would take forward identified priorities over the term of the Council.</p> <p>The working parties workstreams were reviewed after annual council and updates are reported to every council meeting.</p> <p>The council has also committed resource to a Bay place plan and Highstreet Task Force initiative to take forward regeneration.</p>	<p>Risk to be reassessed annually prior to budget.</p> <p>Working parties progress to be reviewed at each meeting. Workstreams to be reviewed at least annually.</p>
<b>Risk Assessments</b>	Risk assessments are now in place for all the councils' provisions and are undertaken for each event.	<b>M</b>	Risk Assessment should be reviewed on annually.	Review at least annually
<b>Business Continuity</b>	<p>Council not being able to continue its business due to an unexpected or tragic circumstance.</p> <p>Due to change in staff records lost or information forgotten.</p>	<b>M</b>	<p>All files and recent records are kept in the office. All ICT equipment has been updated, VOIP has been introduced and staff can work from home effectively subject to access to hard copy documents.</p> <p>The clerk makes regular back up of data files. Historical records have been logged and archived.</p>	<p>Review when necessary</p> <p>Ensure procedures below are undertaken</p>

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
			<p>Work is underway to identify all licenses and contracts, create a file map and procedures including:</p> <p>File Map Central list of ongoing and regular tasks. Central procedures. Register of Licenses.</p>	
<b>Meeting location</b>	Adequacy Health and Safety Lack of accessibility.	L	<p>Since April 2018, all meetings are now held in the Broadway Centre which has a full risk assessment of the premises and is fully compliant.</p> <p>Blinds fitted to all windows to ensure privacy in meeting room.</p> <p>In 2022, ambient hearing loop replaced and wireless conference system installed for accessibility purposes.</p>	<p>Existing procedures are adequate.</p> <p>Existing procedures adequate.</p> <p>Review annually and make capital provision for service and maintenance and replacement.</p>
<b>Council hard copy Records</b>	Loss through theft, fire, damage	L	<p>Fire alarm system installed.</p> <p>Some older records are retained at the IW County Record store.</p> <p>All records kept in council office storeroom and document retention policy implemented.</p> <p>The majority of files are now kept digitally in cloud based storage which is backed up monthly.</p>	<p>Existing procedures are adequate.</p> <p>Ensure regular back-ups are undertaken and where possible important documents are scanned.</p>
<b>Council Records electronic</b>	Loss of records through equipment failure.	L	<p>Documents are stored on the cloud and backed-up to an external drive monthly.</p> <p>Adequate antivirus protection to be in place.</p>	<p>External hard drive back-up of electronic files produced and kept in safe.</p>
<b>Clerk/RFO</b>	Loss of qualified clerk	M	<p>The council must understand and support the Clerk's role. Councillors must adhere to their own specific roles and responsibilities only and not interfere with the Clerk's.</p>	<p>Councillor training must be undertaken.</p>

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
	<p>Loss of General Power of Competence</p> <p>Training – Risk of officers knowledge becoming outdated.</p> <p>Absence due to illness</p>	<p>M</p> <p>H</p> <p>H</p> <p>H</p>	<p>RFO/Deputy Clerk position created, and appointment made to remove single point of failure and provide succession planning.</p> <p>Reserves should be held to enable training for CILCA qualifications in the event of the experienced clerk resigning and an unqualified person employed as replacement (bearing in mind that it would take at least 1-2 years to obtain the required qualification).</p> <p>The Clerk/s should be provided with training as requested, reference books, access to assistance and legal advice via SLCC and time to attend IWSLCC training and meetings and research. Due to capacity issues it is becoming increasingly difficult for staff to undertake CPD.</p> <p>Staffing structure does not have capacity to cover any long-term absence or vacancy in the team. This is putting pressure on remaining team members and impacting on health and wellbeing.</p> <p>Members behaviours are creating a highly stressful working environment with officers being criticised in public forums and issues which have been previously resolved repeatedly being raised. This increases the risk of additional staff absence which will have a domino effect.</p>	<p>RFO/Deputy clerk appointed.</p> <p>RFO holds relevant qualification.</p> <p>Purchase revised reference books, renew Membership of SLCC and provide and pay for Clerk's time to read and research information and undertaken training.</p> <p>Creation of additional post to support office based staff.</p> <p>Members be reminded of member officer protocols and HR policies.</p>
<b>Reputational Damage</b>	Challenge to officers	H	Criticism and challenge to officers casts the council in a bad light. Policies, protocols and procedures should be followed to manage and mitigate this risk and ensure only accurate information is published.	

## FINANCIAL RISKS

<p><b>Fraud, loss through theft or dishonesty.</b></p>	<p>Fidelity Guarantee insurance</p>	<p>M</p>	<p>The requirements of Fidelity Guarantee insurance must be adhered to.</p> <p>Internal controls in place; payments, receipts and banking reconciliations checked monthly by nominated members and reported to council at each meeting.</p> <p>Standing orders and financial regulations.</p>	
<p><b>Proper financial records</b></p>	<p>Banking arrangements.</p> <p>Records must be held in accordance with statutory requirements</p>	<p>L</p>	<p>Records reviewed by councillors regularly and audited annually by internal auditor.</p> <p>RFO is qualified.</p>	
<p><b>Borrowing</b></p>	<p>Complying with restrictions</p>	<p>L</p>	<p>Reviewed by internal audit and approved by council.</p>	
<p><b>Employment Law and HMRC obligations</b></p>	<p>Ensuring all requirements are met.</p>	<p>L</p>	<p>Reviewed by Internal Audit.</p>	
<p><b>VAT</b></p>	<p>Ensuring all requirements are met.</p>	<p>L</p>	<p>Clerks trained regularly, professional advice sort on large projects, reviewed by internal audit.</p>	
<p><b>Annual Precept</b></p>	<p>Ensuring accuracy within sound budgeting arrangement</p>	<p>L</p>	<p>Capital and maintenance costs</p>	
<p><b>Procurement</b></p>	<p>Risk of challenge</p>	<p>L</p>	<p>Standing orders and financial regulations outline requirements for procurement.</p>	

## RISKS RELATING TO PHYSICAL EQUIPMENT OR AREAS

Area	Risk	Level	Control of risks	Review/Assess/Revise
<b>Assets</b>	Loss or Damage Risk/damage to third party(ies) property Public Liability	M	<p>Asset register is updated on purchase of a new asset and reviewed in full annually. This informs the insurance provision and maintenance schedule. Standing Orders refer to procedure for asset disposals.</p> <p>All repairs and relevant expenditure for repairs are actioned /authorised in accordance with Standing Orders.</p> <p>All Leases/licences held in filing cabinet for review as required and proof of ownership</p> <p>Tri-annual property valuations should be undertaken.</p> <p>Insurance schedule should be reviewed annually.</p>	Existing procedures now adequate.
<b>All equipment Seats/Signs Toilets Play area</b>	Vandalism and accidental damage Increased anti-social behaviour has been experienced. Public Liability inspections, on-going maintenance and repair.	M	<p>Insured against theft and damage.</p> <p>Regular inspections of playground/skate park areas Inspections are on going, weekly by IWC Environment Officer, Quarterly by Maintenance Provider and Annually by ROSPA.</p> <p>Inspection and maintenance logs should be retained.</p> <p>New toilet facilities designed to reduce instances of vandalism. Any damage logged.</p> <p>Maintenance schedule to be created and monies needed to be allocated for ongoing maintenance, this should also be considered when equipment is installed.</p>	<p>Insurance adequate and increased when new equipment installed</p> <p>CCTV to be considered/increased across sites.</p> <p>Annual risk assessments on all facilities and equipment undertaken</p>

## RISKS RELATING TO LEGAL LIABILITY

Area	Risk	Level	Control of Risk	Review / Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Town Council (not ultra vires) and to be resolved and clearly minuted.	Existing standing orders and financial regulations are adequate.
	Committees / Working Parties	M	Ensure established with clear terms of reference to limit any councillor acting beyond their remit.	Existing procedures adequate if councillors adhere to the rules.
	Grants – ensuring grants awarded via specific powers or sections 137 (unless GPC appropriate)	M	Grants should be awarded by full council following confirmation from officers of relevant power. Decision is clearly minuted.	
Council meetings	Legality	L	Minutes and Agenda are produced in the prescribed timescale by the Clerk and adhere to legal requirements.	Existing procedures adequate
	Non-compliance with statutory requirements	L	Minutes are approved and signed at the next Council meeting and displayed according to the legal requirements.	Members must adhere to rules and the Code of Conduct
	Business Conduct	M	Business at meetings should be managed by the Chair. Councillors should adhere to the rules and regulations.	All Chair should undertake training to understand the role.
	Recording of council business – Poor quality and poor practice	M	Recordings of meetings for social media purposes should ensure that all councillors, are clearly identifiable, when possible.  Alternatively, the Town Council could consider purchase of suitable equipment to record the meetings to an acceptable standard.	Review as appropriate.
Members interests	Conflict of interests	M	Councillors have a duty to declare any interest either at the start of the meeting or during the meeting, if necessary.	Existing procedures adequate
	Register of members interest	M	Register of interest forms to be reviewed annually	Members take responsibility to update their own Register.
Safe keeping of Council Document	Proper document control	L	Documents are held in locked cabinets or on a password protected device.	Existing procedures adequate

Area	Risk	Level	Control of Risk	Review /Assess/Revise
			All other data is stored in compliance with the Data Protection Act Policy and GDPR	
<b>Rights of Inspection</b>		L	Policies in place for management of documents. Website/Policy	Policies reviewed annually. Website reviewed and updated regularly.
<b>Compliance with Transparency code.</b>		L	Clerks to stay up to date with legislative changes. Data published quarterly following council approval.	Existing procedures adequate
<b>Register of Members interests and Gifts and Hospitality.</b>	Members to no respond to requests for updates and councils' reputation is damaged	L	Clerks circulate reminders annually and advice when made aware of change.	Annually and as required.
<b>Performance Management</b>		L	Councillors monitor review budget and progress against priorities (through working parties) at each meeting and annually.	Existing procedures adequate

## APPROVAL AND REVIEW

<b>Date of Meeting approved:</b>	<b>Minute no:</b>	<b>Date of Next review:</b> February 2023
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## Budget 2023/2024 (Briefing Note)

**Date** 6 February 2023.  
**Prepared by** RFO

### 1. BACKGROUND

- 1.1. The Local Government Finance Act 1992. C.14, Part 1, Chpt. IV, s49(A) 49A (Calculation of council tax requirement by authorities in England) does not reference a “budget” but 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.
- 1.2. Sections 41 of the act requires this to be completed by the 1 March though it should be noted that the precept is not invalid if this date is missed.
- 1.3. The Billing Authorities (Anticipation of Precepts) Regulations 1992, Regulation 2 (Anticipation of precepts) (amended). 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, 2020)
- 1.4. 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 7: 1.8).
- 1.5. This briefing note does to provide line by explanations but highlights key items.

### 2. BASIS

- 2.1. The budget recommended by officers (Appendix A) has been prepared with a 11% rate of inflation based on economists January 2023 predictions regarding the rate inflation will peak at in 2023.
- 2.2. Where there is an existing provision, monies for maintenance and capital for reprovision have been allocated.
- 2.3. Unless otherwise stated the commentary in this briefing note relates to officers recommended budget proposal.

### 3. EXPENDITURE

#### 3.1. Administration:

- 3.1.1. These monies represent the general costs relating to governance and back-office functions related to running the council.
- 3.1.2. This also includes the operational costs relating to running the centre.

3.1.3. The monies for Legal Advice in response to challenge have been removed.

3.1.4. New allocation has been included for professional fees relating to:

- Sites maintained by the council (i.e. building survey reports for the centre)
- Planning and Leasing

### 3.2. Adverts and Publicity:

3.2.1. The public consultation deemed communication the lowest priority in terms of spending. Therefore, no monies for the town council to develop either digital communication or hard copy offer have been included.

3.2.2. Increased social media presence, which respondents to the consultation indicated would be the preferred area for improvement, can be achieved through increased staffing capacity without further budget allocation.

### 3.3. Beaches:

3.3.1. The public consultation indicated that the beach was respondents second highest priority.

3.3.2. The council committed to supporting the buoys in the bay until the end of the season in 2025.

3.3.3. Mechanical Raking has been removed due to budget pressures. Overall, only 32% of respondents supported the activity.

3.3.4. The beach safety service cannot be delivered without a structure due to inclement weather conditions.

(a) Monies have been allocated for transporting and maintaining the beach safety base.

(b) Capital has been allocated to replace the unit after 5 years.

### 3.4. The Broadway Centre:

3.4.1. Provision has been made for contingency cleaning arrangements to cover staff absences.

3.4.2. Capital provision has been made for replacing the CCTV and audio system at the end of its lifespan.

3.4.3. Monies for a portable loop have been removed as a saving.

3.4.4. The centre is now five years old; repairs will be needed to keep the building and interior in good condition. Monies have been allocated for this purpose.

3.4.5. Forecasted costs for electricity and gas aim to take into account predicted cost increases.

### 3.5. Civic Events

- 3.5.1. The King's coronation will take place this in May 2023. There was limited support for the town council to fund celebration events. Therefore, due to budget pressures monies allocated are very limited and only a small budget has been allocated for this event.
- 3.5.2. There is currently no Town Crier therefore the budget for this has been removed.
- 3.5.3. There was strong support for Remembrance therefore budget to support events similar to previous years has been allocated.

### 3.6. Civic Space

- 3.6.1. Capital monies have been allocated for the replacement of decorative lighting and Christmas Tree lights at the end of their lifespan.
- 3.6.2. Monies have been allocated to maintain/repair decorative lighting on the high street and esplanade as they are subject to extreme weather conditions. Capital provision for replacing the lights in five years has also been made.
- 3.6.3. Money has not been allocated to support increased environment/planning officer activity due to budget pressures.
- 3.6.4. Due to the need to make savings the council has not been able to extend the provision of hanging baskets along the esplanade.
- 3.6.5. Monies have been allocated to Green Towns to support their work around the town.
- 3.6.6. The town improvement budget has been adjusted to deliver savings.

### 3.7. Community, Grants and Events

- 3.7.1. Due to budget pressures
  - The monies allocated for projects with schools has been reduced.
  - Monies allocated for Grants has been reduced.
  - Financial support to the Carnival Association has been reduced. However, it will continue to provide a room for the association to meet and support activities at the Broadway Centre.
- 3.7.2. The council's support of youth projects in the Bay has been very successful. There was support in the consultation for increasing these monies. Therefore, the budget allocated to for youth provision has been increased. This financial contribution will allow those partners to seek match funding for on-going projects.

### 3.8. Councillors

3.8.1. There is no election scheduled until 2024. Therefore, no monies have been allocated for an election. Should one be required the monies would need to be drawn from the General Reserves.

3.8.2. The budget for hospitality has been removed.

### 3.9. Sandham Grounds

3.9.1. Tree Care has been removed from the budget as the trees are not on the land managed by the town council.

3.9.2. The Kerbing budget has been removed as this will be addressed as part of a bigger project.

3.9.3. Monies have been allocated for running the lights.

3.9.4. Provision has been made to install CCTV at the grounds following high levels of anti-social behaviour.

3.9.5. Capital allocation has been made for the MUGA, and equipment in both parks. If allocation is not made there will be no monies in the reserves to replace equipment when needed.

3.9.6. In order to maximise the life of the equipment and ensure it remains safe, repair and maintenance activities must also be undertaken.

### 3.10. Toilets

3.10.1. Respondents the budget consultation listed the toilets as their highest priority.

3.10.2. A demand for non-domestic rates dating back to 2018 has been received from the Isle of Wight Council. These monies may not be payable following recent changes in legislation but budget provision should be made as this is uncertain at this time.

3.10.3. There are ongoing issues at Yaverland. Temporary repairs will be made to open the toilets in the short term, but more significant works will be required if the toilets are to remain open. Budget has been included to reprovision the toilets at Yaverland in 2023/2024 to avoid increasing repair costs and closures.

3.10.4. The development of the Pier Street Toilet site is still being negotiated between the Isle of Wight Council and a potential developer. The Isle of Wight Council has approached Sandown Town Council to support opening the toilets for key events and during the summer season. Monies have been budgeted for this purpose.

3.10.5. There is uncertainty around the Pier Street Site Development therefore budget has been allocated to re-provision the toilets should the current plans not go ahead.

#### **4. INCOME**

- 4.1. The Isle of Wight Council wrote to advise the tax base for 2023/2024 is expected to be 2444.1. This was then reduced to 2,432.4 on the 23 January 2023. The presented budget was prepared using the reduced tax base.
- 4.2. No income from council activities and leasing of land has been budgeted as recommended by industry guidance following the pandemic.

#### **5. UNDERSPEND**

- 5.1. Monies budgeted and not forecast to be spent in 2022/2023 has been accounted for when calculating the precept.

#### **6. RESERVES**

- 6.1. (The Joint Panel On Accountability and Governance, 2022) advises that the accepted recommendation for the level of General Reserves to be maintained is between three- and 12-months net revenue (this excludes capital allocations and revenue).
- 6.2. Therefore, the maximum reserve the council can hold in unallocated reserves, based on the proposed budgets revenue costs is £483,782 and the minimum is £120,945.
- 6.3. The budget calculations include the £649 required to maintain the minimum level of General Reserves recommended.
- 6.4. The remaining reserves are allocated to build capital monies for future projects such as the refurbishment of the parks.
- 6.5. Budget lines have been included to increase these allocated reserves year on year to spread the cost of funding the projects.

#### **7. PUBLIC WORKS LOAN**

- 7.1. The council does not have sufficient reserves to fund the provision of toilets at Yaverland and Pier Street and would need to apply for a public works loan to move forward with the toilets at New Road.
- 7.2. Therefore, the budget has been drafted on the basis of borrowing £500,000 over 10 years.
- 7.3. The interest rate is indicative as it changes every day. At the time the calculations were undertaken it was 4.31%.

- 7.4. The repayments may also vary subject to the interest rate at the time the loan application is completed.
- 7.5. The repayments have been included in the budget calculations and will need to be carried forward into future budgets if the application for the loan is successful.
- 7.6. The interest rate and repayments were correct at the time the budget was drafted but may have changed by the time the loan application is finalised.

## **8. PRECEPT**

- 8.1. Based on the expenditure in the proposed budget, the precept required is £215.1.
- 8.2. This is an increase of £5.78 per month or £1.33 per week for a Band D household.

## **9. ALTERNATIVE BUDGET – CLLR ALEX LIGHTFOOT**

- 9.1. Cllr Alex Lightfoot has proposed an alternative budget (Appendix B)
- 9.2. Changes to Expenditure proposed by Cllr Lightfoot
  - 9.2.1. The monies for Sandown and Shanklin Independent Life Boat have been restored to £2000.
  - 9.2.2. £500 has been moved from the Mayors Allowance to Schools
  - 9.2.3. The Youth Provision has been increase by £5,000 to £15,000.
  - 9.2.4. The monies allocated to support the Carnival Association have been reduced to £2,000 rather than £1,000
- 9.3. The proposed precept would be £218.40.
- 9.4. This is an increase of £6.06 per month or £1.40 per week for a Band D household.

## **10. ALTERNATIVE BUDGET – CLLR DEBBIE ANDRE**

- 10.1. Cllr Debbie Andre has proposed a motion relating to a business case for taking on the Post Office Franchise in Sandown. Budget needs to be allocated to support the activity. There are legal complexities to be considered, therefore a £10,000 allocation is suggested.
- 10.2. This would result in a precept of £220.2
- 10.3. This is an increase of £6.21 per month or £1.43 per week for a Band D household

## **11. ALTERNATIVE BUDGET – CLLR DEBBIE ANDRE, CLLR BROTHERS AND CLLR HUMBY**

- 11.1. Cllrs Andre, Brothers and Humby proposed an alternative budget (Appendix C)

## **12. EQUALITY AND DIVERSITY.**

12.1. The Council has to comply with Section 149 of the Equality Act 2010. This provides that decision makers must have due regard to the elimination of discrimination, victimisation and harassment, advancing equalities, and fostering good relations between different groups (race, disability, gender, age, sexual orientation, gender reassignment, religion/belief and marriage/civil partnership).

12.2. Equality and diversity should be considered where appropriate for the proposal typically when implementing the budget.

12.3. There is a common misconception that the Equality Act requires that everyone be treated equally. This is not the case and is highlighted in government advice:

“The Equality Duty does not require public bodies to treat everyone the same” (Government Equalities Office, 2011) One of the duties in Section 149 of The Equality Act 2010

12.4. The act states the council needs to:

“advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

12.5. The requirement is to think about different peoples needs and how these can be met. This includes targeting services at a particular characteristic such as a gender specific service. The budget can therefore include services such as parks or a youth offer which benefit a some residents but not all without being considered discriminatory.

## **13. APPENDICES**

13.1. Appendix A – Officer recommended budget

13.2. Appendix B – Cllr Alex Lightfoots amended budget.

13.3. Appendix C – to follow as received after the deadline.

#### **14. BIBLIOGRAPHY**

Government Equalities Office. (2011). *Equality Act 2010: Public Sector Equality Duty What I need to Know*. Crown Copy Right.

Government Equalities Office. (2011). *Equality Act 2010: Specific duties to support the equality duty what do I need to know? A quick start guide for public sector organisations*. London: Crown copyright.

The House of Commons Library. (2020). *The Public Sector Equality Duty and Equality Impact Assesments Briefing Paper 06591*. London: Crown Copy Right.

The Joint Panel On Accountability and Governance. (2022). *Practitioners Guide (JPAG)*. National Association of Local Councils .

## Item 4(6) - Paper G - Appendix A

Expenditure	Sum of 2023 - 2024 Budget	Income	Sum of 2022 - 2023 Budget
<b>ADMINISTRATION</b>	<b>56207</b>	Donations	0
Audit	2143	Grants	0
Broadband and Telephone	847	Insurance Claim	0
County Association Membership Fees	881	Interest	0
ICO Registration	44	Land Lease	0
ICT	4528	Misc Hire	0
Insurance	6897	Precept/IWC Grant	355158
Mayors Board	41	Recharges	0
Office Equipment Service	79	Room Hire	0
Photocopier	596	Toilet Income	0
Postage	119	VAT	0
Professional Fees	5865	<b>Grand Total</b>	<b>355158</b>
Public Works Loan	33516		
Stationary	651	<b>Capital Monies</b>	<b>Sum of 2023 - 2024 Budget</b>
Post Office Business Case	0	Capital	555600
<b>ADVERTS AND PUBLICITY</b>	<b>806</b>	<b>Grand Total</b>	<b>555600</b>
Adverts	537		
Chronicle (Archiving)	0		
Contribution to Hard Copy Pub.	0		
ICT	268		
Newsletter - Soft	0		
Notice Boards	0		
Website Upgrades	0		
<b>BEACHES</b>	<b>52970</b>		
Base	0		
Beach Cleaning (Litter pick)	16030		
Beach Storage	111		
Bouys	5929		
Life Boat	1500		
Lifeguard Equipment and training	6500		
Lifeguard Hut	6000		
Lifeguards Service	16000		
Mechanical Raking	0		
Tourism	900		
<b>BROADWAY CENTRE</b>	<b>27401</b>		
Ad Hoc Outside Cleaner	1000		
Business Rates	4708		
Car Park	0		
CCTV	200		
Furniture and fittings	500		
Landscape	500		
Licenses	1050		
Loop	700		
Microphones	1000		
Portable	0		
Repair and Maintenance	6876		
Service	951		
Signage	113		
Utilities	7550		
Waste Collection (General and Confidential)	1866		
Waste Collection (Sanitary)	387		

## Summaries

<b>CIVIC</b>	<b>2481</b>
Jubilee/Coronation	500
Remembrance	1981
Town Crier	0
<b>CIVIC SPACE</b>	<b>32549</b>
Christmas Tree and Lights	1199
Decorative Lighting	8000
Defib Pads	233
Environment Officer	0
Fernduff - Grounds Maintenance and Hedge Cutting	1108
Green Towns	2500
Hanging Baskets - Esplanade	0
Hanging Baskets - Highstreet	9500
Los Altos Grass Cut	6065
Planning Enforcement	0
Revetment Lighting	444
Town Improvement Fund	2500
War Memorial	500
War Memorial (Animal)	500
<b>COMMUNITY, GRANTS &amp; EVENTS</b>	<b>12500</b>
Carnival Association Events	1000
Grants	1000
Schools	500
Youth Provision	10000
<b>COUNCILLORS</b>	<b>2000</b>
Election	0
Hospitality	0
Mayor Allowance	1000
Training	1000
<b>SANDHAM GROUNDS (GENERAL)</b>	<b>14620</b>
CCTV	3500
Grounds Maintenance	3020
Kerbing	0
LIGHTING	1800
Maintenance and Repair	6000
Signage	300
<b>SANDHAM GROUNDS (MUGA)</b>	<b>15000</b>
Repair of Muga	5000
Replacement of MUGA	10000
<b>SANDHAM GROUNDS (SJP)</b>	<b>23878</b>
Grounds Maintenance	4262
Inspections	1147
Litter Picking	3469
Playground Renewal Fund	10000
Repair/replace (damage)	5000
<b>SANDHAM GROUNDS (SKATE PARK)</b>	<b>16660</b>
Competition	0
Maintenance and Repair	6660
Replacement	10000

Summaries

<b>STAFF</b>	<b>146114</b>
Expenses (Milage etc)	1252
Locum Clerk	1000
Professional Subscriptions	343
Recruitment	1166
Salaries	103457
Salaries - HMRC	8706
Salaries - Pension	29025
Training	1166
<b>TOILETS</b>	<b>576728</b>
Business Rates	6035
Capital	10000
Cleaning and Security	39777
Inspection and Testing	344
Pier Street Running Costs	2000
Refurbishment	500000
Refurbishment/Capital Provision	0
Repair and Maintenance	9347
Testing and Service (inc Solar)	2676
Utilities	5096
Waste	1455
<b>Grand Total</b>	<b>979914</b>

Summaries

<b>CAPITAL</b>	<b>555600</b>
2022-2023 Budgeted Spend	979914
Loan Repayment (10 years)	59468
<b>Expenditure</b>	<b>1039382</b>
Underspend	16857
Income	0
Grants	0
PWLB	500000
<b>Budgeted Income</b>	<b>516857</b>
From Allocated Reserves	0
From General Reserves	-649
<b>Required Precept Income</b>	<b>523174</b>
Tax Base (Estimated based on 2021/2022)	2432.4

Precept c/d 2020-21	138.9
Precept c/d 2021-22	138.9
Precept c/d 2022-23	145.7

Required	523174
Requires/Tax base = New Precept	215.1

Increase	Anually
	69.4
	Monthly
	5.78
	Weekly
	1.33

<b>Bank Accounts as of 30/9</b>	
Treasurers	109917
Reserves 1	109924
Reserves 2	435350
<b>Total Bank</b>	<b>655191</b>
Unspent	414083
Reserves (Remaining)	<b>241108</b>

<b>Allocated Reserves</b>	
Sandham Gardens - MUGA	16000
Sandham Gardens - Skate Park	20000
Sandham Gardens - SJP	20000
Decorative Lighting/Xmas lights	6000
Lifeguard Hut	0
Toilets (2022/2023 spend)	56865
IT	1947
<b>Total Allocated</b>	<b>120812</b>

<b>General Reserves</b>	
General	120297
Three months	120946
Variance	(649)

# Item 4(6) - Paper G - Appendix B

Expenditure	Sum of 2023 - 2024 Budget
<b>ADMINISTRATION</b>	<b>56207</b>
Audit	2143
Broadband and Telephone	847
County Association Membership Fees	881
ICO Registration	44
ICT	4528
Insurance	6897
Mayors Board	41
Office Equipment Service	79
Photocopier	596
Postage	119
Professional Fees	5865
Public Works Loan	33516
Stationary	651
Post Office Business Case	0
<b>ADVERTS AND PUBLICITY</b>	<b>806</b>
Adverts	537
Chronicle (Archiving)	0
Contribution to Hard Copy Pub.	0
ICT	268
Newsletter - Soft	0
Notice Boards	0
Website Upgrades	0
<b>BEACHES</b>	<b>53470</b>
Base	0
Beach Cleaning (Litter pick)	16030
Beach Storage	111
Bouys	5929
Life Boat	2000
Lifeguard Equipment and training	6500
Lifeguard Hut	6000
Lifeguards Service	16000
Mechanical Raking	0
Tourism	900
<b>BROADWAY CENTRE</b>	<b>27401</b>
Ad Hoc Outside Cleaner	1000
Business Rates	4708
Car Park	0
CCTV	200
Furniture and fittings	500
Landscape	500
Licenses	1050
Loop	700
Microphones	1000
Portable	0
Repair and Maintenance	6876
Service	951
Signage	113
Utilities	7550
Waste Collection (General and Confidential)	1866
Waste Collection (Sanitary)	387
<b>CIVIC</b>	<b>2481</b>
Jubilee/Coronation	500
Remembrance	1981
Town Crier	0
<b>CIVIC SPACE</b>	<b>32549</b>
Christmas Tree and Lights	1199
Decorative Lighting	8000
Defib Pads	233
Environment Officer	0
Ferncliff - Grounds Maintenance and Hedge Cutting	1108
Green Towns	2500
Hanging Baskets - Esplanade	0
Hanging Baskets - Highstreet	9500
Los Altos Grass Cut	6065
Planning Enforcement	0
Revetment Lighting	444
Town Improvement Fund	2500
War Memorial	500
War Memorial (Animal)	500

Income	Sum of 2022 - 2023 Budget
Donations	0
Grants	0
Insurance Claim	0
Interest	0
Land Lease	0
Misc Hire	0
Precept/IWC Grant	355158
Recharges	0
Room Hire	0
Toilet Income	0
VAT	0
<b>Grand Total</b>	<b>355158</b>
<b>Capital</b>	<b>Sum of 2023 - 2024 Budget</b>
CAP	555600
<b>Grand Total</b>	<b>555600</b>

<b>COMMUNITY, GRANTS &amp; EVENTS</b>	<b>19000</b>
Carnival Association Events	2000
Grants	1000
Schools	1000
Youth Provision	15000
<b>COUNCILLORS</b>	<b>1500</b>
Election	0
Hospitality	0
Mayor Allowance	500
Training	1000
<b>SANDHAM GARDENS (GENERAL)</b>	<b>14620</b>
CCTV	3500
Grounds Maintenance	3020
Kerbing	0
LIGHTING	1800
Maintenance and Repair	6000
Signage	300
<b>SANDHAM GARDENS (MUGA)</b>	<b>15000</b>
Repair of Muga	5000
Replacement of MUGA	10000
<b>SANDHAM GARDENS (SJP)</b>	<b>23878</b>
Grounds Maintenance	4262
Inspections	1147
Litter Picking	3469
Playground Renewal Fund	10000
Repair/replace (damage)	5000
<b>SANDHAM GARDENS (SKATE PARK)</b>	<b>16660</b>
Competition	0
Maintenance and Repair	6660
Replacement	10000
<b>STAFF</b>	<b>146114</b>
Expenses (Milage etc)	1252
Locum Clerk	1000
Professional Subscriptions	343
Recruitment	1166
Salaries	103457
Salaries - HMRC	8706
Salaries - Pension	29025
Training	1166
<b>TOILETS</b>	<b>576728</b>
Business Rates	6035
Capital	10000
Cleaning and Security	39777
Inspection and Testing	344
Pier Street Running Costs	2000
Refurbishment	500000
Refurbishment/Capital Provision	0
Repair and Maintenance	9347
Testing and Service (inc Solar)	2676
Utilities	5096
Waste	1455
<b>Grand Total</b>	<b>986414</b>

<b>CAPITAL</b>	<b>555600</b>
2022-2023 Budgeted Spend	986414
Loan Repayment (10 years)	59468
<b>Expenditure</b>	<b>1045882</b>
Underspend	16857
Income	0
Grants	0
PWLB	500000
<b>Budgeted Income</b>	<b>516857</b>
From Allocated Reserves	0
<b>From General Reserves</b>	<b>-2274</b>
<b>Required Precept Income</b>	<b>531299</b>
Tax Base (Estimated based on 2021/2022)	2432.4

Precept c/d 2020-21	138.9
Precept c/d 2021-22	138.9
Precept c/d 2022-23	145.7
<b>Required</b>	<b>531299</b>
Requires/Tax base = New Precept	218.4

<b>Bank Accounts as of 30/9</b>	
Treasurers	109917
Reserves 1	109924
Reserves 2	435350
<b>Total Bank</b>	<b>655191</b>
Unspent	414083
Reserves (Remaining)	<b>241108</b>

<b>Allocated Reserves</b>	
Sandham Gardens - MUGA	16000
Sandham Gardens - Skate Park	20000
Sandham Gardens - SJP	20000
Decorative Lighting/Xmas lights	6000
Lifeguard Hut	0
Toilets (2022/2023 spend)	56865
IT	1947
<b>Total Allocated</b>	<b>120812</b>

<b>General Reserves</b>	
General	120297
Three months	122571
Variance	<b>(2274)</b>

<u>Increase</u>	Anually
	72.7
	Monthly
	6.06
	Weekly
	1.40

**Item 4(6) - Paper G - Appendix C - To Follow (Received after deadline)**

**Item 6 - Town Clerk Report - To Follow**

**Item 7 - Working Parties - To Follow**



## Motion relating to Sandown Post Office (Briefing Note)

**Date** 6 February 2023.  
**Prepared by** Town Clerk

### 1. BACKGROUND

- 1.1. Cllr Debbie Andre has proposed council consider the following motion regarding taking on Post Office franchise at its meeting on the 6 February 2023:

*This Council is concerned about the loss of vital public services with the anticipated closure of the Post Office on Avenue Road, Sandown, from May 2023. This will exclude many residents from community based financial and support services.*

*This Council instructs the Clerk to explore the viability of this Council securing the Post Office franchise in order to secure the continuation of this vital public service.*

*The Clerk is asked to provide an options paper to the next Full Council meeting on 20th March 2023, to include a business case for Sandown Town Council taking on the franchise.*

- 1.2. Costs associated with developing a business plan will need to be included in the 2023-2024 budget

### 2. PROFESSIONAL SUPPORT FOR THE BUSINESS CASE

- 2.1. Other community Post Office's (Godshill, Brading, Wootten and Totland) on the Island are run by Community Action. However, due to ongoing legal action by the post office they are not able to support the council with this matter at this time.
- 2.2. A company which specialises in providing support to those wishing to apply for a Post Office Franchise were contacted in the first instance to obtain indicative costs for producing the proposed business case.
- 2.3. Indicative costs for the preparation of an application was £1,390.
- 2.4. This includes
- (a) creation of a 3 year business plan
  - (b) 3 year cash flow forecast
  - (c) completion of all PO application forms
  - (d) collation and uploading of all supporting documents and;

- (e) online/telephone support for 42 days

### **3. ROUTES TO ACQUIRING A POST OFFICE FRANCHISE**

- 3.1. Purchase an existing business which includes a Post Office
- 3.2. Move a Post Office franchise into your existing or new retail premises. This would replace an existing Post Office franchise within your community.
- 3.3. Apply to operate a new franchise at your existing business premises.

### **4. SANDOWN POST OFFICE**

- 4.1. The post office is due to close on Friday, 10 March 2023 at 17:00.
- 4.2. It is a main contract branch currently being advertised with PO commission rates of between £31,050 and £34,500 per year.
- 4.3. The branch offers a wide range of PO products and services; these services would all have to be provided. A 'cherry picking' approach is not permitted.
- 4.4. It is currently located in a symbol branded convenience store, at 12 Avenue Road, and operates between 10am and 5pm weekdays only.

### **5. MATTERS FOR CONSIDERATION BEFORE AN APPLICATION CAN BE MADE**

- 5.1. The following matters would need to be considered prior to a business plan being developed and are not included in the cost of the application.
- 5.2. This list is not exhaustive but provides some areas which need to be considered before a case can be drafted.
- 5.3. Location
  - (a) Where is PO to be moved to?
  - (b) PO will be required to approve location prior to agreeing to accept and application.
  - (c) Distance from existing premises? (Excessive distances will not be permitted)
  - (d) How are the elderly/vulnerable to travel to new location, pavement widths, crossing places, street lighting etc ?
  - (e) Proposed trading hours (these would need approving)
- 5.4. Transport Links - Bus stops, Parking, Disabled parking, Taxi Ranks.
- 5.5. Premises
  - (a) Size.
  - (b) Lease costs.

- (c) Accessibility? (electric doors/ramps etc)
  - (d) Number of PO counters and type.
  - (e) Will it offer only PO services or other type of income generating retail offering (Cards, gifts, stationary etc or full convenience)
- 5.6. Special requirements - premises need to be well maintained, have easy access including for people with disabilities, and have full compliance with HSE regulations including asbestos, the IEE Wiring Regulations (17th edition) and with the Equality Act.
- 5.7. Staffing Structure and matters including TUPE and hours/costs, training, terms and conditions, Post Master.
- 5.8. Business:
- (a) What will be the legal entity? (limited company/partnership / sole trader/ CIC)
  - (b) Management structure: will it be operated by the Council (significant ongoing resource implications) or set up as a completely independent body ( initial resource intensive commitment).
  - (c) Fixed & variable costs
  - (d) PO install costs - dependent on counter number and type
  - (e) Security and alarm costs
  - (f) Improvement costs if required.