

SANDOWN TOWN COUNCIL



Minutes of the Meeting of Sandown Town Council held on Monday, 16 March 2020 at 7.00 pm at The Broadway Centre, Sandown, Isle of Wight PO36 9GG.

PUBLIC QUESTIONS:

In response to government advice regarding COVID-19, at 6:00 pm on Monday, 16 March 2020, a decision was made by a majority vote to close the Broadway Centre to the public and suspend public access to meetings until such as time as government guidance on social distancing was amended. Therefore, no members of the public were in attendance.

Present: Paul Brading (Deputy Mayor), Debbie Andre, Alex Lightfoot, Paddy Lightfoot, Jacquie Mereweather, Raj Patel, Ian Ward.

1853/19 (a) TO RECEIVE ANY APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs Gary Young (Mayor), Connie Cowley, Chris Dupre, Heather Humby, Ronnie Teasdale.

(b) URGENT BUSINESS - Member's Absence from Council Meetings

The Local Government Act 1972 expressly provides that where a council Member fails to attend any meeting of the council for 6 consecutive months from the date of their last attendance, subject to certain exceptions, they cease to be a member of the authority unless failure was due to some reason approved by the Council before the expiry of that period.

Approval was sought for Cllr Connie Cowley's absence from meetings for a period of six months on the grounds of ill health.

Consideration was also given to approving absence from meetings as a result of government measures in relation to the Corona Virus. Concerns were raised regarding how this could be verified, however it was suggested this would be a matter of trust.

RESOLVED:

- (i) THAT Councillor Connie Cowley absence from meetings of the Council for up to six months from the 16 March 2020 be approved on the grounds of medical reasons.
- (ii) THAT councillors, affected by government measures in relation to COVID-19, absence from meetings of the Council for up to six months from the 16 March 2020 be approved on the grounds of medical reasons.

1854/19 DECLARATIONS OF INTERESTS.

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

Cllrs Andre, Brading and Ward declared an interest, as members of the principal authority, in any matter relating to the Isle of Wight Council.

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

None received.

1855/19 MINUTES OF THE PREVIOUS MEETING.

RESOLVED:

THAT the minutes of the meeting held on the 24 February 2020 be approved as a true record

1856/19 FINANCES.

1. To approve the payments list as presented.

RESOLVED:

THAT the payments lists as presented through 29 February 2020 be approved.

2. To receive and note the verified bank reconciliations for February 2020.

RESOLVED:

THAT the verified bank reconciliation through 29 February 2020 be noted

3. To receive and note the expenditure against budget until 29 February 2020.

RESOLVED:

THAT the expenditure against budget through 31 January 2020 be noted

4. To receive and note finance report for period ending 29 February 2020.

Members received an oral report which provided an update on the council's finances. Background was provided in relation to staffing capacity, the council's responsibilities and the transitional issues experienced.

The reserves had been restated for the 2020/2021 budget and included £80,000 for Sandham and £80,000 Toilet Re-provision, et al.

Due to efficiencies additional reserves at 31 March 2020 of around £30,000 were anticipated and an increase in booking income had been expected, however, both would be impacted by the closure of the Broadway Centre.

Other predicted savings included an increase in in-house maintenance, reduction in costs (e.g. Locum, travel, etc.) and review of expenditure items.

RESOLVED:

THAT the finance report ending February 2020 be noted

5. To receive report and agree way forward for Sandown Beach Safety.

The clerk presented an oral report on Beach Safety. Details of the cost of the service, the details of the current contract and the statistics and information

relating to incidents in the 2019 season were provided. Clarification was given that the provision of a life guard service was not required for the Seaside Award to be obtained.

Members were advised a number of savings had been identified which could support the provision of the service for 2020. As part of the discussion regarding the savings consideration was given to a proposal for parking at the Broadway Centre and a change to the planned external storage solution.

Looking forward, approval to consider an alternative holistic beach safety approach was requested which would could expand beach safety, through partnership with other stakeholders, to include dog fouling, litter collection, investment in the independent lifeboats, addressing concerns on cycling on revetment, first aid provision and reporting of jet-skiing issues. Discussions would be undertaken with stakeholders and a consultative process.

Resolved:

- (i) THAT a full proposal in relation to an alternative approach to beach safety be brought forward.
- (ii) THAT the RNLI lifeguard provision be continued for 2020.
- (iii) THAT approximately 20 spaces (10 for each group) on the gravelled area be created for NHS staff. Bays should be clearly marked with appropriate signage and located along the perimeter wall. No donations shall be requested until such a time as the Corona Virus crisis has been resolved. However, a donation of £120 from Centre Based Staff and £72 per year community based would be requested under normal circumstance.
- (iv) THAT a 10 foot, 44 mm log cabin for external storage to be purchased to be positioned on the concrete base behind the Broadway Centre and that electrical installation be arranged.

6. To receive report and agree way forward for Hanging Basket project.

Members were asked to note the proposals for the Hanging Basket Project from Green Towns. While the uncertainty of the situation nationally and its impact on the project was noted, a working party was proposed to prioritise locations of proposed baskets (which may be existing planters), to enable watering agreement to be firmed up and for locations for remainder of budget available to be agreed. Should shops/businesses sponsor some of locations, resources could be reallocated for additional locations. The cost of watering was expected to be in the region of £2,000.

Resolved:

THAT the proposals in relation to the Hanging Basket Project be noted.

7. To commence procurement process for Sandown Public Toilet re-provision.

Approval was requested to begin the procurement process in relation to the Public Toilet Re-provision. The project would be undertaken with a three phase approach and would look at maintenance and cleaning in addition to refurbishment. Members noted that while stakeholder engagement would be

undertaken, it would no longer be possible for the planned public meeting to take place and an alternative solution would be sought.

Resolved:

THAT the procurement process in relation to public toilets in Sandown be commenced.

8. To note VE Day @ 75 plans for May 2020.

Members considered the comprehensive programme of events, noting that due to the government's guidance in relation to COVID-19 and social distancing it was unlikely the events would go ahead.

9. To agree on Town Council Association provider for 2020/21.

Information was provided in relation to the membership offers of the Isle of Wight Association of Local Councils and the Hampshire Association of Local Councils. Discussion took place regarding the benefits of belonging to a local association and what the different associations could offer was debated.

Resolved:

- (i) THAT Sandown Town Council should be a member of a county association.
- (ii) THAT Sandown Town Council remain a development partner of the Hampshire Association of National Councils.

1857/19 TO RECEIVE ANY ENVIRONMENTAL ISSUES

Details of the Isle of Wight Council's consultation on Public Space Protection Order were provided and discussed.

Resolved:

THAT the proposals in relation to the Public Space Protection Orders be noted.

1858/19 TO RECEIVE ANY PLANNING APPLICATIONS

The following planning applications were considered. No comments were put forward:

a) **Application No:** 20/00443/HOU

Location: 61 St Johns Road Sandown Isle Of Wight PO36 8HE

Proposal: Demolition of utility and shower rooms; proposed single storey rear extension with alterations to existing garden retaining wall

b) **Application No:** 20/00426/FUL and 20/00427/ADV

Location: 132 Avenue Road Sandown Isle Of Wight PO36 9PU

Proposal: Proposed replacement of ATM/ Proposed replacement of non-illuminated ATM surround signage

c) **Application No:** 20/00412/FUL

Location: Belgrave Hotel 14 - 16 Beachfield Road Sandown Isle Of Wight PO36 8NA

Proposal: Proposed ten dwellings; formation of vehicular access; parking; garage block and landscaping

d) **Application No:** 20/00318/FUL

Location: Isle Of Wight Zoo Yaverland Road Sandown Isle Of Wight PO36 8QB

Proposal: Replacement mobile home to be used as office

1859/19 TO RECEIVE REPORTS FROM

1. The Town Clerk

The number of policies were presented for reaffirmation. A proposal was made and seconded, that the policies be reaffirmed en bloc.

Three new policies were also presented for approval and discussed. These were considered separately.

RESOLVED:

(i) THAT the following policies be reaffirmed and reviewed during the upcoming year:

- CCTV
- Absence and Sickness Policy
- Complaints Procedure
- Dignity at Work/Bullying and Harassment Policy
- Disciplinary Policy
- Document retention Policy
- Equality and Diversity Policy
- Financial Regulations (LR)
- General Data Protection Regulation Policy 2018 and Privacy Notice
- Grievance Policy
- Health & Safety Policy
- Information available under model publication scheme
- Lone Worker Policy
- Members Code of Conduct
- Persistent or Vexatious Complaints Policy
- Public Complaining Policy
- Recording & Photography at Meetings
- Redundancy Policy
- Staff Recruitment and Retention Policy
- Standing Orders
- Volunteer Policy

(ii) THAT the Communications Strategy as presented be approved.

(iii) THAT the Publication Scheme as presented be approved.

(iv) THAT the Risk Management Document as presented be approved.

2. Town Councillors

No reports were presented.

3. Isle of Wight Council Ward Councillors

Cllr Brading updated members on the school places in Sandown, highlighting that the lack of surplus places highlighted the improvements in the education provision in the area.

Cllr Andre and Cllr Ward provided written reports, attached to and forming part of these minutes.

4. Outside Bodies

Cllr Andre provided an update following the recent meeting of the South Wight Health and Wellbeing Forum which had been held at the centre, highlighting the work of the new substance abuse provision, Inclusion.

1860/19 DATE OF NEXT MEETING

The next meeting would be held on Monday, 20 April 2020 subject to government guidance on meetings.

PUBLIC QUESTION TIME:

No members of the public were in attendance.

Impact of easing of national lockdown measures - 15 May 2020

1. Summary:

Following the revision of the UK governments Cobid-19 “lockdown” guidance, consideration was given to the town councils position in relation to the provision of the amenities which would be impacted by people spending more time in outside space and workers, who cannot work from home, have been encouraged to return to work where it is safe to do so. A number of decisions were made in relation to this:

2. Decision making:

Consideration was given to the delegation of powers for the clerk to act in in line with government advice, for example, if restrictions are tightened again, without formal agreement of the town council, to do so may increase the risk of delays taking appropriate action.

RESOLVED:

THAT it be agreed that any decisions made in relation to the provision of services be stepped back by clerk should the government step back the national restrictions.

3. Toilets

Members explored a number of options in relation to the re-opening of public toilets at Yaverland, Eastern Gardens and St John as the removal of restrictions in relation to exercise and time spent outside would increase the public need for facilities. Issues with theft and vandalism at the start of the pandemic were noted.

Concerns were raised in relation to the risks associated with ensuring levels of cleanliness could be maintained and social distancing (inside and outside) the facilities maintained, and the majority of members felt additional cleaning should be undertaken should costs be manageable. Appropriate social distancing and hygiene signage was considered essential by the majority.

The use of the disabled facilities as an interim solution was muted but not considered sufficient. In addition, it was felt that opening them for general use would disadvantage intended users.

There was no thought that the showers at Yaverland toilets be reopened at this time.

RESOLVED:

- (i) THAT the toilets are reopened subject to agreement regarding cleaning and signage.
- (ii) THAT, if necessary, the hours of operation be amended to ensure effective cleaning arrangements can be put in place.
- (iii) THAT a deep clean is commissioned prior to reopening of the facilities.
- (iv) THAT a deep clean is undertaken weekly in addition to twice daily clean; and
- (v) THAT Signage is purchased and displayed to encourage social distancing and good hygiene practices.

4. Sandham Gardens

In line with guidance is encouraging workers who cannot work from home and where this work can be carried out in line with social distancing requirements, members considered maintenance work at Sandham Gardens be undertaken in preparation for restrictions being lifted. Members suggested it was necessary to do so wherever possible as the town council still held liability for the areas even when public access was limited, and areas were closed.

Since the guidance issued on the 11 May 2020 advised playgrounds, outdoor gyms and other similar spaces remain closed members held that these areas be not be reopened at this time, however, that the areas needed to remain safe and maintained even while not in use. In relation to a deep clean of the amenities (such as the Steven Jenkins Play Equipment, could be explored, members suggested there was little evidence the activity was of benefit.

RESOLVED:

- (i) THAT grass cutting and other regular landscaping activities be resumed.
- (ii) THAT scheduled tree works be resumed.

5. The Broadway Centre

The centre was closed, and staff encouraged to work from home where possible. However, since as guidance is changing, permission from members was sought to allow planned works to continue in line with government guidance and take steps to ensure the centre is prepared for re-opening. There was general consensus preparations should be made.

RESOLVED:

- (i) THAT the completion of external storage unit at Broadway Centre be brought forward.
- (ii) THAT redecoration of centre in preparation for re-opening be continued; and
- (iii) THAT sufficient hand gel, etc be made available in preparation for re-opening.

6. Re-provision of public toilets

Clarification was sought from council in relation to the re-provision of the public toilets since public and councillor engagement was difficult due to the restrictions of the pandemic response. There was deliberation around the impact of further delays. However, on balance members felt public engagement was a priority.

RESOLVED:

THAT the re-provision of Toilets be delayed until Full Council meets and the Public can be fully engaged.

7. Actions

Toilets

- 7.1. All toilets have now had an initial deep clean with water testing to be undertaken later this week.
- 7.2. The toilets will re-open on Saturday, 23 May 2020.
- 7.3. Opening hours have been reduced to reflect cleaning schedules. Toilets will be opened at 9:00 am following the first clean of the day, cleaned again between 12:00 pm and 1:00 pm and then closed at 6:00 pm. Vectis Security have confirmed they will undertake locking up.
- 7.4. Staff will put up social distancing notices (laminated until permanent signs are sourced) and measure/mark 2 metre increments in line with guidance at all sites before Saturday.
- 7.5. Hand sanitizer has been ordered and will be available to users.
- 7.6. Costings are being sort for permanent signage.

Sandham Gardens

- 7.7. The first grass cut since lockdown has been completed and regular cuts will now be undertaken.
- 7.8. The tree care company has been requested to restart work on trees on site.
- 7.9. Christian Zanti has advised there are plans for ice cream sales to resume, with measures in place to ensure government guidelines are met, on Saturday, 23 May 2020.

Broadway Centre

- 7.10. Arrangements are being made for site to be prepared for external storage solution to be erected. 5 days notice is required before work can be undertaken.
- 7.11. Additional hand sanitizer has been sourced and ordered.
- 7.12. Redecoration of centre is underway with Rooms 1, 2 and 3 completed, work started on Room 4 and entrance hall prepared.
- 7.13. Staff will meet (at the required distance) at the centre when required to discuss ongoing work.

Received as of 31 March 2020									
Vouch	Date	Reference	Method	Bank	Description	VAT Type	Net	VAT	Total
246	03/03/2020	500663 (141)	Cheque	Treasurers Account	Hall Hire	S	48	9.6	57.6
247	03/03/2020	500663 (104)	Cheque	Treasurers Account	Hall Hire	S	45	9	54
248	03/03/2020	500663 (143)	Cheque	Treasurers Account	Hall Hire	S	37.5	7.5	45
249	03/03/2020	500663 (142)	Cheque	Treasurers Account	Hall Hire	S	150	30	180
250	03/03/2020	500663 (151)	Cheque	Treasurers Account	Hall Hire	S	120	24	144
251	03/03/2020	500663 (152)	Cheque	Treasurers Account	Hall Hire	S	120	24	144
252	13/03/2020	500664	Cheque	Treasurers Account	Hall Hire	S	112.5	22.5	135
253	13/03/2020	500664	Cheque	Treasurers Account	Hall Hire	S	112.5	22.5	135
254	13/03/2020	500664	Cheque	Treasurers Account	Hall Hire	S	170.83	34.17	205
255	13/03/2020	500664	Cheque	Treasurers Account	Hall Hire	S	112.50	22.50	135
256	13/03/2020	500664	Cheque	Treasurers Account	Hall Hire	S	48.00	9.60	57.6
260	02/03/2020		Online	Treasurers Account	Hall Hire	S	96	19.2	115.2
261	05/03/2020		Online	Treasurers Account	Hall Hire	S	45	9	54
262	05/03/2020		Online	Treasurers Account	Hall Hire	S	45	9	54
263	06/03/2020		Online	Treasurers Account	Hall Hire	S	30	6	36
264	09/03/2020		Online	Treasurers Account	Hall Hire	S	24	4.8	28.8
265	09/03/2020		Online	Treasurers Account	Hall Hire	S	90	18	108
266	09/03/2020		Online	Treasurers Account	Bank Interest	E	3.07	0	3.07
267	11/03/2020		Online	Treasurers Account	Hall Hire	S	16.5	3.3	19.8
268	12/03/2020		Online	Treasurers Account	Hall Hire	S	33	6.6	39.6
270	12/03/2020		Online	Treasurers Account	Hall Hire	S	12	2.4	14.4
271	12/03/2020		Online	Treasurers Account	Hall Hire	S	231	46.2	277.2
272	16/03/2020		Online	Treasurers Account	Hall Hire	S	336.00	67.20	403.2
273	31/03/2020		Online	Treasurers Account	Hall Hire	S	264.00	52.80	316.8

2762.27

Signed _____

Date

Signed _____

Date

DRAFT

SANDOWN TOWN COUNCIL

PAPER D
05-20/21(2a)

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		303,411.00
	ADD Receipts 01/04/2019 - 31/03/2020		416,956.74
			720,367.74
	SUBTRACT Payments 01/04/2019 - 31/03/2020		364,609.71
A	Cash in Hand 31/03/2020 (per Cash Book)		355,758.03
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2019	2.41	
	A/c 4 Dormant 31/03/2020	0.10	
	a/c 3 Reserves 31/03/2020	80,000.00	
	a/c 2 VAT REFUNDED 31/03/2020	233,000.00	
	Treasurer's - current account 31/03/2020	43,387.92	
			356,390.43
	Less unrepresented payments		709.20
			355,681.23
	Plus unrepresented receipts		76.80
B	Adjusted Bank Balance		355,758.03
	A = B Checks out OK		

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2020		
	Cash in Hand 01/04/2020		355,729.36
	ADD Receipts 01/04/2020 - 30/04/2020		342,145.60
			697,874.96
	SUBTRACT Payments 01/04/2020 - 30/04/2020		10,807.78
A	Cash in Hand 30/04/2020 (per Cash Book)		687,067.18
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2020	2.41	
	2 - Treasurers Account 30-97-42 1 30/04/2020	0.00	
	5 - Business Bank Instant 30-97-4 30/04/2020	0.10	
	3 - Reserves 30-97-42 24097868 30/04/2020	233,000.00	
	4 - Business Bank Instant 30-97-4 30/04/2020	80,000.00	
	1 - Treasurers Account 30-97-42 0 30/04/2020	374,529.54	
			687,532.05
	Less unrepresented payments		387.87
			687,144.18
	Plus unrepresented receipts		-77.00
B	Adjusted Bank Balance		687,067.18
	A = B Checks out OK		

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/05/2020		
	Cash in Hand 01/04/2020		355,729.36
	ADD Receipts 01/04/2020 - 31/05/2020		343,989.40
	SUBTRACT Payments 01/04/2020 - 31/05/2020		699,718.76
			19,827.03
A	Cash in Hand 31/05/2020 (per Cash Book)		679,891.73
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2020	2.41	
	2 - Treasurers Account 30-97-42 1 30/04/2020	0.00	
	5 - Business Bank Instant 30-97-4 30/04/2020	0.10	
	3 - Reserves 30-97-42 24097868 30/04/2020	233,000.00	
	4 - Business Bank Instant 30-97-4 30/04/2020	80,000.00	
	1 - Treasurers Account 30-97-42 0 30/04/2020	367,277.09	
			680,279.60
	Less unrepresented payments		387.87
			679,891.73
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		679,891.73
	A = B Checks out OK		

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

Date: _____

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

Date: _____

	Bank Reconciliation at 30/06/2020		
	Cash in Hand 01/04/2020		355,729.36
	ADD Receipts 01/04/2020 - 30/06/2020		343,992.58
	SUBTRACT Payments 01/04/2020 - 30/06/2020		699,721.94
			52,288.64
A	Cash in Hand 30/06/2020 (per Cash Book)		647,433.30
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2020	2.41	
	2 - Treasurers Account 30-97-42 1 30/06/2020	0.00	
	5 - Business Bank Instant 30-97-4 30/06/2020	0.10	
	3 - Reserves 30-97-42 24097868 30/06/2020	233,000.00	
	4 - Business Bank Instant 30-97-4 30/06/2020	80,000.00	
	1 - Treasurers Account 30-97-42 0 30/06/2020	334,568.66	
			647,571.17
	Less unrepresented payments		137.87
			647,433.30
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		647,433.30
	A = B Checks out OK		

PAPER E
(05-20/21(3))

Summary of Income and Expenditure for year end 31 March 2020

INCOME	2019/20	AGAR	
Bank Interest	£39.92	1. Balances brought forward	£290,870.00
Donations	£13,930.00		
Hall Hire	£24,023.40	2. (+) Precept or Rates and Levies	£337,233.00
HMRC VAT Refund	£35,325.55	3. (+) Total other receipts	£79,819.74
Precept and Grants	£5,213.00		
Refunds	£615.07		
Sale of Assets	£500.00		
Precept	£337,233.00		
	<u>£416,879.94</u>		
Uncashed	£76.80		
	<u>£416,956.74</u>	Sum	£417,052.74
Outstanding Debtors	£96.00		
	<u>£417,052.74</u>		
EXPENDITURE	2019/20		
Advertising and Publicity	£1,726.32	4. (-) Staff costs	£74,712.16
Beaches	£22,611.11	5. (-) Loan interest/capital repayments	£34,346.98
Broadway Centre Fixtures, fixings and furniture	£5,877.92	6. (-) All other payments	£257,412.05
Broadway Centre Running Costs	£17,776.14		
Civic and Community	£20,050.44		
Councillors and Elections	£826.92		
General Administration	£3,112.47		
Loan Repayment	£34,346.98		
Los Altos (Maintenance)	£5,424.20		
Miscellaneous	£55,613.89		
Public Toilets	£47,394.79		
Sandham Gardens	£25,566.45		
Staffing Costs	£3,327.08		
Steven Jenkins Refurbishment	£45,372.19		
Staffing (Box 5)	£74,712.16		
Petty Cash	£161.45		
	<u>£363,900.51</u>		
Uncashed	£709.20		
	<u>£364,609.71</u>		
Outstanding Bills	£1,861.48		
	<u>£366,471.19</u>	Sum	£366,471.19
Balance as per bank statement 31 March 2020		7. (=) Balances carried forward	£341,451.55
Petty Cash	£2.41		
A/C 4 Dormant	£0.10		
A/C 2 VAT Refunded	£80,000.00		
A/C 3 Reserves	£233,000.00		
Treasurers Account	£43,387.92		
	<u>£356,390.43</u>	8. Total value of cash and short term investments	£356,390.43
Less: Uncashed Payment	-£709.20		
Add: Uncashed Receipt	£76.80		
	<u>£355,758.03</u>		
Scribe Balance	£355,758.03		
RESERVES	2019/20		
Balance at 31 March 2019	£303,411.00		
Total Income	£417,052.74		
	<u>£720,463.74</u>		
Total Expenditure	-£366,471.19		
Balance at 31 March 2020	<u>£353,992.55</u>		
BALANCE SHEET			
Balance and Reserves as at 31 March 2020	£353,992.55		
Add: Creditors	£1,861.48		
	<u>£355,854.03</u>		
Less: Debtors	£96.00		
	<u>£355,758.03</u>		

SANDOWN TOWN COUNCIL

INTERNAL AUDIT REPORT 2019-20

1. INTRODUCTION

All Local Councils in England are required to complete an Annual Governance & Accountability Return (AGAR) summarising their financial records at the end of the financial year. The Annual Report of the Internal Auditor section of the AGAR needs to be completed by an Auditor who shall be independent of the Council. The Councils External Auditor needs to place reliance on the work of the Internal Auditor and provides guidance on the minimum level of testing required to provide this assurance

2. SCOPE OF AUDIT

The audit includes for examination on a test basis of evidence relevant to the amounts and disclosures as contained in the accounts. This examination has included the following-

Appropriate accounting records have been kept
Payments were supported by invoices and all expenditure reported.
VAT had been accounted for correctly and reclaimed from HMRC
Examination of budget preparation & precept setting
Inspection of bank reconciliation.
Accounting records prepared on the correct basis.
PAYE requirements were being met.

3. FINDINGS

- (1) The accounting records, bank statements and bank reconciliation for the year ended 31st March 2020 were examined and agreed. Sampled payment invoices were agreed to bank statement entries and to accounting records. New Scribe accounting software was purchased in the year which included for the submission of online VAT returns.
- (2) A proper budget process was undertaken in support of the 2020-21 precept, and the precept for 2020-21 of £394,341 was set at the Council meeting on the 24th February 2020.
- (3) The Council continues to have outstanding loans with the Public Works Loan Board (PWLB). Monies previously held prior to the development of the new Broadway Centre have now been expended on the development and as at 31st March 2020 a sum of £530,446.94 was outstanding to PWLB.
- (4) The Internal Auditor needs to be satisfied that the Council considers the risks to not achieving its objectives. A Risk Management document was approved at the Council meeting held on 25th February 2019.
- (5) Where annual turnover exceeds £200,000 it is a requirement that accounts are prepared on an income and expenditure basis and not on a receipts and payments basis. Section 2 of the AGAR had been completed on an income and expenditure basis for 2019-20.

- (6) The Council had considered three options for the future of the land adjacent to the Broadway Centre including the sale of the whole or part of the site for housing. It was agreed not to proceed with any sale at this time.
- (7) At its meeting on 15th July the Council agreed to set up a Finance Committee and the terms of reference for the Committee were approved at the meeting held on 16th September 2019. Having regard to Staff turnover Covid – 19 lockdown no meetings of the Committee took place during the year ended 31st March 2020.
- (6) Payroll is administered by Community Action who make all statutory declarations to HMRC. Community Action IW have advised that all year end submissions for 2019-20 have been made.
- (7) There were matters arising from the audit of the 2017-18 Annual Return and a ‘Challenge File’ had been opened by the External Auditor PKJ Littlejohn. A letter From PKJ Littlejohn was presented to the 21st October 2019^t meeting advising that they were now in a position to undertake outstanding work on ‘Challenge Files’ pertaining to the 2017-18 Annual return. It was resolved to make a strong complaint to the External Auditor. The Deputy Clerk has provided me with a briefing note detailing the timeline and issues around the submission of the 2017-18 report and the subsequent AGAR Return for 2018-19 which has also yet to be approved by the External Auditor. Nothing further has been heard from PKJ Littlejohn regarding outstanding matters A full reconciliation of accounts for 2019-20 has been provided to me and which will form the basis of Section 2 of the AGAR for 2019-20. In the circumstances and my understanding that all questions from the External Auditor have been answered, PKJ Littlejohn should be asked to give this matter their urgent attention and advise exactly what they require from Sandown Town Council in order to complete Section 3 of AGAR for the 2017-18 and 2018-19 financial years.

The approval of the Annual Report of the Internal Auditor section of AGAR needs to take place prior to the approval of the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2). The order of approval should be clearly documented in the Town Council minutes. With regard to the AGAR for 2018-19 the Internal Audit Report was presented to the meeting held on 4th May 2019 and Sections 1 & 2 of AGAR were approved at the meeting on 17th June 2019.

Having regard to the Covid-19 outbreak legislation has been introduced to put back the deadline for submission of the 2019-20 AGAR by two months until the end of August, local councils are however encouraged to make an earlier submission where possible to ease pressure on the External Auditor as the new deadline approaches

- (8) The Transparency Code requires the publication of certain information on a website. On examination of the website I am of the opinion that the Town Council is meeting the necessary reporting requirements.

Having regard to the above I am of the opinion that I have adequate assurance to complete and sign the Annual Internal Audit Report section of the Annual Governance & Accountability Return.

Gareth Hughes

GARETH HUGHES BA (Hon) CPFA

26TH JUNE 2020

Annual Internal Audit Report 2019/20

SANDOWN TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/06/20

Name of person who carried out the internal audit

GARETH HUGHES

Signature of person who carried out the internal audit

Gareth Hughes

Date 15/07/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

<http://www.sandowntowncouncil.gov.uk/>

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2020 and 30/06/2020)

PAPER H -
05-20/21(7)

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	Public Works Loan Board	0.00	0.00	0.00	35,000.00	4,963.24	30,036.76
2	Audit	0.00	0.00	0.00	2,650.00	250.00	2,400.00
3	County Association Dues	0.00	0.00	0.00	1,100.00	984.29	115.71
4	ICO	0.00	0.00	0.00	35.00	0.00	35.00
5	Broadband & Phone	0.00	0.00	0.00	780.00	142.48	637.52
6	Postage	0.00	0.00	0.00	100.00	0.00	100.00
7	Stationery	0.00	0.00	0.00	200.00	249.41	-49.41
8	Photocopier	0.00	0.00	0.00	800.00	94.00	706.00
9	ICT/Office Equipment	0.00	0.00	0.00	700.00	730.50	-30.50
10	Insurance (All Assests)	0.00	0.00	0.00	5,135.00	5,284.01	-149.01
11	Professional fees	0.00	0.00	0.00	1,000.00	93.00	907.00
78	Bank Interest	0.00	0.00	10.09	36.00	0.00	46.09
79	VAT Refunded	0.00	0.00	0.00	30,000.00	0.00	30,000.00
80	Precept/Grant	0.00	0.00	342,446.00	342,446.00	0.00	684,892.00
		£0.00	0.00	£342,456.09	419,982.00	£12,790.93	749,647.16

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>
12	Website	0.00	0.00	0.00	295.00	0.00	295.00
13	Chronicle	0.00	0.00	0.00	2,640.00	0.00	2,640.00
14	Notice Boards	0.00	0.00	0.00	0.00	0.00	0.00
15	Local Press Adverts	0.00	0.00	0.00	200.00	0.00	200.00
		£0.00	0.00	£0.00	3,135.00	£0.00	3,135.00

BEACH

<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>
16	Beach Cleaning (Litter pick)	0.00	0.00	0.00	9,000.00	0.00	9,000.00
17	Lifeguards	0.00	0.00	0.00	0.00	0.00	0.00
18	Dredging Costs	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	9,000.00	£0.00	9,000.00

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>
19	Business Rates	0.00	0.00	0.00	4,200.00	425.50	3,774.50
20	Water	0.00	0.00	0.00	800.00	59.36	740.64
21	Licences	0.00	0.00	0.00	1,200.00	0.00	1,200.00
22	Electricity	0.00	0.00	0.00	1,200.00	150.18	1,049.82
23	Gas	0.00	0.00	0.00	1,800.00	114.78	1,685.22
24	Alarms	0.00	0.00	0.00	1,300.00	0.00	1,300.00
25	Hygine Waste Service	0.00	0.00	0.00	105.00	0.00	105.00
26	Waste	0.00	0.00	0.00	1,400.00	145.35	1,254.65
27	Cleaning materials	0.00	0.00	0.00	800.00	43.85	756.15
28	Furniture and Fittings	0.00	0.00	0.00	750.00	0.00	750.00
29	Minor Repairs	0.00	0.00	0.00	420.00	177.48	242.52
30	Landscape	0.00	0.00	0.00	2,000.00	40.00	1,960.00
31	Signage	0.00	0.00	0.00	100.00	0.00	100.00
32	Service	0.00	0.00	0.00	125.00	117.50	7.50
33	External Storage	0.00	0.00	0.00	0.00	975.00	-975.00
77	Hall Hire	0.00	0.00	-157.17	17,000.00	0.00	16,842.83
		£0.00	0.00	£-157.17	33,200.00	£2,249.00	30,793.83

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>
34	Remembrance Events	0.00	0.00	0.00	3,000.00	81.70	2,918.30
35	Christmas Tree and Lighting	0.00	0.00	0.00	1,500.00	0.00	1,500.00
36	Town Crier	0.00	0.00	0.00	250.00	0.00	250.00
		£0.00	0.00	£0.00	4,750.00	£81.70	4,668.30

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2020 and 30/06/2020)

Cost Centre Name**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>
37	Fireworks	0.00	0.00	0.00	6,000.00	0.00	6,000.00
38	Events and Grants	0.00	0.00	0.00	15,000.00	0.00	15,000.00
39	Green Towns	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£0.00	0.00	£0.00	23,000.00	£0.00	23,000.00

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>
40	Mayor Allowance	0.00	0.00	0.00	1,000.00	0.00	1,000.00
41	Election	0.00	0.00	0.00	4,000.00	0.00	4,000.00
42	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
43	Hospitality	0.00	0.00	0.00	500.00	0.00	500.00
		£0.00	0.00	£0.00	6,500.00	£0.00	6,500.00

MAINTENANCE

<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>
44	Materials/Equipment	0.00	0.00	0.00	0.00	0.00	0.00
45	Clothing	0.00	0.00	0.00	0.00	0.00	0.00
46	Defibrator Pads	0.00	0.00	0.00	140.00	0.00	140.00
47	War Memorial Cleaning	0.00	0.00	0.00	1,000.00	0.00	1,000.00
		£0.00	0.00	£0.00	1,140.00	£0.00	1,140.00

OTHER

<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>
74	Church Wall	0.00	0.00	0.00	0.00	0.00	0.00
75	Seaside Awards	0.00	0.00	0.00	525.00	0.00	525.00
76	Town Plan - Printing Costs	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	525.00	£0.00	525.00

SANDHAM GARDENS

<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>
48	Skatepark	0.00	0.00	0.00	1,000.00	0.00	1,000.00
49	Skatepark Repair/Painting	0.00	0.00	0.00	1,000.00	0.00	1,000.00
50	Playground Renewal Fund	0.00	0.00	0.00	10,000.00	0.00	10,000.00
51	Inspections	0.00	0.00	0.00	600.00	0.00	600.00
52	Repairs/Fences/Signage	0.00	0.00	0.00	0.00	0.00	0.00
53	All Playground Repair	0.00	0.00	0.00	10,000.00	0.00	10,000.00
54	Litter Picking	0.00	0.00	0.00	5,000.00	0.00	5,000.00
55	Kerbing	0.00	0.00	0.00	2,500.00	0.00	2,500.00
81	Grass Cutting (Sandham)	0.00	0.00	0.00	0.00	870.00	-870.00
		£0.00	0.00	£0.00	30,100.00	£870.00	29,230.00

SERVICE PROVISION

<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>
56	Grass Cutting (Los Altos)	0.00	0.00	0.00	6,000.00	1,080.00	4,920.00
57	Revetment Lighting	0.00	0.00	0.00	400.00	0.00	400.00
58	(CYEP) Central Eitham Youth Proj	0.00	0.00	0.00	0.00	0.00	0.00
59	Town Improvement Fund	0.00	0.00	0.00	20,000.00	37.50	19,962.50
60	Hanging Baskets	0.00	0.00	0.00	6,871.00	0.00	6,871.00
82	Grounds Maintenance	0.00	0.00	0.00	0.00	548.00	-548.00
		£0.00	0.00	£0.00	33,271.00	£1,665.50	31,605.50

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2020 and 30/06/2020)

Cost Centre Name

STAFF		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
61	Salaries/HMRC/ Pensions	0.00	0.00	0.00	85,000.00	20,916.92	64,083.08
62	Training	0.00	0.00	0.00	1,000.00	340.00	660.00
63	Travel and Expenses	0.00	0.00	0.00	150.00	0.00	150.00
64	Professional Subscriptions	0.00	0.00	0.00	190.00	0.00	190.00
65	Locum Clerk	0.00	0.00	0.00	500.00	0.00	500.00
		£0.00	0.00	£0.00	86,840.00	£21,256.92	65,583.08

TOILETS		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
66	Business Rates	0.00	0.00	0.00	6,000.00	1,197.60	4,802.40
67	Electricity	0.00	0.00	0.00	1,600.00	268.45	1,331.55
68	Water	0.00	0.00	0.00	900.00	3,025.97	-2,125.97
69	Cleaning & Security	0.00	0.00	0.00	25,000.00	3,525.63	21,474.37
70	Wallgate & Inspection	0.00	0.00	0.00	5,000.00	1,752.00	3,248.00
71	Repairs	0.00	0.00	0.00	3,000.00	1,500.00	1,500.00
72	Solar/Turbine	0.00	0.00	0.00	200.00	0.00	200.00
73	Refurbishment	0.00	0.00	0.00	80,000.00	0.00	80,000.00
		£0.00	0.00	£0.00	121,700.00	£11,269.65	110,430.35

NET TOTAL	£0.00	0.00	£342,298.92	773,143.00	£50,183.70	1,065,258.22
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Deputy Clerk, STC

From: publicaccess@iow.gov.uk
Sent: 25 June 2020 09:04
To: townclerk@sandowntowncouncil.gov.uk
Subject: Comments for Planning Application 20/00455/FUL

Other The Town Clerk,

You have been sent this email because you or somebody else has submitted a comment on a Planning Application to your local authority using your email address. A summary of your comments is provided below.

Comments were submitted at 9:04 AM on 25 Jun 2020 from Other The Town Clerk.

Application Summary

Address: Old Town Hall Grafton Street Sandown Isle Of Wight
PO36 8JJ

Proposal: Demolition of flat roof extensions and outbuildings;
proposed conversion to form 9 dwellings and
community hall; pair of semi-detached dwellings on
land to the rear

Case Officer: Mr Stuart Van-Cuylenburg

[Click for further information](#)

Customer Details

Name: Other The Town Clerk

Email: townclerk@sandowntowncouncil.gov.uk

Address: Sandown Town Council, The Broadway Centre,
Broadway Sandown, Isle Of Wight PO36 9GG

Comments Details

Commenter Type: Town Parish Council

Stance: Customer made comments in support of the Planning Application

Reasons for comment:

Comments: Sandown Town Council members have remotely discussed this matter, and the consensus is that the Town Council are supportive of sensitive redevelopment of the site, ensuring any redevelopment is in keeping with the local area and enhances the neighborhood; in addition, recognises and respects the heritage of the site, protecting aspects of that heritage; and provides community benefit and value.

Members may be adding personal comments, separately due to current circumstances, and may be contributing to any planning meeting to directly discuss this application.