



SANDOWN TOWN COUNCIL – AGENDA – 12 MAY 2025

You are hereby summoned to a Meeting of Sandown Town Council to be held on **MONDAY, 12 MAY 2025** at Main Hall, The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG at **7.00 pm** for the transaction of the business set out in the agenda below:

Town Clerk: Richard Priest

Dated: 6 May 2025

PUBLIC ACCESS

Attendees are asked, if unwell, not to attend the meeting as other attendees could be vulnerable.

AGENDA

PUBLIC QUESTION TIME

15 minutes are available for Residents, at the invitation of the Chairman, to speak once on issues relating to the agenda, for no longer than 3 minutes. If more than one person wishes to speak on the same topic, they should nominate one person to speak on their behalf.

Any questions asked shall not require a response or debate. The Chairman has the right to decide if a question or statement is inappropriate & will not be accepted. All persons present will act respectfully towards every other person present or they will be excluded.

Members of the public are respectfully asked to remain silent on commencement of the meeting & throughout.

- 1. TO ELECT A TOWN MAYOR**
- 2. TO RECEIVE THE TOWN MAYORS DECLARATION OF OFFICE**
- 3. APOLOGIES**
To receive any apologies for absence
- 4. TO ELECT A DEPUTY MAYOR**
- 5. TO RECEIVE THE DEPUTY MAYORS DECLARATION OF OFFICE**
- 6. DECLARATIONS OF INTERESTS**
 1. To receive any declarations of pecuniary and non -pecuniary interests
 2. To receive and consider granting any written requests for dispensations.
- 7. MINUTES OF THE LAST MEETING**
To approve the minutes of the meeting held on 10 March 2025 (Paper A)
- 8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS.**
(Paper B)

9. REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES

1. HR Arrangements and HR Committee Terms of Reference and membership (Paper C)
2. Financial Signatories
3. Policies (Paper D)
 - (a) Absence and Sickness Policy
 - (b) CCTV Policy
 - (c) Complaints Procedure including Vexatious Complaints.
 - (d) Code of Conduct
 - (e) Dignity at Work – Bullying and Harassment
 - (f) Disciplinary Policy
 - (g) Document Retention Policy
 - (h) Equality and Diversity Policy
 - (i) GDPR Policy
 - (j) Grant Award Policy
 - (k) Grievance Procedure
 - (l) Health and Safety Policy
 - (m) Lone Worker Policy
 - (n) Medium Term Financial Strategy
 - (o) Publication Schedule -Freedom of Information
 - (p) Recording Policy
 - (q) Redundancy Policy
 - (r) Staff Recruitment and Retention
 - (s) Training and Development Policy
 - (t) Vexatious Complaints Policy
 - (u) Volunteer Policy

10. APPOINTMENT OF ISLE OF WIGHT ASSOCIATION OF LOCAL COUNCIL REPRESENTATIVE

To appoint a Councillor to represent the Council at Isle of Wight Association of Local Councils.

11. FINANCES

2024/2025

1. To approve the Payments and Receipts lists as presented for March 2025 (Paper E)
2. To receive and note the verified bank reconciliations March 2025 (Paper F)

3. To receive and approve the year-end report for the period ending 31 March 2025 (Paper G)

Annual Accounts

4. To receive report and note the Internal Auditors report for the period ending 31 March 2025 (Paper H – To Follow)
5. To receive approve the 2024/2025 Annual Governance Statements and confirm dates for exercise of public rights. (Paper I)
6. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment. (Paper J)
7. To receive approve the 2024/2025 Accounting Statements (Paper K).

Other Financial Matters

8. Update on Football Foundation Grant

12. TOWN CLERK REPORT

To consider the report from the Clerk (Paper L)

13. CIVIC AMENITY PROJECTS (Paper M)

- a) Los Altos Benches
- b) Mary Elliss Mural

14. FREEDOM OF SANDOWN

To consider awarding Miss Heather Humby the Freedom of Sandown (Paper N – To Follow)

15. TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

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

16. TO RECEIVE ANY PLANNING MATTERS

To consider any relevant planning applications.

17. TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

To consider reports from councillors.

18. FUTURE MEETING DATES

Monday, 2 June 2025
Monday, 21 July 2025
Monday, 22 September 2025
Monday, 17 November 2025
Monday, 19 January 2026
Monday, 9 February 2026

Monday, 23 March 2026

Monday, 18 May 2026.

19. EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution that under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 20 and 21 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 7, and 14 as defined in paragraphs 7, 9 and 10, of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20. STAFFING STRUCTURE AND APPOINTMENT OF CLERK/RFO AND DEPUTY CLERK.

To consider the report from the previous Council (Paper O)

21. TOWN IMPROVEMENT ART

To consider the proposed costs of art work for the town.

22. LOS ALTOS PARK LICENCE

To consider the renewal of the Licence for Los Altos Park.

PUBLIC QUESTION TIME

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