



Town Clerks Report

Date 28 July 2028
Prepared by Town Clerk

1. ADMINISTRATION

Annual Accounts

- 1.1. The period for the Exercise of Public Rights ended on 14 July 2025.
- 1.2. One request to review the accounts was received with questions asked in relation to the Council's loans and staffing arrangements.

Recruitment

- 1.3. The Human Resources Committee approved the recruitment process for the budgeted Administration Assistant and Facilities Officer.
- 1.4. The process started immediately with shortlisting being undertaken at the start of July and interviews to be scheduled accordingly.

Committee Administration

- 1.5. The Finance Committee was due to meet on 14 July 2025. This was postponed until 21 July 2025 due to staff illness.
- 1.6. The Planning Committee met on 21 July 2025.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Adverts advertising vacant posts were placed in the Isle of Wight Observer and on the Town Council's website and Facebook page.
- 2.2. Isle of Wight Council Biodiversity Posters were displayed on the Town Council's notice board and shared on their website and Facebook pages.
- 2.3. General content on the Town Council's website was updated to reflect activity for last quarter.

3. BEACHES

- 3.1. The place for the Accessible Matting has been installed. High tides which could affect the matting have been highlighted.
- 3.2. The Beach Safety Unit has been craned on to the beach and required maintenance and testing undertaken.
- 3.3. The Beach Safety Service began operating on 1 July 2025 will continue through 7 September.

4. BROADWAY CENTRE

- 4.1. Emergency works have been completed to fix a window smashed by a disoriented bird.

17 February 2025 Incident

- 4.2. Works are scheduled to begin on 28 July 2025.
- 4.3. Works are expected to take between 8 - 12 weeks.
- 4.4. The insurance claim is progressing with monies received for the deposit on the works.
- 4.5. The installation of the shed linked to the resilience projects has been arranged.

5. CIVIC SPACE

- 4.6. Provision of CCTV footage to police to help enquires as requested.

Costal Amenity Improvement Projects

- 5.1. The Mary Ellis Mural has been completed, and a meeting held with Wight Aviation regarding the Plaque.
- 5.2. Works to the retaining wall and benches at Eastern Gardens have been delayed until after the Season.
- 5.3. Works to the Southern Water viewing platform have been agreed and scheduled.

6. LOS ALTOS

- 5.4. The equipment has been installed and carvings completed.

7. SANDHAM GROUNDS

- 6.1. The Annual Inspections have been carried out. The Finance Committee has made recommendations in relation to the repairs highlighted.
- 6.2. The installation of the 2g MUGA has been delayed until the Autumn.
- 6.3. Wet Pour repairs have been completed where possible. There are a number of areas which cannot be repaired. Members will need to consider replacing the surfaces in 2026/2027. Estimated are being obtained to renew the safety surface in the Rainbow Park to inform the budget consultation.
- 6.4. The Skate Park fencing has been repaired and the annual maintenance to treat rust undertaken.
- 6.5. CCTV cameras have now been installed at the Skate Park and at the Playground. Anti-Social behavior intelligence has been shared with the local police.

8. TOILETS

- 7.1. Signage explaining the energy saving system and reasons for charging are being designed.
- 7.2. Works are underway to repair the coin boxes at Eastern Gardens and parts have been ordered to repair the shower which was damaged during the fire.
- 7.3. Works are also being scoped to repaint the unit.
- 7.4. The broken door at Yaverland has been fixed.
- 7.5. Quotations are being obtained in relation to landscaping the rest of the site.
- 7.6. There has been a small increase in the number of complaints regarding the toilets with one refund issued. The complaints have been regarding the charges or as a result of water/electrics not functioning due to misuse.
- 7.7. Arrangements with Contractor and Isle of Wight Council to support Carnival Events.
- 7.8. Arrangements are in place to facilitate the opening and closing of the changing places facility as required.