

Paper A - 23-2021/2022

SANDOWN TOWN COUNCIL



Minutes of the Meeting of Sandown Town Council held on **Monday, 17 May 2021** at **6.00pm** at The Broadway Centre, Sandown, Isle of Wight PO36 9GG.

PUBLIC QUESTION

Questions were asked following the election of the new Mayor and their Deputy.

Mrs Jean Jones asked a question in relation to the council sourcing grant funding to support its activities. The Mayor responded he would like to see a review of how the council secured grant funding and councillors playing in this activity.

Mr Colin Midmore asked if papers could be published prior to the meeting; the papers should have been available on the councils website having been published Friday, and this would be looked into.

Present: Cllrs Gary Young (Departing Mayor), Paddy Lightfoot (Mayor), Heather Humby (Deputy Mayor), Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Robert May, Ian Ward, Toby Wilcock.

1-2021/2022 APOLOGIES

No councillors were absent.

2-2021/2022 TO ELECT A TOWN MAYOR

Cllr Baldry nominated himself for Mayor, the nomination was not seconded.

Cllr Ward nominated Cllr Paddy Lightfoot as Mayor, the nomination was seconded by Cllr Wilcock. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements, the result of which was unanimously in favour of the proposal and Cllr Paddy Lightfoot was duly elected and took the chair.

RESOLVED:

THAT Cllr Paddy Lightfoot be elected as Mayor of Sandown Town Council.

3-2021/2022 TO RECEIVE THE TOWN MAYORS' DECLARATION OF OFFICE

Cllr Lightfoot's Declaration of Acceptance of Office of Mayor was received.

4-2021/2022 TO ELECT A DEPUTY MAYOR

Cllr Andre nominated Cllr Heather Humby as Deputy Mayor, the nomination was seconded by Cllr Alex Lightfoot. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements, all councillors voted in favour of the proposal, with the exception of Cllr Humby who abstained, and Cllr Humby was duly elected.

RESOLVED:

THAT Cllr Heather Humby be elected as Deputy Mayor of Sandown Town Council.

5-2021/2022 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE

Cllr Heather Humby's Declaration of Acceptance of Office of Deputy Mayor was received.

6-2021/2022 TO RECEIVE ALL MEMBERS DECLARATION OF OFFICE

Cllrs Paddy Lightfoot, Heather Humby, Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Robert May, Ian Ward, Toby Wilcock confirmed their acceptance of office.

7-2021/2022 DECLARATIONS OF INTERESTS

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

Cllr Debbie Andre declared an interest in any matters relating to the Isle of Wight Council.

Cllr Sue Betts declared an interest in items relating to the Bay and beach as secretary of Blue Seas Protection.

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

8-2021/2022 MINUTES OF THE LAST MEETING

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; Two councillors abstained, all councillors voted to approve the minutes subject to a minor amendment.

RESOLVED:

THAT the minutes of the meeting held on 15 February 2021 be approved subject to a typographical error in the spelling of "platinum" in the heading of minute 49-2020/21.

9-2021/2022 REVIEW AND ADOPTION OF NALC MODEL STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS.

Discussion took place regarding the proposed NALC Model Standing orders. The use of “he” throughout the document was raised, with “they” being proposed as more acceptable terminology. Accessibility issues, relating to the method of voting outlined in the document, were also raised. This was addressed by councillors voting by a show of hands which was then confirmed verbally.

Cllr Alex Lightfoot proposed the Model Standing Orders and proposed Financial Regulations be adopted which was seconded by Cllr Ward. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; All councillors voted to adopt the documents.

RESOLVED:

THAT the Standing Orders and Financial Regulations (attached to and forming part of these minutes) be adopted by Sandown Town Council.

10-2021/2022 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES

Cllr Paddy Lightfoot proposed that the policies be approved enbloc with subject to the Vexatious Complaints Policy being reviewed and brought back to Council in two months, and noted that the approval of all policies was a necessary HR function to protect employees.

Cllr Andre proposed an amendment to the proposal that the Vexatious Complaints Policy is not approved suggesting that there should be a right of appeal to the Local Government Ombudsman included in the policy. Officers advised there was no provision for this in Law.

Cllr Humby seconded the amendment.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (3), Against (9), Abstentions (0).

The amendment fell.

Councillors then voted on the substantive motion by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the following policies (attached to and forming part of these minutes) be adopted by Sandown Town Council, subject to the Vexatious Complaints Policy (s), being reviewed and brought back to Council in two months:

- (a) Absence and Sickness Policy
- (b) CCTV Policy

- (c) Complaints Procedure
- (d) Communications Policy
- (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) Publication Schedule -Freedom of Information
- (o) Recording Policy
- (p) Redundancy Policy
- (q) Staff Recruitment and Retention
- (r) Training and Development Policy
- (s) Vexatious Complaints Policy
- (t) Volunteer Policy

11-2021/2022 REVIEW OF THE COUNCIL’S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES (ISLE OF WIGHT ASSOCIATION OF LOCAL COUNCILS - IWALC/HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS - HALC)

Discussion took place regarding the positives and negatives of the different local council bodies. Members noted that the council could not become a full HALC member as it was not their local association and this lead to limitations in terms of support, access to materials and additional costs in relation to training. The perceived political agenda of IWALC was raised as a concern.

Cllr Alex Lightfoot tabled a proposal that the council re-join IWALC which was seconded by Cllr Humby.

Councillors then voted on the substantive motion by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (3), Abstentions (0).

RESOLVED:

THAT Sandown Town Council re-join the Isle of Wight Association of Local Councils.

12-2021/2022 TO RECEIVE THE EXTERNAL AUDIT REPORTS FOR 2017/18, 2018/19 AND 2019/20.

The council considered the reports from the External Auditor in relation to the 2017/18, 2018/19 and 2019/20 financial years. Mrs Sally McConkey, who had raised a challenge in relation to the 2017/18 accounts made a statement regarding her correspondence with the auditors and suggested she now considered the accounting practices and levels of transparency to be acceptable.

Cllr Alex Lightfoot proposed the results as detailed in the external audit reports be accepted which was seconded by Cllr Andre.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the council accept the results reported in the External Auditors Report for the financial years 2017/18, 2018/19 and 2019/20.

13-2021/2022 FINANCES

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

(a) February 2021

Clarification was provided that the absence of figures in the net and VAT columns of voucher #361 was not material as business rates were outside scope and therefore the net and the total were the same. Cllr Alex Lightfoot proposed the Payments and Receipts lists for February 2021 be approved which was seconded by Cllr Humby.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (10), Against (0), Abstentions (2).

RESOLVED:

THAT the Payments and Receipts for February 2021 be approved.

(b) March 2021

Cllr Andre questioned the payments to Community Action. Officers advised this was the payroll providers the council had used since January 2020 to ensure segregation of duties as was best practice.

Cllr Alex Lightfoot proposed the Payments and Receipts lists for March 2021 be approved which was seconded by Cllr Andre.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the Payments and Receipts for March 2021 be approved.

2. To receive and approve the year-end report for the period ending 31 March 2021

Cllr Alex Lightfoot proposed the year-end report for the period ending 31 March 2021 be approved which was seconded by Cllr Ward.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the year-end report for the period ending 31 March 2021 be approved.

3. To receive and note the verified bank reconciliations for February 2021 and March 2021.

The verified bank reconciliations for February and March 2021 were noted.

4. To receive report and note the Internal Auditors report for the period ending 31 March 2021.

The Internal Auditors report for the period ending 31 March 2021 was noted.

5. To receive approve the 2020/2021 Annual Governance Statements and confirm dates for exercise of public rights.

Cllr Humby proposed the 2020/2021 Annual Governance Statements and dates for exercise of public rights be approved which was seconded by Cllr Andre.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (0), Abstentions (3).

RESOLVED:

THAT the 2020/2021 Annual Governance Statements and dates for exercise of public rights be approved.

6. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment.

The report was noted subject to a change to the spelling of licences.

7. To Agree New Signatories

Cllrs Alex Lightfoot, Heather Humby, Paddy Lightfoot and Debbie Andre were confirmed as the new signatories.

8. To receive approve the 2020/2021 Accounting Statements.

Cllr Ward proposed the 2020/2021 Accounting Statements. be approved which was seconded by Cllr Alex Lightfoot.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the year-end report for the period ending 31 March 2021 be approved.

9. To approve the Payments and Receipts lists as presented for April 2021

Cllr Humby proposed the Payments and Receipts lists for April 2021 be approved which was seconded by Cllr Ward.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (7), Against (0), Abstentions (5).

RESOLVED:

THAT the Payments and Receipts for March 2021 be approved.

10.To receive and note the verified bank reconciliations for April 2021

The verified bank reconciliation for April 2021 was noted.

11. To receive and note the expenditure against budget through April 2021

The expenditure against budget through April 2021 was noted.

14-2021/2022 BEACH SAFETY PROJECT

1. Commission Safety Service (Budget £15,000)

Members were advised, following consultation with members and residents, provision had been made in the budget for beach safety service and agreement was being sought to commission a safety service with a revenue value of up to £15,000 for the current year following the withdrawal of the RNLI service the previous year due to their assessment of risk at the beach. Council also noted that the service was linked to the Blue Flag award which Sandown has secured.

Cllr Alex Lightfoot proposed agreement be given to follow a commissioning process in relation to a beach safety service which was seconded by Cllr Ward.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (12), Against (0), Abstentions (0).

RESOLVED:

THAT the agreement be given to follow a commissioning process in relation to a beach safety service

2. Beach Safety Equipment Etc.

Members noted that there was also provision in the budget for capital equipment in relation to beach safety which would be taken forward as part of a wider project.

3. Beach Management Zone

The Isle of Wight Council had approached the Town Council regarding providing funding to support the placement of buoys in the Bay. The Isle of Wight Council is proposing they provide the capital funding for the buoys and that the revenue funding for the installation/removal and associated maintenance costs be funded by the relevant town or parish council. The estimated the cost to Sandown Town Council would be £5,831.88 annually for nine buoys.

The buoys would help address significant concerns raised by the public and councillors in relation to Jet-Ski use in the Bay and incidents relating to dangerous behaviour of Jet Ski users, enable the enforcement of byelaws and linked to the Blue Flag.

Members noted that the Isle of Wight Council received a little short of £87,000 from Sandown's longshoreman and it was suggested that some of this should be spent on Sandown's beaches.

Cllr Andre proposed the virtual decision be ratified which was seconded by Cllr Alex Lightfoot.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (1).

RESOLVED:

THAT the decision to provide revenue funding for the Isle of Wight Council buoys in Sandown Bay be ratified.

4. Other Beach Safety Items

The council considered the verbal report from the clerk in relation:

- Blue Flag Award
- Inshore Rescue

- Accessible Wheelchair (secured via a grant bid).

Members noted work in relation to the Blue Flag would be ongoing and that a paper would be brought back to council providing more information on the wider beach safety project.

15-2021/2022 WORKING PARTIES

A number of working parties had been proposed to take forward various projects agreed in the budget.

Cllr Paddy Lightfoot proposed any decisions in relation to working parties be delayed until after the new council had reviewed and agreed its objectives and priorities, and that these should be agreed as a matter of urgency. The proposal was seconded by Cllr Humby.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (12), Against (0), Abstentions (0).

RESOLVED:

THAT any decisions in relation to working parties be deferred until the council agrees a plan outlining its objectives but that these be established as a matter of urgency.

16-2021/2022 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

Members received an update on a number of environmental issues including:

1. Green Towns -Planters Licence
2. Sandham Gardens Actions
3. Community Payback
 - (a) Los Altos
 - (b) The Broadway

Cllr Betts reminded members that Sandown was home to two species in the International Union for Conservation of Nature's Red List and that there were beach cleans on the first Sunday of each month that councillors could join.

In relation to Los Altos, members noted a request from Cllr Andre requested consideration be given to turning part of the park into allotments as there was a two year waiting list.

17-2021/2022 TO RECEIVE ANY PLANNING APPLICATIONS

The following planning applications were considered.

Reference 21/00980/DIS
Address Belgrave Hotel 14 - 16 Beachfield Road Sandown Isle Of Wight
Proposal Condition compliance application on 20/00412/FUL relating to conditions 3 (foul and surface water drainage), 4 (wheel cleaning) and 5 (materials and finishes)

Reference 21/00963/FUL
Address 45 Station Avenue Sandown Isle Of Wight PO36 9BW
Proposal Demolition of outbuilding; alterations; proposed single storey and first floor extension to form family annex

Reference 21/00936/RVC
Address Little Elm Yaverland Road Sandown Isle Of Wight PO36 8QB
Proposal Variation of condition 7 on P/00462/99 to allow annex to be short term let separately

Reference 21/00913/1APA
Address 17 Drabbles Lane Sandown Isle Of Wight PO36 9ER
Proposal Prior notification for proposed single storey side extension

Cllr Brothers declared an interest in the final applications as she owned a neighbouring property.

No further comments were returned in relation to the applications.

18-2021/2022 TO RECEIVE REPORTS FROM

1. The Town Clerk

The clerk provided an oral report, welcoming the councils new members and providing information in relation to key issues including:

- An update on the councils public toilets including an outline of the Procurement Process, working group priorities, expected completion of St Johns, issues with the charging points, license requirement for Eastern Gardens and retaining the current provision during works ongoing vandalism, plans for monitoring both interim and ongoing service and maintenance arrangements, further stakeholder engagement.

- Other information included:
- Working with Community Payback
- Community Bus
- Centenary of Memorial
- Special 100th event at Centre
- Accessibility
- Change in law regarding Business Rates – Toilets
- Work with Churches
- Grants Received
- Playground Inspections
- Legionella Tests
- Electrical Tests
- Risk Assessments
- Volunteer Hub
- Pop-up Foodbank
- Hampers for Home
- Accessible Wheelchair
- Maintaining Support for Vulnerable Groups in Lockdown.
- Covid Safe Centre Costs
- Business Grants Secured

2. Town Councillors

Cllr Humby requested a future item on reinstating a “Citizen of the year” and “Child of the year report”.

Cllr Ward provided a report to be circulated (attached to and forming part of these minutes).

3. To note Isle of Wight Council Ward Reports

Cllr Andre and Cllr Ward provided reports for circulation (attached to and forming part of these minutes).

4. Outside Bodies

Cllr Humby informed members that Sandown Forum planned to resume meetings from September and provided information on the body for new councillors.

Cllr Andre provided an update on the activities of the South Wight Health and Wellbeing forum advising she would share the notes of the last meeting when they were distributed.

19-2021/2022 DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.

Six formal council meetings were proposed, which met the legal requirement for an annual meeting and three ordinary meetings.

Members debated the number of meetings scheduled, with some members requesting meetings be held monthly. The points raised

included the resource implications of holding meetings, the fact the outcomes also had to be actioned by officers, and the fact additional meetings could be called as required but the council had not agreed its objectives at this time and therefore did not have a clear view of when it would need to meet.

Cllr Ward proposed the suggested meeting dates be agreed to ensure members had dates in their diaries, which was seconded by Cllr Hicks:

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (5), Against (5), Abstentions (2).

It was therefore necessary for the Chairman to use his casting vote and it was:

RESOLVED:

THAT under a meeting of full council be held on the following dates:

Monday, 19 July 2021

Monday, 20 September 2021

Monday, 15 November 2021

Monday, 7 February 2022

Monday, 14 March 2022.

Monday, 16 May 2022.

20-2021/2022 u EXCLUSION OF PUBLIC AND PRESS

Cllr Alex Lightfoot proposed the public and press be excluded for the reasons outlined below. The proposal was seconded by Cllr Andre:

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (12), Against (0), Abstentions (0).

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 Agenda item number 21-21/22 on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 3 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.

21-2021/2022 TOILET CLEANING AND MAINTENANCE

Members received a confidential update on various issues relating to the cleaning and maintenance of the toilets.

Council was also informed on another matter relating to a local service which was embargoed and could not be discussed publicly.

PUBLIC QUESTION TIME – Public Questions were taken prior the exclusion of the Public and Press.

Mr Alan Jones made a statement in regard to the notice board on Albert Road. It was noted that the board was not a town council asset.

Mr Colin Midmore asked where the budget provision for beach safety was allocated and was advised it was part of the monies allocated for Town Improvement.



SANDOWN TOWN COUNCIL

Human Resources Committee Terms of Reference

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

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DRAFT

1. PURPOSE

- 1.1. The purpose of the committee is to facilitate the discharge of the councils' responsibilities as an employer and make recommendations on such matters to council.

2. MEMBERSHIP

- 2.1. The committee shall comprise of 3 councillors including the Mayor who shall Chair the committee.

3. MEETINGS

- 3.1. Meetings will take place as required but at least once annually to review staff conditions and pay scales.

4. COMMITTEE SERVICES

- 4.1. The committee will be serviced by the Clerk or their Deputy.

5. VOTING

- 5.1. Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.
- 5.2. A named vote will be requested if so requested by any member of the committee.

6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS - GENERAL

- 6.1. To establish the staffing structure and keep under review.
- 6.2. To implement, monitor and review policies for staff.
- 6.3. To establish and review salary pay scales for all staff annually.
- 6.4. To oversee the recruitment process of staff:
 - 6.4.1. The appointment of the Town Clerk will be on a recommendation of the Committee to be presented to full Town Council for approval.
 - 6.4.2. Other applicants will be interviewed and appointed by Clerk with the Mayor or one other member of the Human Resources Committee.
- 6.5. To arrange execution of new employment contracts and changes to contracts.
- 6.6. To keep under review staff working conditions and health and safety, particularly in relation to changes to employment and health and safety legislation.
- 6.7. To consider any health and safety or staff wellbeing matters brought to the committee's attention.
- 6.8. To establish and review performance management including appraisals:
 - 6.8.1. The Town Clerks will be undertaken by the Mayor or Deputy Mayor and reported to the Human Resources Committee.
 - 6.8.2. Staff appraisals will be undertaken by Town Clerk and reported to Human Resources Committee.

6.9. Overtime/TOIL/ Leave requests.

6.9.1. Town Clerk overtime, TOIL and leave requests will be authorised by the Mayor or their Deputy.

6.9.2. Staff overtime, TOIL and leave requests authorised by the Town Clerk.

7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.

7.1. To consider any grievance or disciplinary matters.

7.2. Where appropriate refer the outcome of any grievance/disciplinary matter, together with recommendations to Full Council.

7.3. Following a decision by Full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).

7.4. To apply any decisions/correspondence in respect of an upheld grievance.

8. KEY DATES.

January Appraisals undertaken.

November Review of Staff Structure, Working Conditions, Health and Safety Policies, and pay scales for Budget Consideration.

DRAFT



SANDOWN TOWN COUNCIL

Complaints Procedure (including Vexatious Complaints)

REAFFIRM DATE: 17-May-21
REVIEW DATE: 30-Apr-22
MINUTE NUMBER: 10-2021/22(c)

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1. COMPLAINTS REGARDING COUNCILLORS

- 1.1. Pursuant to section 27 of the Localism Act 2011, Sandown Town Council ('the Council') has adopted a Code of Conduct to promote and maintain the high standards of behaviour by its Members and co-opted Members.
- 1.2. The code applies whenever they conduct the business of the Council including:
 - the business of the office to which they were elected or appointed; or
 - when they claim to act; or
 - give the impression of acting as a representative of the Council.
- 1.3. The Localism Act 2011 requires local authorities to establish arrangements to deal with allegations of breaches by councillors of the Members' Code of Conduct.
- 1.4. Therefore, any complaints against a member of Sandown Town Council are considered by the Monitoring Officer of the Isle of Wight Council.
- 1.5. Please click [on the link](#) or refer to the Isle of Wight Councils website for the [procedure for making a complaint against a councillor](#). If you would like a copy emailed or posted to you please contact the clerk.

2. INTRODUCTION

- 2.1. Sandown Town Council will do their utmost to settle complaints and satisfy any complaint made.
- 2.2. If a complaint is not settled by the Town Council, it cannot refer the complaint to any other body for settlement.
- 2.3. A complaint can however be referred to the Monitoring Officer, if the complainant considers that members of the council, while considering the complaint, breached the Member Code of Conduct.
- 2.4. The council will not tolerate abusive or bullying contacts.

3. PROCESS FOR MAKING A COMPLAINT.

3.1. Making a Complaint

- 3.1.1. Complaints in the first instance should be addressed to the clerk.
- 3.1.2. If the complainant prefers not to put the complaint to the Clerk, he or she shall be advised to put it to the Lead Member for Complaints.

3.2. Stage 1:

Oral Complaints

- 3.2.1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and they cannot satisfy the complainant fully, the complainant shall be asked to put the complaint in writing to the Clerk.

Written Complaints

- 3.2.2. On receipt of a written complaint the Clerk or Lead Member, shall try to settle the complaint directly with the complainant.
- 3.2.3. If the complaint is about the behaviour of the Clerk, they will be notified and given an opportunity for comment on the allegation and the intended method of dealing with and resolving the complaint.
- 3.2.4. If a written complaint is dealt with to the satisfaction of the complainant, it will be reported at the next council meeting.

3.3. Stage 2:

- 3.3.1. If a complaint cannot be settled to the satisfaction of the complainant, it shall be brought to the next meeting of the Council for decision.
- 3.3.2. The complainant will be advised on which date the complaint will be considered.
- 3.3.3. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public.
- 3.3.4. Any decision on a complaint shall be announced at the council meeting in public.
- 3.3.5. Council shall defer dealing with any written complaint only if:
 - (a) It is of the opinion that issues of law or practise arise on which advice is necessary; or
 - (b) Further evidence is required.
- 3.3.6. In such cases the complaint shall be dealt with at the next meeting after the advice has been received.
- 3.3.7. As soon as is reasonably possible after the decision has been made, the decision and any action to be taken shall be communicated in writing to the complainant.

4. VEXATIOUS (UNREASONABLE) COMPLAINTS AND BEHAVIOUR

4.1. Purpose of Policy in regard to Vexatious Complaints and Behaviour

- 4.1.1. This policy intends to:
 - (a) Assist in identifying and managing persons who are disruptive to the Council through pursuing an unreasonable course of conduct.
 - (b) Provide a mechanism for dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.
- 4.1.2. Habitual or vexatious questions and complainants can be problematic for council staff and councillors. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time.
- 4.1.3. There are situations when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 4.1.4. Examples of Contacts which might be considered unreasonable would include:
 - (a) Constant repetition of a query when reasonable answer has been given.

- (b) Ongoing questions of details when the substance of a matter is closed.
 - (c) Repeated questions in relation to a matter over which the town council has no authority.
 - (d) The council will not tolerate abusive or bullying contacts.
- 4.2. In some cases, complaints made either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious.
- 4.3. Terminology and Definitions relating to Vexatious Complaints.
- 4.3.1. In this policy the term habitual means 'done repeatedly or as a habit'.
 - 4.3.2. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.
 - 4.3.3. The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
 - 4.3.4. Sandown Town Council define unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.
 - 4.3.5. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
 - 4.3.6. For the purpose of this policy the following definition of habitual or vexatious complainants will be used:
The repeated and/or obsessive pursuit of:
 - (a) unreasonable complaints and/or unrealistic outcomes; and or
 - (b) reasonable complaints in an unreasonable manner.
 - 4.3.7. Examples include the way in which, or frequency with which, complainants raise their complaint with staff or how complainants respond when informed of the Council's decision about the complaint.
 - 4.3.8. Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):
 - (c) Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
 - (d) Refuse to specify the grounds of a complaint despite offers of assistance.
 - (e) Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
 - (f) Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.

- (g) Refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- (h) Insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (e.g., insisting that there must not be any written record of the complaint).
- (i) Make what appear to be groundless complaints about the staff dealing with the complaints and seek to have them dismissed or replaced.
- (j) Make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints.
- (k) Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes, telephone calls or emails).
- (l) Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language.
- (m) Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- (n) Introduce trivial or irrelevant new information whilst the complaint is being investigated and expects this to be taken into account and commented on.
- (o) Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- (p) Deny statements he or she made at an earlier stage in the complaint process.
- (q) Electronically record meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- (r) Adopts an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police or solicitors.
- (s) Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- (t) Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure.
- (u) Persistently approach the Council through different routes about the same issue.
- (v) Persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons.

(w) Refuse to accept documented evidence as factual.

(x) Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.

(y) Combine some or all of these features.

4.3.9. Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.

4.3.10. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it, this should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

4.4. Decision Making

4.4.1. Since vexatious complaints impact on council staff welfare and capacity, where complainants have been, and continue to be identified as potentially habitual or vexatious in accordance with the criteria set out in Section 3, officers will refer the matter to the Human Resources Committee for a decision on:

(a) Agreement to issue warning correspondence (Virtually).

(b) Agreement to treat the complainant as a habitual or vexatious complainant if behaviour persists (Meeting).

(c) Agreement regarding the appropriate course of action to be taken if behaviour continues (Meeting).

4.5. Vexatious Procedure – First Stage

4.5.1. Sandown Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.5.2. Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

4.5.3. The Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the council may take if they do not comply (the Warning).

4.5.4. If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted (second Warning).

4.6. Vexatious Procedure – Second Stage

4.6.1. If the disruptive behaviour continues a meeting of the Human Resource Committee will be called.

4.6.2. A decision will be made on:

(a) Treat the complainant as a habitual or vexatious due to behaviour persisting.

(b) Appropriate course of action to be taken.

4.6.3. Following a decision by the committee to declare the complainant as habitual or vexatious:

(a) The Clerk on behalf of the Town Council will notify complainants, in writing or by email, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

(b) The correspondence will include:

- Why the decision has been taken;
- What procedures have been put in place and;
- The duration of that action.

4.6.4. The Isle of Wight Council will also be informed that a constituent has been designated as a habitual or vexatious complainant.

4.6.5. The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

4.6.6. Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time that the restriction will be in place for.

4.6.7. In most cases restrictions will apply for between 3-6 months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

4.6.8. The fact that a complainant is judged to be unreasonably persistent or vexatious and details of any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

4.7. Vexatious Procedure – Further Actions

4.7.1. Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Complaints Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.7.2. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, eg the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

4.8. Restrictions

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include (the list is not exhaustive):

(a) Restricting the complainants contact with officers by telephone to through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf.

(b) Prohibiting the complainant from sending emails to individual and/or all Council Officers and insisting they only correspond through a nominated councillor, usually the Mayor.

- (c) Requiring contact to take place with one named member of staff only.
- (d) Requiring contact to take place through a single medium.
- (e) Restricting telephone calls to specified days and/or times and/or duration.
- (f) Requiring any personal contact to take place in the presence of an appropriate witness
- (g) Informing the complainant know that Sandown Town Council will not reply to, or acknowledge, any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.9. New complaints from complainants who are treated as abusive, vexatious or persistent

- 4.9.1. New complaints from people who have come under this policy will be treated on their merits. The Clerk and the Human Resources Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint.
- 4.9.2. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

4.10. Review

- 4.10.1. The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, and the Human Resources Committee after three months, and at the end of every subsequent three months within the period during which the policy is to apply.
- 4.10.2. The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

4.11. Record Keeping

- 4.11.1. The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:
 - (a) The name and address of each complainant considered abusive, vexatious or persistent.
 - (b) Detail of any warnings issued (date, if response received).
 - (c) The start and end date of any period of restriction
 - (d) The nature of the restriction.
 - (e) The date of the decision
 - (f) The date the complainant and Council were notified.

~~4.11.2. The Council will be provided with an annual report giving information about members of the public who have been treated as vexatious/persistent as per this policy.~~

4.12. Right of Appeal

- 4.12.1. A complainant declared Vexatious by the Human Resources Committee may appeal the decision by requesting the matter be brought to the next meeting of Full Council.
- 4.12.2. This request must be made via email or in writing.
- 4.12.3. The complainant will be notified of the date of the meeting.
- 4.12.4. The relevant documents will be circulated to all members.
- 4.12.5. A decision will be made at the start of the Agenda item if the matter will be debated or if Council supports the Committees decision without further discussion.
- 4.12.6. The complainant will be notified in writing of the outcome of the meeting.

DRAFT



Briefing Note

Title	Isle of Wight Boundary Review 2023
Date	24 June 2020
Prepared by	Town Clerk

1. BACKGROUND

- 1.1. The existing boundaries in England, Wales and Northern Ireland were implemented in 2010.
- 1.2. The legislation requires the UK Parliamentary constituency boundaries be reviewed periodically to take account of population changes. Reviews were started in 2011 and 2018 but were not implemented.
- 1.3. Following changes to legislation in 2020, there are 650 constituencies, 543 of which are currently allocated to England based on the electorate.
- 1.4. By law, there are strict parameters regarding the constituencies which are proposed, including the size of the electorates being within 5% of the electoral quota.
- 1.5. There are five island seats that are exempt from the 5% rule: and this includes the Isle of Wight, which has been allocated two seats, a change from the current single seat.
- 1.6. The process for the 2023 Boundary Review began in January 2021 and must be completed by 1 July 2023.

2. CONSULTATION:

- 2.1. Consultation plays a significant part in the process.

Initial Consultation

- 2.2. The initial consultation, which closes on **2 August 2021**, seeks to establish if respondents approve of, or object to the proposals.
- 2.3. Objectors should be accompanied by a viable counterproposal rather than a simple statement of objection.
- 2.4. There is a [tool](#) on the commissions website to support building an alternative plan.
- 2.5. Counterproposals should address any knock-on effects on the electorate figures of neighbouring constituencies.

Written representations.

- 2.6. Consider of all written representations must be made to it within a statutory eight-week period commencing with publication of the initial proposals.
- 2.7. Interested parties to contribute views through its consultation website.
- 2.8. IWALC encourage all member councils to review the proposals and comment accordingly.

3. PROPOSED NEW CONSTITUENCIES

- 3.1. The proposed constituencies, as far as possible, should have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change.
- 3.2. Local government wards as used as the building blocks for proposed constituencies, but proposals can split a ward where there is a strong case for doing so that helps us better respect the factors above. There is no proposal to split the Isle of Wight Wards.
- 3.3. Maps of the proposed constituencies can be found at Appendix 1.
- 3.4. Wards by proposed Constituency:

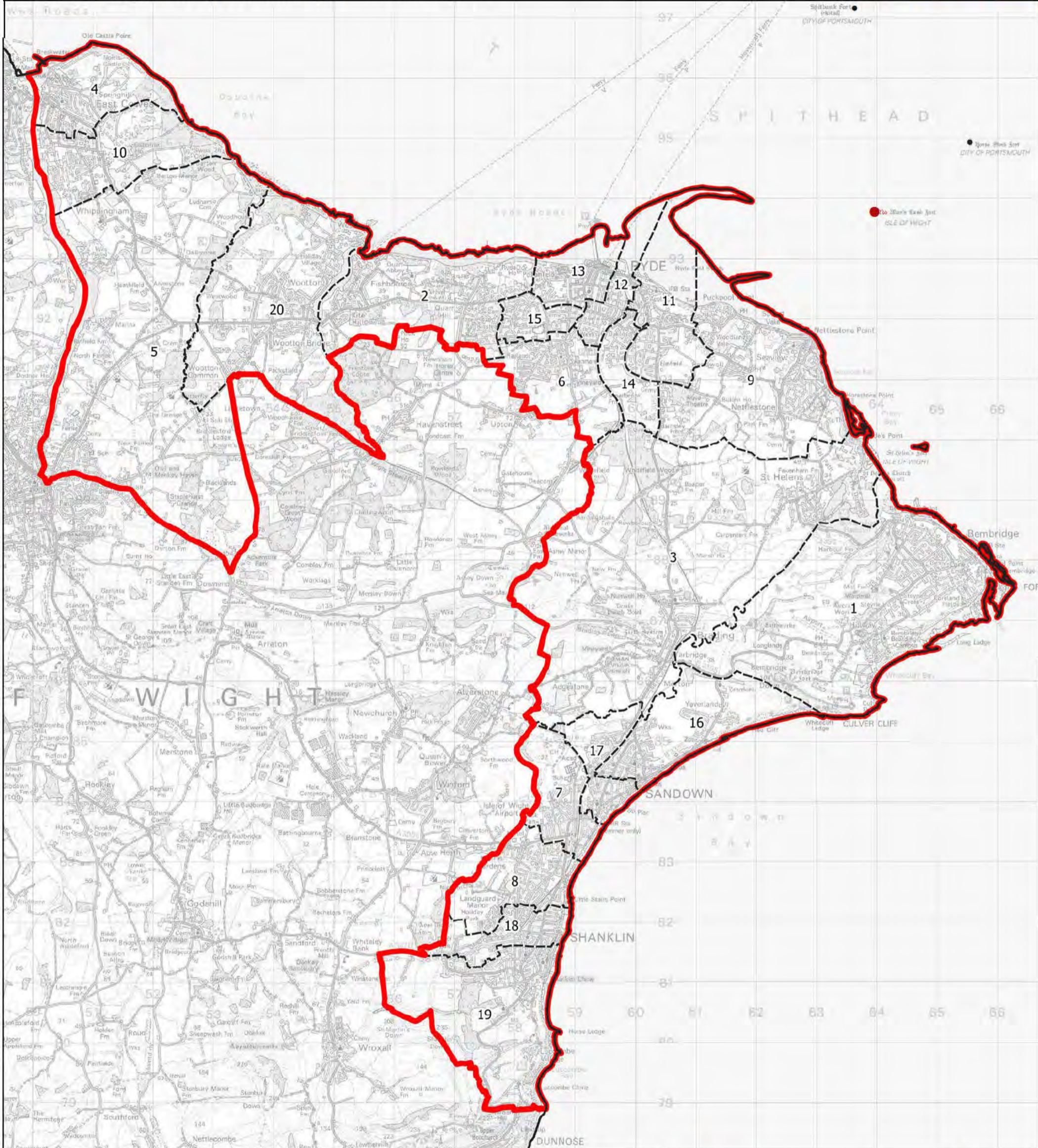
Wards in East Isle of Wight Constituency	Wards in West Isle of Wight Constituency
Bembridge Binstead & Fishbourne Brading & St Helens East Cowes Fairlee & Whippingham Haylands & Swanmore Lake North Lake South Nettlestone & Seaview Osborne Ryde Appley & Elmfield Ryde Monktonmead Ryde North West Ryde South East Ryde West Sandown North Sandown South Shanklin Central Shanklin South Wootton Bridge	Brighstone, Calbourne & Shalfleet Carisbrooke & Gunville Central Rural Chale, Niton & Shorwell Cowes Medina Cowes North Cowes South, Northwood, Cowes West & Gurnard Freshwater North & Yarmouth Freshwater South, Mountjoy & Shide Newchurch, Havenstreet & Ashe Newport Central Newport West Pan & Barton Parkhurst & Hunnyhill Totland & Colwell Ventnor & St Lawrence Wroxall, Lowtherville & Bonchurch

4. **OPTIONS**

- 4.1. The council, as a body, does not respond to the consultation.
- 4.2. The council responds to the consultation and supports the proposals.
- 4.3. The council objects to the proposal and draws up an alternative plan. To facilitate this:
 - Councillors will need to provide the clerk with the reasons for their objection.
 - The clerk or a lead member will need to draw up an alternative plan
 - There will need to be virtual agreement of the submission to accommodate the 2 August 2021 deadline, to be ratified at the September meeting of full council.

Boundary Commission for England - Initial Proposals for the South East Region

East Isle of Wight County Constituency - Electorate 57,004



Wards:

- | | | |
|-------------------------|---------------------------|---------------------|
| 1 Bembridge | 8 Lake South | 15 Ryde West |
| 2 Binstead & Fishbourne | 9 Nettlestone & Seaview | 16 Sandown North |
| 3 Brading & St Helens | 10 Osborne | 17 Sandown South |
| 4 East Cowes | 11 Ryde Appley & Elmfield | 18 Shanklin Central |
| 5 Fairlee & Whippingham | 12 Ryde Monktonmead | 19 Shanklin South |
| 6 Haylands & Swanmore | 13 Ryde North West | 20 Wootton Bridge |
| 7 Lake North | 14 Ryde South East | |

- Constituency
- Local Authorities
- Wards

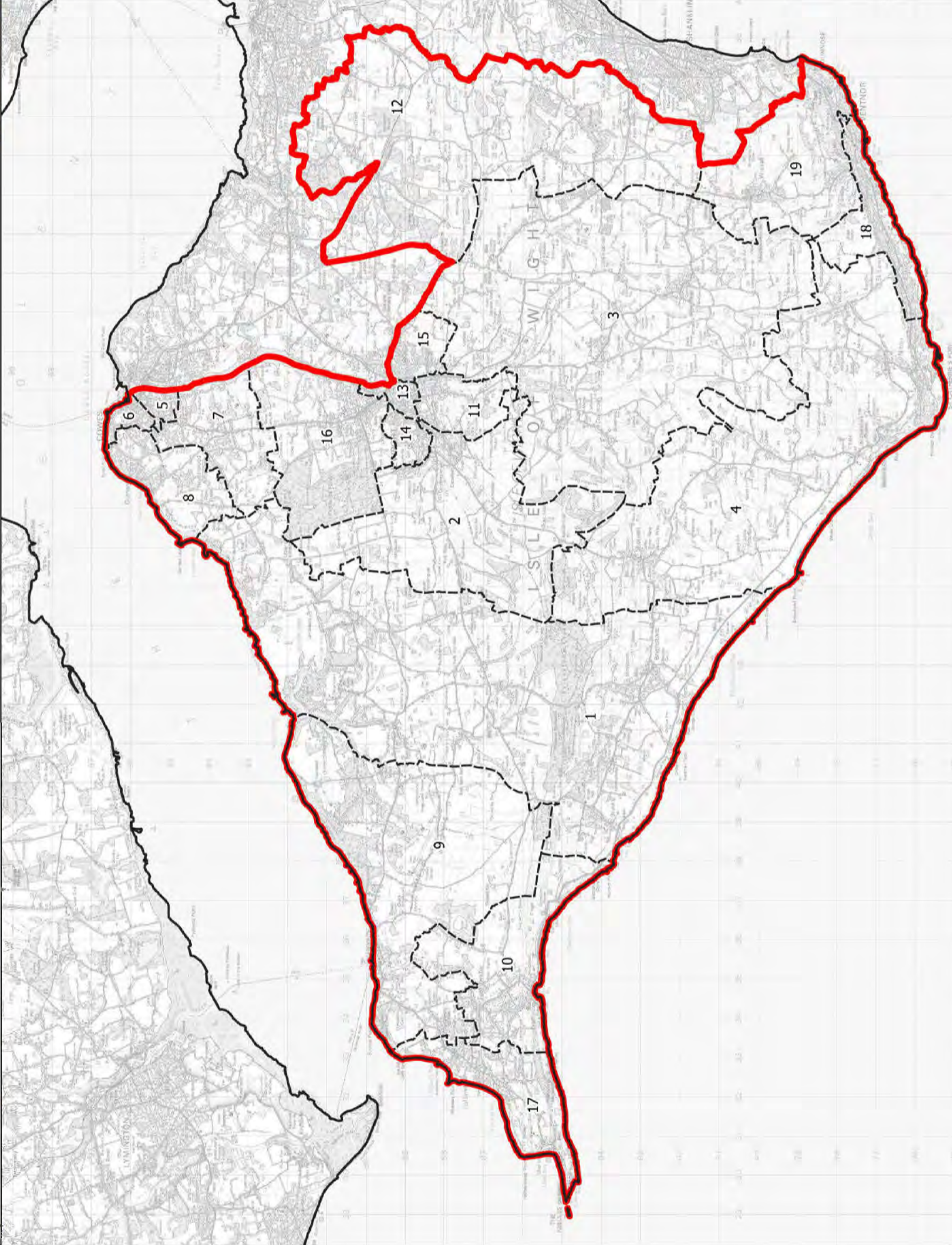
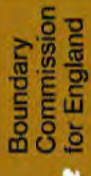


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East Isle of Wight County Constituency

Boundary Commission for England - Initial Proposals for the South East Region

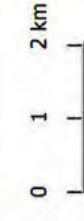
West Isle of Wight County Constituency - Electorate 54,712



Wards:

- 1 Brightstone, Calbourne & Shalfleet
- 2 Carisbrooke & Gunville
- 3 Central Rural
- 4 Chale, Niton & Shorwell
- 5 Cowes Medina
- 6 Cowes North
- 7 Cowes South & Northwood
- 8 Cowes West & Gurnard
- 9 Freshwater North & Yarmouth
- 10 Freshwater South
- 11 Mountjoy & Shide
- 12 Newchurch, Havenstreet & Ashley
- 13 Newport Central
- 14 Newport West
- 15 Pan & Barton
- 16 Parkhurst & Hunnyhill
- 17 Totland & Colwell
- 18 Ventnor & St Lawrence
- 19 Wroxall, Lowtherville & Bonchurch

- Constituency
- Local Authorities
- Wards



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Paper E - 28-2021/2022

STC Future Work Streams

<u>Work Stream</u>	<u>Project</u>	<u>Budget</u>	<u>Date /Timescale</u>	<u>Notes</u>
1. Events				
E1	War memorial commemoration	£1500 (less cost of renovation)	21/7/21	Draft Order of Service Project with school Work on memorial completed Green Towns initiative
E2	Thank you to Covid-19 Bay Support Volunteers	TBA	Autumn 2021	Work with partner agencies if project progresses
E3	Sandown Church Service	Administration Budget	25/7/21	Draft order of service Plaque
E4	Remembrance Day	£1700	14/11/12	At War Memorial Work with partner agencies
E5	Christmas Event	£1500	18/12/21	Library Project Carol Concert/Tree Lighting Church Service
2. Public Realm- split into Asset Management or Projects (TBC)				
2.1 Asset management				
	Public Toilets			
AM1-1	Eastern Gardens reprovision	£196420	Over winter 21/22	Danflo toilet pods in planning. Showers? Re-use of old toilet building? Accessible wheelchair location? Student Project
AM1-2	Yaverland	22/23 Budget	22/23	To be developed Green Towns Initiative On going maintenance

AM1-3	Pier Street	22/23 Budget	Ongoing	Engagement with developer / STC take over on completion?
AM2	Decorative Lighting	Agenda Item for budget	Summer 2021	Replacement on esplanade/ high street. Order needs placing ASAP
AM3	Beach	£10732 litter pick, plus Town Improvement allocation	Now - ongoing	Safety provision / Blue Flag, Revetment (cycling) Taking over whole beach under Localism Act ?
AM4	Broadway centre	£14,821	Ongoing	Development of site / car parking?
AM5	Playgrounds	£17,432 SJP £4,700 skatepark	Ongoing	Equipment replacement enhancement / Junior Skate park?
AM6	CCTV	Reserves	Asap	Protection of assets / toilets / playground
2.2 Projects (Public Realm contd)				
P1	Open Spaces – Los Altos, Ferncliffe Gardens, Browns Site	£0 (£4,060 for Los Altos- Not STC budget)	Unplanned	What do we want to do to improve these spaces (Browns – engage with IOW Council over future)
P2	High Street	Possible Grant application	Unplanned	Can we / how do we work with businesses to support High Street regeneration
P3	Public Transport	£0	Unplanned	Work with stakeholders to make Sandown a joined up public transport accessible location

P4	Arts	Possible Grant Application		Performance space? Sculptures /heritage trail / art installations
P5	Public WIFI	£0		High Street / Esplanade?

3. Engagement & Communication

EC1	Digital (website, Social media)		Ongoing	
EC2	Sandown Chronicle	£1821	Ongoing	Current heritage project in hand
EC3	Annual Budget consultation		Winter each year	
EC4	Working with Bay area town / parish councils		Ongoing	

Cashed as of 31 April 2021		Supplier			Balance Carried Forward		Total	
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Net	Total
30	06/05/2021		External Audit 2018/2019	PFK Littlejohn	1300.00	260.00	1300.00	20,586.55
35	04/05/2021		Business Rates	Isle of Wight Council	424.00	0.00	424.00	1,560.00
36	06/05/2021		Payroll	Community Action Isle of Wight	31.00	0.00	31.00	424.00
37	06/05/2021		Salaries	Community Action Isle of Wight	5,039.02	0.00	5,039.02	31.00
38	06/05/2021		Pension	Community Action Isle of Wight	759.27	0.00	759.27	5,039.02
39	06/05/2021		HMRC PAYE	Community Action Isle of Wight	1,926.10	0.00	1,926.10	759.27
40	06/05/2021		Water	Business Stream	11.94	0.00	11.94	1,926.10
41	06/05/2021		Defibrillator	Isle of Wight NHS Trust (Receivables)	1291.67	258.33	1291.67	11.94
42	06/05/2021		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00	1,550.00
43	06/05/2021		Music License	PRS/PPL Music Licence	487.90	97.58	487.90	80.00
44	04/05/2021		Cleaning	Island Cleaning Solutions	879.20	175.84	879.20	487.90
45	04/05/2021		Litter Picking	Island Cleaning Solutions	220.00	44.00	220.00	879.20
46	10/05/2021		Business Rates (St Johns)	Isle of Wight Council	120.00	0.00	120.00	220.00
47	10/05/2021		Business Rates (Eastern Gardens)	Isle of Wight Council	394.00	0.00	394.00	120.00
49	13/05/2021		War Memorial Cleaning	WightStream External Cleaning	579.00	115.80	579.00	394.00
50	13/05/2021		Security	Vectis Group Security	240.00	48.00	240.00	579.00
51	13/05/2021		Accounting Software	Scribe	950.00	190.00	950.00	240.00
52	13/05/2021		Stationary	Beardsalls	55.83	11.17	55.83	950.00
53	13/05/2021		Toilets - Repairs	Focus Plumbing and Heating	55.00	11.00	55.00	55.83
54	20/05/2021		Stationary	Beardsalls	4.00	0.80	4.00	55.00
55	20/05/2021		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00	4.00
56	20/05/2021		Legionella Testing	WSM Associates	620.00	124.00	620.00	80.00
57	17/05/2021		Electricity St Johns	Corona Energy Retail 4 Ltd	26.76	1.34	26.76	620.00
58	17/05/2021		Electricity	Corona Energy Retail 4 Ltd	79.48	3.97	79.48	26.76
59	17/05/2021		Electricity - Eastern Gardens	Corona Energy Retail 4 Ltd	46.32	2.32	46.32	79.48
60	17/05/2021		Electricity - Yaverland	Corona Energy Retail 4 Ltd	36.89	1.84	36.89	46.32
61	24/05/2021		IWALC 2021-2022 Subs	IWALC	755.77	0.00	755.77	36.89
62	24/05/2021		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00	755.77
63	24/05/2021		Photocopier	Ricoh	106.27	21.25	106.27	80.00
64	24/05/2021		Cleaning Materials	Lake Cleaning & Catering Supplies	38.16	7.63	38.16	106.27
65	24/05/2021		Waste Collection (Wheele Bins)	Biffa Waste Services Ltd	105.00	21.00	105.00	38.16
66	24/05/2021		PAT Test Recalibration	Parker Bell	64.50	12.90	64.50	105.00
67	24/05/2021		Window Cleaning	Crystal Clear Windows	15.00	0.00	15.00	64.50
68	27/05/2021		Grass Cutting (Los Altos)	John O'Conner	360.00	72.00	360.00	15.00
69	27/05/2021		Grass Cutting (Los Altos)	John O'Conner	360.00	72.00	360.00	360.00
70	27/05/2021		Email Hosting	Vision ICT	126.00	25.20	126.00	360.00
71	28/05/2021		Broadband and Telephone	Wightfibre	51.26	10.25	51.26	126.00
72	28/05/2021		Gas	Total Gas and Power Ltd	190.22	9.51	190.22	51.26
								199.73
					End Balance		19,587.29	19,587.29
								40,173.84

Signed _____ Date _____
 Signed _____ Date _____

Cashed as of 31 April 2021		Supplier		Description		Balance Carried Forward		Total	
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Net	VAT	Total
48	01/06/2021		Isle of Wight Council	Business Rates	424.00	0.00	424.00	0.00	424.00
73	02/06/2021		Isle of Wight Council	Business Rates Refund (toilets)	-4732.20	0.00	-4732.20	0.00	-4,732.20
74	07/06/2021		PFK Littlejohn	External Audit 2019/2020	1,000.00	200.00	1,200.00	200.00	1,200.00
75	07/06/2021		Garden Tidy	Grass Cutting (SIP)	80.00	0.00	80.00	0.00	80.00
76	07/06/2021		Garden Tidy	Grass Cutting (SIP)	80.00	0.00	80.00	0.00	80.00
77	07/06/2021		Lake Cleaning & Catering Supplies	Cleaning Materials	27.44	5.49	32.93	5.49	32.93
78	08/06/2021		Zurich Municipal	Insurance	5443.27	0.00	5443.27	0.00	5,443.27
79	07/06/2021		Zurich Municipal	Insurance -Laptops	89.05	0.00	89.05	0.00	89.05
80	07/06/2021		Zurich Municipal	Insurance - Wheel Chair and War Memorial	75.82	0.00	75.82	0.00	75.82
81	07/06/2021		PWLB	Loan Repayment	4963.24	0.00	4963.24	0.00	4,963.24
82	07/06/2021		Danfo (UK) Ltd	Toilet Roll/Soap Dispenser	50.93	10.19	61.12	10.19	61.12
83	07/06/2021		Danfo (UK) Ltd	Cleaning	1,600.00	320.00	1,920.00	320.00	1,920.00
84	07/06/2021		Danfo (UK) Ltd	Toilet Roll/Soap Dispenser	276.18	55.24	331.42	55.24	331.42
85	07/06/2021		RoSPA Play Safety	Playground Inspections	233.50	46.70	280.20	46.70	280.20
86	07/06/2021		Community Action Isle of Wight	Payroll	31.00	0.00	31.00	0.00	31.00
87	07/06/2021		Community Action Isle of Wight	Salaries	5044.42	0.00	5044.42	0.00	5,044.42
88	07/06/2021		Community Action Isle of Wight	Pension	759.27	0.00	759.27	0.00	759.27
89	07/06/2021		Community Action Isle of Wight	HMRC PAYE	1920.70	0.00	1,920.70	0.00	1,920.70
90	07/06/2021		Garreth Hughes	Audit	250.00	0.00	250.00	0.00	250.00
91	16/06/2021		Corona Energy Retail 4 Ltd	Electricity St Johns	25.65	1.28	26.93	1.28	26.93
92	16/06/2021		Corona Energy Retail 4 Ltd	Electricity	75.05	3.75	78.80	3.75	78.80
93	16/06/2021		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens	43.97	2.20	46.17	2.20	46.17
94	16/06/2021		Corona Energy Retail 4 Ltd	Electricity - Yaverland	35.09	1.75	36.84	1.75	36.84
95	17/06/2021		Sandown Historical Society	Chronicles (WorkStations)	407.35	0.00	407.35	0.00	407.35
96	17/06/2021		Isle of Wight Council	Contribution to Buoys in the Bay	5571.72	0.00	5571.72	0.00	5,571.72
97	17/06/2021		Vectis Group Security	Security	248.00	49.60	297.60	49.60	297.60
98	17/06/2021		Garden Tidy	Grass Cutting (SIP)	115.00	0.00	115.00	0.00	115.00
99	17/06/2021		Beardsalls	Stationary	26.68	5.34	32.02	5.34	32.02
100	17/06/2021		Jewson	Paint and brushes/Shingle	72.42	14.48	86.90	14.48	86.90
101	17/06/2021		Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)	105.00	21.00	126.00	21.00	126.00
102	17/06/2021		Lake Cleaning & Catering Supplies	Cleaning Materials	49.25	9.85	59.10	9.85	59.10
103	19/06/2021		Flying Colour Flagmakers	Flag	91.65	18.33	109.98	18.33	109.98
104	19/06/2021		Waterside Community Trust	Beach Safety Service	14900.00	0.00	14,900.00	0.00	14,900.00
105	24/06/2021		Waterside Community Trust	Beach Safety Equipment	1536.39	0.00	1,536.39	0.00	1,536.39
106	24/06/2021		Waterside Community Trust	Beach Safety Equipment	1630.64	0.00	1,630.64	0.00	1,630.64
107	24/06/2021		Waterside Community Trust	Life Guard Training Contribution	1000.00	0.00	1,000.00	0.00	1,000.00
108	24/06/2021		Waterside Community Trust	Beach Safety Equipment	402.65	0.00	402.65	0.00	402.65
109	24/06/2021		Waterside Community Trust	Beach Safety Equipment	247.50	0.00	247.50	0.00	247.50
110	24/06/2021		Jewson	Patio Materials	149.04	29.81	178.85	29.81	178.85
111	30/06/2021		Wightfibre	Broadband and Telephone	49.72	9.94	59.66	9.94	59.66
					End Balance		45,204.34		45,204.34
							85,378.18		85,378.18

Signed _____
Date _____

SANDOWN TOWN COUNCIL**Paper H - 29-2021/22(6)**

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2021		
	Cash in Hand 01/04/2021		518,454.33
	ADD Receipts 01/04/2021 - 31/05/2021		342,693.97
	SUBTRACT Payments 01/04/2021 - 31/05/2021		861,148.30
			40,173.84
A	Cash in Hand 31/05/2021 (per Cash Book)		820,974.46
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2021	2.41	
	2 - Treasurers Account 30-97-42 1 31/05/2021	0.00	
	5 - Business Bank Instant 30-97-4: 31/05/2021	0.10	
	3 - Reserves 30-97-42 24097868 31/05/2021	233,000.00	
	4 - Business Bank Instant 30-97-4 31/05/2021	80,000.00	
	1 - Treasurers Account 30-97-42 0 31/05/2021	507,971.95	
			820,974.46
	Less unrepresented payments		0.00
			820,974.46
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		820,974.46
	A = B Checks out OK		

SANDOWN TOWN COUNCIL

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		518,454.33
	ADD Receipts 01/04/2021 - 30/06/2021		343,730.43
	SUBTRACT Payments 01/04/2021 - 30/06/2021		862,184.76
			85,378.18
A	Cash in Hand 30/06/2021 (per Cash Book)		776,806.58
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	2.41	
	2 - Treasurers Account 30-97-42 1 30/06/2021	0.00	
	5 - Business Bank Instant 30-97-4: 30/06/2021	0.10	
	3 - Reserves 30-97-42 24097868 30/06/2021	233,000.00	
	4 - Business Bank Instant 30-97-4 30/06/2021	80,000.00	
	1 - Treasurers Account 30-97-42 0 30/06/2021	463,804.07	
			776,806.58
	Less unrepresented payments		0.00
			776,806.58
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		776,806.58
	A = B Checks out OK		

SANDOWN TOWN COUNCIL Paper I - 29-2021/22(7)

Net Position by Cost Centre and Code

Cost Centre Name

ADMINISTRATION		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Public Works Loan Board	0.00	0.00	0.00	34,803.00	4,963.24	29,839.76
2	Audit	0.00	0.00	0.00	1,850.00	7,792.20	-5,942.20
3	County Association Dues	0.00	0.00	0.00	1,100.00	755.77	344.23
4	ICO	0.00	0.00	0.00	35.00	0.00	35.00
5	Broadband & Phone	0.00	0.00	0.00	930.00	155.81	774.19
6	Postage	0.00	0.00	0.00	102.00	0.00	102.00
7	Stationery	0.00	0.00	0.00	765.00	188.77	576.23
8	Photocopier	0.00	0.00	0.00	468.00	106.27	361.73
9	ICT	0.00	0.00	0.00	3,870.00	1,076.00	2,794.00
10	Insurance (All Assests)	0.00	0.00	0.00	5,390.00	6,364.91	-974.91
11	Professional fees	0.00	0.00	1,575.00	1,075.00	343.00	2,307.00
78	Bank Interest	0.00	0.00	2.68	0.00	0.00	2.68
79	VAT Refunded	0.00	0.00	0.00	0.00	0.00	0.00
85	Mayors Board	0.00	0.00	0.00	35.00	0.00	35.00
86	Office Equipment	0.00	0.00	0.00	80.00	0.00	80.00
		£0.00	0.00	£1,577.68	50,503.00	£21,745.97	30,334.71

ADVERTS & PUBLICITY		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
13	Chronicle	0.00	0.00	0.00	1,821.00	849.92	971.08
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	0.00	0.00	0.00
		£0.00	0.00	£0.00	1,821.00	£849.92	971.08

BEACH		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
16	Beach Cleaning (Litter)	0.00	0.00	0.00	10,732.00	0.00	10,732.00
		£0.00	0.00	£0.00	10,732.00	£0.00	10,732.00

BROADWAY CENTRE		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	Business Rates	0.00	0.00	15.00	4,284.00	1,273.50	3,025.50
20	Water	0.00	0.00	0.00	567.00	11.94	555.06
21	Licences	0.00	0.00	0.00	317.00	487.90	-170.90
22	Electricity	0.00	0.00	0.00	1,492.00	255.52	1,236.48
23	Gas	0.00	0.00	0.00	2,000.00	190.22	1,809.78
24	Alarms/CCTV	0.00	0.00	0.00	1,100.00	0.00	1,100.00
26	Waste	0.00	0.00	0.00	1,746.00	341.25	1,404.75
27	Cleaning materials	0.00	0.00	0.00	0.00	158.38	-158.38
28	Furniture and Fittings	0.00	0.00	0.00	500.00	0.00	500.00
29	Repair and Maintenance	0.00	0.00	0.00	762.00	120.00	642.00
30	Landscape	0.00	0.00	0.00	1,000.00	173.66	826.34
31	Signage	0.00	0.00	0.00	102.00	0.00	102.00
32	Service	0.00	0.00	0.00	951.00	254.60	696.40
77	Room Hire	0.00	0.00	1,425.17	0.00	0.00	1,425.17
84	Covid-19 Business Support Grants	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£1,440.17	14,821.00	£3,266.97	12,994.20

CIVIC		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
34	Remembrance Events	0.00	0.00	0.00	1,700.00	81.70	1,618.30
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
87	War Memorial (Esplanade)	0.00	0.00	0.00	1,500.00	670.65	829.35
88	War Memorial (Animal)	0.00	0.00	0.00	250.00	0.00	250.00
		£0.00	0.00	£0.00	5,200.00	£752.35	4,447.65

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name**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	2,000.00	3,150.00	-1,150.00
39	Green Towns	0.00	0.00	0.00	2,000.00	0.00	2,000.00
89	Schools	0.00	0.00	0.00	1,000.00	0.00	1,000.00
		£0.00	0.00	£0.00	11,000.00	£3,150.00	7,850.00

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

ISLE OF WIGHT COUNCIL PRECEPT

<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	Precept/Grant	0.00	334,366.70	335,212.00	0.00	0.00	845.30
		£0.00	334,366.70	£335,212.00	0.00	£0.00	845.30

LOS ALTOS

<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	720.00	5,280.00
		£0.00	0.00	£0.00	6,000.00	£720.00	5,280.00

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>
46	Defibrator Pads	0.00	0.00	0.00	200.00	0.00	200.00
		£0.00	0.00	£0.00	200.00	£0.00	200.00

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>
51	Inspections	0.00	0.00	0.00	1,000.00	233.50	766.50
52	Maintenance and Repair (Sandham)	0.00	0.00	0.00	10,000.00	0.00	10,000.00
53	All Playground Repair	0.00	0.00	0.00	0.00	0.00	0.00
55	Kerbing	0.00	0.00	0.00	2,500.00	0.00	2,500.00
81	Grounds Maintenance (Sandham)	0.00	0.00	0.00	5,872.00	80.00	5,792.00
83	Sandham Gardens - Lease	0.00	0.00	2,500.00	0.00	0.00	2,500.00
91	Signage (Sandham)	0.00	0.00	0.00	250.00	0.00	250.00
		£0.00	0.00	£2,500.00	19,622.00	£313.50	21,808.50

SANDHAM GARDENS (SJP)

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
50	Playground Renewal Fund	0.00	0.00	0.00	10,000.00	0.00	10,000.00
54	Litter Picking	0.00	0.00	0.00	5,603.00	220.00	5,383.00
92	Grounds Maintenance (SJP)	0.00	0.00	0.00	1,829.00	635.00	1,194.00
		£0.00	0.00	£0.00	17,432.00	£855.00	16,577.00

SANDHAM GARDENS (SKATE PARK)

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name

48 Skatepark (General)	0.00	0.00	0.00	3,000.00	0.00	3,000.00
49 Maintenance and Repair (Skate Park)	0.00	0.00	0.00	1,000.00	0.00	1,000.00
93 Competition (Skate Park)	0.00	0.00	0.00	700.00	0.00	700.00
	£0.00	0.00	£0.00	4,700.00	£0.00	4,700.00

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>
57	Revetment Lighting	0.00	0.00	0.00	400.00	0.00	400.00
59	Town Improvement Fund	18,271.00	0.00	750.00	20,000.00	26,913.90	12,107.10
60	Hanging Baskets	0.00	0.00	0.00	6,871.00	0.00	6,871.00
75	Seaside Awards (Town Improvement)	0.00	0.00	0.00	0.00	799.00	-799.00
82	Grounds Maintenance (Ferncliff)	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£18,271.00	0.00	£750.00	29,271.00	£27,712.90	20,579.10

STAFF

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
61	Salaries/HMRC/ Pensions	0.00	0.00	0.00	109,221.00	23,173.17	86,047.83
62	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
63	Expenses (Inc Travel)	0.00	0.00	0.00	0.00	0.00	0.00
64	Professional subscriptions	0.00	0.00	0.00	247.00	0.00	247.00
65	Locum Clerk	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	110,468.00	£23,173.17	87,294.83

TOILETS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
66	Business Rates	0.00	0.00	0.00	5,243.00	-3,704.50	8,947.50
67	Electricity	0.00	0.00	0.00	1,372.00	285.52	1,086.48
68	Water	0.00	0.00	0.00	8,717.00	0.00	8,717.00
69	Cleaning & Security	0.00	0.00	0.00	32,625.00	3,047.20	29,577.80
70	Wallgate & Inspection	0.00	0.00	0.00	1,568.00	620.00	948.00
71	Repair and Maintenance	0.00	0.00	0.00	3,075.00	758.33	2,316.67
72	Solar/Turbine	0.00	0.00	0.00	200.00	225.00	-25.00
73	Refurbishment	0.00	0.00	0.00	196,420.00	0.00	196,420.00
94	Waste (Toilets)	0.00	0.00	0.00	668.00	0.00	668.00
		£0.00	0.00	£0.00	249,888.00	£1,231.55	248,656.45

NET TOTAL

£18,271.00	334,366.70	£341,479.85	538,158.00	£83,771.33	479,770.82
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Estimated cost of Lighting	30,000.00
Remaining Town Improvement Budget	12,107.10
Hanging Baskets	6,871.00
Toilets - Business Refund	5,243.00
Toilets - Budget	8,947.50
Proposed Virement	21,061.50
Revised available budget	33,168.60



SANDOWN TOWN COUNCIL

Grant Application Form

Please complete this form as clearly as possible. You may continue onto additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission.

Applicant Details

1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

Suicide Prevention & Intervention IOW

2. Name of Contact

This should be the main contact in respect of this application.

Sarah Adams

3. Address

This should be the address of the organisation or the main address for correspondence.

Suicide Prevention & Intervention IOW (SPIIOW)
12, Unit B1 White Cross Business Centre
Whitecross Lane
Shanklin
Isle of Wight

4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: (01983) 897331
Mobile:
Email: hello@spiow.org

5. Club/Organisation Description

Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence.

Our team are active in Suicide Prevention – with a fully trained and very skilled Intervention team. Our teams cover some 380 square miles of the Island across varied terrain that includes rural land, forest, cliff & water based areas along with some very steep ground. This means members must be prepared to tackle areas far different to the normal day. SPIIOW is actively involved in suicide prevention as we see first-hand the devastation that it causes to families, friends and our community.

6. Link to the Sandown Community

Briefly explain how your organisation is linked to Sandown and supports its Community

Our team have carried out a number of suicide prevention in the bay area both in a cliff and water based actions.

7. Membership Total Membership:

Total Membership	18 Adults	0	Children
Sandown Residents Membership	6 Adults	0	Children

8. Registered charity

If yes, charity registration No: 1190182

9. VAT registered

If yes, VAT registration No: N/A

Grant Details

10. Description

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

We are seeking funds to help kit out new team members with Personal Protective Equipment to enable them to carry out their duties safely and in line with Health & Safety requirements.

14. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

To date we have secured the 50% of the funds required to obtain the items required

15. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

N/A

Additional Information

16. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

This PPE equipment is required for the team members to undertake their roles in this community. Having team members based in the local community gives a quicker response to people who are in a crisis in the public domain.

SPIIOW are the only trained and skilled front line team who operate across the Island.

17. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation's constitution or set of rules
- A copy of your bank statement and recent accounts
- A copy of any quotations as specified in section 13.

Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed 

Date of Application 20/1/21

Name (in capitals) SARAH ADAMS

Position in Club/Organisation Sandown

Please return completed forms to:

clerks@sandowntowncouncil.gov.uk

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1 Broadway
SANDOWN
Isle of Wight PO36 9GG

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FINANCIAL STATEMENTS

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

Consolidated statement of financial activities for the year ended 31 March 2020

		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		31.03.20	31.03.20	31.03.20	31.03.19	31.03.19	31.03.19
	Notes	£000	£000	£000	£000	£000	£000
Income from:							
Charitable activities	2.1	25,349	11,488	36,837	23,899	11,467	35,366
Donation and legacies	2.2	52	180	232	544	45	589
Other trading activities	2.3	281	159	440	292	135	427
Investments	2.4	23	-	23	26	-	26
Other income	2.5	85	-	85	335	1	336
Total income		25,790	11,827	37,617	25,096	11,648	36,744
Expenditure on:							
Raising funds	3.1	184	-	184	188	18	206
Charitable activities	3.2						
Service delivery		25,288	11,827	37,115	23,438	12,211	35,649
Victims' voice		510	-	510	375	-	375
Restructuring and development		1	-	1	23	-	23
Total charitable expenditure		25,799	11,827	37,626	23,836	12,211	36,047
Total expenditure before gains and losses on investments		25,983	11,827	37,810	24,024	12,229	36,253
Net gains/(losses) on investments		-	-	-	153	-	153
Net (expenditure)/income		(193)	-	(193)	1,225	(581)	644
Transfer between funds	16	(2)	2	-	6	(6)	-
Net movement in funds in the year		(195)	2	(193)	1,231	(587)	644
Reconciliation of funds							
Total funds brought forward on 1 April		6,289	2,111	8,400	5,058	2,698	7,756
Total funds carried forward as at 31 March		6,094	2,113	8,207	6,289	2,111	8,400

BALANCE SHEET

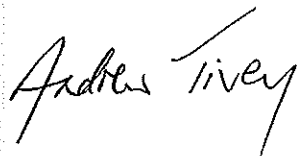
Balance sheet as at 31 March 2020

	Notes	Consolidated		Charity (2158780)	
		31.03.20 £000	31.03.19 £000	31.03.20 £000	31.03.19 £000
Tangible fixed assets					
Property, plant and equipment	8	1,070	1,639	1,070	1,639
Investments in subsidiaries	10.1	-	-	10	10
Total fixed assets		1,070	1,639	1,080	1,649
Current assets					
Debtors and prepayments	11	5,040	4,365	5,033	4,353
Cash at bank and in hand		5,877	6,638	5,866	6,634
Total current assets		10,917	11,003	10,899	10,987
Creditors					
Amounts falling due within one year	12	(3,377)	(3,850)	(3,367)	(3,843)
Net current assets		7,540	7,153	7,531	7,144
Provision for liabilities	14	(403)	(392)	(403)	(392)
Net assets		8,207	8,400	8,208	8,401
Funds					
Unrestricted funds	16	6,094	6,289	6,094	6,290
Restricted funds	16	2,113	2,111	2,114	2,111
Total share capital and funds		8,207	8,400	8,208	8,401

The deficit for the year of the parent charity was £193,000 (2018-19: surplus £649,000).

The notes on pages 44 to 53 form part of these financial statements.

The financial statements were approved by the Board on 4 September 2020 and were signed on its behalf by:



Andrew Tivey
Chair



Kathryn Adkins
Treasurer

CONSOLIDATED CASH FLOW STATEMENT

Consolidated cash flow statement for the year ended 31 March 2020

	Notes	31.03.20 £000	31.03.19 £000
Net cash (outflow)/inflow from operating activities	a	(784)	2,225
Cash flows from investing activities: interest received	b	23	26
Capital expenditure and financial investment	c	-	2,431
(Decrease)/increase in cash in the reporting period		(761)	4,682
Reconciliation of net cash flow to movement in net cash			
(Decrease)/Increase in cash in the reporting period		(761)	4,682
Net cash at 1 April		6,638	1,956
Net cash at 31 March		5,877	6,638

The notes on pages 44 to 53 form part of these financial statements.

Notes to the statement of cash flows for the year ended 31 March 2020

a. Reconciliation of cash flows from operating activities to net incoming resources

	31.03.20 £000	31.03.19 £000
Net (expenditure)/income for the reporting period	(193)	644
Adjustments for:		
Depreciation charges	569	659
Gains on investments	-	(153)
Interest received	(23)	(15)
Dividends received	-	(11)
(Increase)/decrease in debtors	(675)	753
(Decrease)/increase in creditors and provisions	(462)	348
Net cash used in operating activities	(784)	2,225

b. Analysis of cash flows as shown on the cash flow statement

Returns on investments and servicing of finance

Interest received	(23)	(15)
Dividends received	-	(11)
Net cash inflow for returns on investment and servicing of finance	(23)	(26)

c. Capital expenditure and financial investment

Purchase of tangible fixed assets	-	247
Sale of fixed asset investment	-	2,184
Net cash inflow for capital expenditure and financial investment	-	2,431

	01.04.19 £000	Movement £000	31.03.20 £000
Net cash			
Cash at bank and in hand	6,638	(761)	5,877

The notes on pages 44 to 53 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

Notes to the financial statements

The charity is a private limited company (registered number 2158780) which is incorporated and domiciled in the UK and is a public benefit entity. The address of the registered office is 1 Bridge Street, Derby DE1 3HZ.

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards including the charities SORP, FRS102 ('Accounting and Reporting by Charities') published in 2015 and the Companies Act 2006. VS meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the accounting policy note.

No separate statement of financial activities (SOFA) has been presented as permitted by section 408 of the Companies Act 2006. The charity has taken advantage of the exemptions available in FRS102 from the requirements to present a charity-only cash flow statement and certain disclosures about the charity's financial instruments.

Group financial statements

The group financial statements consolidate the financial statements of VS and its subsidiary undertakings, namely Victims Support Limited (registration number 02609147) and VS trading (Cornwall) Limited (registration number 04631310), on a line by line basis.

Going concern

The Board of Trustees has a reasonable expectation that there are adequate resources to continue in operational existence for the foreseeable future.

The Trustees' Annual Report (page 11) discusses the matters that were considered in reaching that conclusion, specifically the value of the firm order book, the cash and working capital position, reserves and bid activity.

The Trustees specifically considered the impact of the Covid-19 pandemic on its current and future operations and concluded that it does not represent a material threat to the Charity's going concern status.

Accordingly, the financial statements have been prepared on the basis that the charity is a going concern.

Significant judgements and estimates

The key sources of uncertainty in our estimations that have a significant effect on the amounts recognised in the financial statements are described in the accounting policies and summarised below:

Dilapidation provision – the charity has provided for its possible liability in relation to its leasehold property, which has been estimated as disclosed in note 14.

Income recognition

All income is included in the SOFA when the charity is legally entitled to the income, receipt is probable and the amount can be classified with reasonable accuracy.

Donations and gifts are included in the SOFA when receivable. Income from donated services and goods in kind is recognised as income where the provider has incurred a financial cost and the benefit to the charity is quantifiable.

No amounts are included in the accounts for services donated by volunteers.

Legacy income is included in the accounts when the charity has entitlement, receipt is probable and can be measured.

Grants are recognised in full in the SOFA in the year in which they are receivable unless the grant agreement specifies that the grant is to be used in a future accounting period in which case the income is deferred. For performance-related grants, income is recognised using the proportion of costs incurred for the work performed to date in comparison to the forecast total costs to completion method.

Revenue from contracts is recognised to the extent that the activity stipulated in the agreement has been completed. This is generally equivalent to the related expenditure incurred in the period and associated overhead costs. Cash received in advance of the revenue being earned is shown as deferred income.

Income from the sale of goods or services is the amount derived from ordinary activities. Income is recognised net of VAT where applicable. Donated goods for resale in the charity shop are shown as income when the sale takes place.

Expenditure

Resources expended are included on an accruals basis and are recognised when there is a legal or constructive obligation to pay. Expenditure is stated net of recoverable VAT where applicable but includes any irrecoverable VAT.

Direct charitable expenditure consists of direct, shared and indirect costs associated with the main activities of the organisation. This includes approved grants and support costs.

Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional. Conditional grants are recognised as expenditure when the conditions are fulfilled. If the conditions have not been met at the year-end, the grants are noted as a commitment but not shown as expenditure.

Expenditure on raising funds consists of direct, shared and indirect costs associated with the income-generating activities of the organisation.

Fixed assets

Items of equipment are capitalised where the purchase price exceeds £5,000. Depreciation costs are allocated to activities on the basis of use. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life: for software and IT infrastructure and fixtures and fittings, this is five years. Leasehold improvements are depreciated over the term of the lease.

Funds

Restricted funds are to be used for the purposes specified by the donor. Relevant expenditure is chargeable to the fund together with a fair allocation of management and support costs where this is allowed by the donor. Locally generated income is normally treated as restricted income as it will be used in the location of the donor; for example, grants donated by local authorities and other statutory bodies will be used to provide services within the boundaries of the local authority.

Unrestricted funds are available for the general object of the charity.

Pensions

VS operates a defined contribution pension scheme. The assets of the scheme are held separately from those of VS in an independently administered fund. The pension cost charge represents contributions payable by VS, which has no other liability under the scheme.

Operating leases

Rentals payable under operating leases, where substantially all the risk and rewards of ownership remain with the lessor, are charged to the SOFA on a straight-line basis over the lease duration.

Investments

Investments in subsidiaries are stated at cost less any impairment.

The SOFA includes gains and losses arising on revaluations and disposals throughout the year.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. Income

	31.03.20			31.03.19		
	Unrestricted £000	Restricted £000	Total £000	Unrestricted £000	Restricted £000	Total £000
2.1 Income from charitable activities						
Moj Homicide	-	3,409	3,409	-	3,704	3,704
Local authorities and other statutory bodies	1,573	1,980	3,553	1,369	2,463	3,832
Police and other criminal justice agencies	23,073	4,684	27,757	21,816	4,959	26,775
Other grants and contracts	703	1,415	2,118	714	341	1,055
Total	25,349	11,488	36,837	23,899	11,467	35,366
2.2 Income and endowments from						
Donations	36	18	54	42	36	78
Legacies	16	162	178	502	9	511
Total	52	180	232	544	45	589
2.3 Other trading activities						
Fundraising events	119	154	273	144	101	245
Trading operations	162	5	167	148	34	182
Total	281	159	440	292	135	427
2.4 Investment income						
Interest received	23	-	23	15	-	15
Dividends	-	-	-	11	-	11
Total	23	-	23	26	-	26
2.5 Other income	85	-	85	335	1	336
Total income	25,790	11,827	37,617	25,096	11,648	37,744

3. Expenditure

	31.03.20			31.03.19		
	Unrestricted £000	Restricted £000	Total £000	Unrestricted £000	Restricted £000	Total £000
3.1 Cost of raising funds	184	-	184	188	18	206
Total	184	-	184	188	18	206
3.2 Charitable activities						
Service delivery	25,288	11,827	37,115	23,438	12,211	35,649
Victims' voice	510	-	510	375	-	375
Restructuring and development	1	-	1	23	-	23
Total charitable expenditure	25,799	11,827	37,626	23,836	12,211	36,047
Total expenditure	25,983	11,827	37,810	24,059	12,247	36,306

4. Total expenditure includes charges for:

	31.03.20		31.03.19	
	Unrestricted £000	Restricted £000	Total £000	Total £000
Depreciation	569	-	569	659
Trustees' reimbursed expenses	4	-	4	4
Audit fees	37	-	37	48
Operating lease rentals	1,022	-	1,022	1,031

Audit fees for the year were £37,000 (2018-19: £35,000)

5. Support costs

Included in the total expenditure above are the following support costs incurred in delivering charitable activities.

	Raising funds £000	Service delivery £000	Victims' Voice £000	Total 31.03.20 £000	Total 31.03.19 £000	Basis of allocation
Governance	-	41	-	41	52	No. of staff
Finance	2	800	10	812	733	No. of staff
Information technology	5	2,232	27	2,264	1,899	No. of staff
People services	2	707	9	718	685	No. of staff
Other Corporate Services	1	494	6	501	1,298	No. of staff
Total	10	4,274	52	4,336	4,667	

Support services include central HR, IT and Finance systems to support local contract delivery; a technology platform that delivers a highly secure hosting environment; a case management system with outcomes based reporting capability; GDPR compliance; safeguarding compliance; the delivery of consistent service standards and quality across the regions; continual knowledge sharing; national service innovation; research and data gathering on national trends and performance.

6. Trustees'/members' remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits for the year ended 31 March 2020 (2018-19: £nil). Expenses reimbursed to seven trustees of £4,394 (2018-19: seven, £3,774) relate to travel and subsistence costs for attending trustee meetings and other sub-committees of the Board of Trustees in the year.

7. Staff costs

7.1 Analysis of staff costs	31.03.20	31.03.19
	£000	£000
Wages and salaries	24,131	22,596
Social security costs	2,088	1,976
Pension costs	1,124	1,056
Total	27,343	25,628
Other staff costs		
External consultancy	278	379
Redundancy and termination	117	210
Agency staff	230	147
Total	625	736
Total staff costs	27,968	26,364

Redundancy costs paid in the year were £0.12m (2018-19: £0.21m). Agency staff comprises staff to provide long-term illness and vacancy cover.

7.2 Key management personnel	31.03.20	31.03.19
	£000	£000
Remuneration to key management personnel	484	525

The key management personnel are listed on page 58.

7.3 The number of employees paid more than £60,000 was:	31.03.20	31.03.19
	£000	£000
£60,001-£70,000	2	4
£70,001-£80,000	4	1
£80,001-£90,000	-	1
£90,001-£100,000	1	1
Total	7	7

The total pension contributions for the above higher paid staff were £28,922 (2018-19: £28,009).

7.4 Number of employees

The average number of employees is split as follows:	31.03.20	31.03.19
	£000	£000
Support and management	71	69
Service delivery	777	814
National Homicide Service	47	40
Total	895	923

Annual leave carry over at 31 March 2020 was calculated at £308,773 (2018-19: £252,703) which is 0.8% (2018-19: 0.7%) of total expenditure. No provision has been made for this amount as it is not material.

7.5 Volunteers

A total of 1,245 (2018-19: 1,496) volunteers generously gave 77,177 (2018-19: 65,412) hours of their time to Victim Support in 2019-20.

8. Property, plant and equipment

	Long leasehold	Fixtures & fittings	Office equipment	Software & IT infrastructure	Total
	£000	£000	£000	£000	£000
Cost					
At 1 April 2019	287	45	49	4,884	5,265
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 March 2020	287	45	49	4,884	5,265
Depreciation					
At 1 April 2019	(221)	(45)	(49)	(3,311)	(3,626)
Charge for the year	(21)	-	-	(548)	(569)
Disposals	-	-	-	-	-
At 31 March 2020	(242)	(45)	(49)	(3,859)	(4,195)
Net book value at 31 March 2020	45	-	-	1,025	1,070
Net book value at 31 March 2019	66	-	-	1,573	1,639

9. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	31.03.20	31.03.19
	£000	£000
Amounts due within one year	1,242	1,517
Amounts due between two and five years	1,623	499
Total	2,865	2,016

10. Investments

10.1 Investments in subsidiaries

Victims Support Limited (02609147), a company incorporated in the UK, is wholly owned by the charitable company.

Audited accounts are filed with the Registrar of Companies. The cost of this investment is £10,000. A summary of the results for the year and the financial position at 31 March 2020 are shown in the table below.

VS Trading (Cornwall) Limited (04630210) is wholly owned by the charitable company. Audited accounts are filed with the Registrar of Companies. The cost of this investment is £1. The company raises funds for VS by providing catering services at Truro Magistrates Court. A summary of the results for the year and the financial position at 31 March 2020 are shown in the table below.

	Victims Support Limited		VS Trading (Cornwall) Limited	
	31.03.20	31.03.19	31.03.20	31.03.19
	£	£	£	£
Turnover	68,343	59,324	7,528	6,877
Cost of sales	(23,920)	(23,091)	(283)	(227)
Gross profit	44,423	36,233	7,245	6,650
Administrative expenses	(41,528)	(36,983)	(2,702)	(3,648)
Operating profit/(loss)	2,895	(750)	4,543	3,002
Donation to VS	(2,145)	(4,695)	(4,543)	(3,168)
Reported profit/(loss)	750	(5,445)	-	(166)
Statement of financial position				
Debtors	7,895	12,474	-	-
Cash at bank	10,987	3,861	1	1
Creditors	(8,882)	(7,085)	-	-
Net assets	10,000	9,250	1	1
Cost of investment	10,000	10,000	1	1

10.2 Current investments	31.03.20	31.03.19
	£000	£000
Market value at 1 April	-	2,031
Disposal in the year	-	(2,184)
Net gain on revaluation	-	153
Carrying value (market value) at the end of year	-	-
Historical cost	-	-

11. Debtors

	Consolidated		Charity	
	31.03.20	31.03.19	31.03.20	31.03.19
	£000	£000	£000	£000
Trade debtors	1,982	2,445	1,975	2,426
Inter-company debtors	-	-	-	7
Other debtors	51	60	51	60
Prepayments	827	767	827	767
Accrued income	2,180	1,093	2,180	1,093
Total	5,040	4,365	5,033	4,353

12. Creditors: amounts falling due within one year

	Consolidated		Charity	
	31.03.20	31.03.19	31.03.20	31.03.19
	£000	£000	£000	£000
Trade creditors	593	884	593	882
Inter-company creditors	-	-	3	-
Taxation and social security	1,352	1,616	1,344	1,615
Other creditors	174	201	174	194
Accruals	547	433	547	437
Deferred income	711	716	707	715
Total	3,377	3,850	3,368	3,843

13. Deferred income

	At 01.04.19	Deferred in the year	Released in the year	Balance at 31.03.20
	£000	£000	£000	£000
Total	716	483	(488)	711

14. Provisions for liabilities

	Balance at 01.04.19	Movement in provision	Balance at 31.03.20
	£000	£000	£000
Total	392	11	403

The provision relates to dilapidations on leasehold properties where VS has a contractual obligation to bear such costs. The dilapidations will become payable on lease terminations.

15. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	31.03.20 Total funds	Unrestricted funds	Restricted funds	31.03.19 Total funds
	£000	£000	£000	£000	£000	£000
Fixed assets	1,070	-	1,070	1,639	-	1,639
Current assets	8,013	2,904	10,917	8,386	2,617	11,003
Current liabilities	(2,586)	(791)	(3,377)	(3,344)	(506)	(3,850)
Provision for liabilities	(403)	-	(403)	(392)	-	(392)
Total	6,094	2,113	8,207	6,289	2,111	8,400

16. Movement in funds

	At 01.04.19	Incoming resources	Outgoing resources	Transfer between funds	Gains and losses	At 31.03.20
	£000	£000	£000	£000	£000	£000
16.1 Restricted funds						
National Homicide Service – Moj	–	3,409	(3,364)	–	–	45
National Homicide Service – non Moj	41	291	(269)	–	–	63
Other central restricted	83	–	(4)	–	–	79
Total – central	124	3,700	(3,637)	–	–	187
Restricted by location						
Wales and West	256	2,647	(2,502)	5	–	406
London	799	3,231	(3,222)	(6)	–	802
Northern England and East Midlands	725	754	(865)	(14)	–	600
South East	207	1,495	(1,601)	17	–	118
Total – locality	1,987	8,127	(8,190)	2	–	1,926
Total restricted funds	2,111	11,827	(11,827)	2	–	2,113
16.2 Unrestricted funds	6,289	25,790	(25,983)	(2)	–	6,094
Total funds	8,400	37,617	(37,810)	–	–	8,207

	At 01.04.18	Incoming resources	Outgoing resources	Transfer between funds	Gains and losses	At 31.03.19
	£000	£000	£000	£000	£000	£000
16.1 Restricted funds						
National Homicide Service	120	3,359	(3,438)	–	–	41
Supportline	5	–	(5)	–	–	–
Other central restricted	118	(10)	(25)	–	–	83
Total – central	243	3,349	(3,468)	–	–	124
Restricted by location						
Wales and West	337	2,789	(2,874)	4	–	256
London	984	3,799	(4,000)	16	–	799
Northern England and East Midlands	794	988	(1,046)	(11)	–	725
South East	340	723	(841)	(15)	–	207
Total – locality	2,455	8,299	(8,761)	(6)	–	1,987
Total restricted funds	2,698	11,648	(12,229)	(6)	–	2,111
16.2 Unrestricted funds	5,058	25,096	(24,024)	6	153	6,289
Total funds	7,756	36,744	(36,253)	–	153	8,400

Moj grants: During the year the charity received £3.4m (2018–19: £3.4m) in grant-in-aid restricted for the National Homicide Service.

Funds restricted by purpose and location: The locality reserves restricted by purpose and location will be spent on services as specified by the donors or funders.

Unrestricted funds: These are available for the general objectives of the charity.

Other restricted funds: These are funds set aside to support small projects such as Supportline and Safer Schools.

Other transfers from restricted to unrestricted reserves arose from a review of reserve balances that identified a number of balances that had been incorrectly classified as restricted.

17. Related party transactions

Other than transactions with the subsidiary company (Victims Support Limited) there were no related party transactions during the year (2018-19: nil). Transactions with the Victim Support charity in the year totalled £41,528 (2018-19: £41,678) which related to costs incurred between the trading company on victim awareness courses, paid by the charity and Victims Support Limited on behalf of the subsidiary. At 31 March 2020 Victim Support owed £2,998 to Victim Support Limited (2018-19: Victim Support was owed £3,846 by Victims Support Limited).



Grant Application Form

Please complete this form as clearly as possible. You may continue onto additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission.

Applicant Details

A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

VICTIM SUPPORT

A2. Name of Contact

This should be the main contact in respect of this application.

LISA JONES - SERVICE DELIVERY ASSISTANT

A3. Address

This should be the address of the organisation or the main address for correspondence.

21A HURLEY ROAD
CHANDLER ROAD
HANTS
SO53 2FS

A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: 0808 178 1641
Mobile: NA
Email: HLOW.ALEA@VICTIMSUPPORT.ORG.UK

A5. Club/Organisation Description

Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence.

VICTIM SUPPORT PROVIDES FREE AND CONFIDENTIAL SUPPORT TO VICTIMS AND WITNESSES OF CRIME. OUR EMOTIONAL AND PRACTICAL SUPPORT IS PROVIDED BY FULLY TRAINED STAFF AND VOLUNTEERS. WE STRIVE TO DELIVER A LOCAL APPROACH TO OUR SERVICE - RESIDENTS OF SANDOWN ARE SUPPORTED BY LOCALLY TRAINED STAFF AND VOLUNTEERS ENSURING A PROFESSIONAL SERVICE WITH LOCAL KNOWLEDGE

A6. Link to the Sandown Community

Briefly explain how your organisation is linked to Sandown and supports its Community.

RESIDENTS SUPPORTED VIA OUR COMMUNITY BASED SERVICE RECEIVE IMMEDIATE EMOTIONAL AND PRACTICAL SUPPORT WHEN THEY ARE CONTACTED BY OUR TEAM. AT THIS POINT WE DISCUSS HOW THE CRIME HAS IMPACTED THE INDIVIDUAL AND WHAT SUPPORT WE CAN PROVIDE TO HELP THAT PERSON cope AND RECOVER.
WE PROVIDE SUPPORT TO ALL OF HAMPSHIRE AND ISLE OF WIGHT. WE HAVE LOCALLY BASED STAFF AND VOLUNTEERS PROVIDING OUR SERVICES VIA OUR COMMUNITY BASED SERVICE EITHER BY TELEPHONE OR FACE TO FACE APPOINTMENTS IN SAFE LOCATIONS. WE HAVE LOCAL OFFICES IN CHANDLER FORD, HAVANT, BASINGSTOKE AND NEWPORT

A7. Membership

Total Membership:	WE ARE NOT A MEMBERS ORGANISATION	Adults	Children
Sandown Residents Membership		Adults
			Children

A8. Registered charity

If yes, charity registration No: 298028

A9. VAT registered

If yes, VAT No: 872540224

Grant Details

B1. Description

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

TO PURCHASE SECURITY ITEMS THAT WE PROVIDE FREE OF CHARGE TO VICTIMS AND THEIR FAMILIES SUCH AS PERSONAL ALARMS AND SMALL SECURITY ITEMS FOR THE HOME - DUMMY CCTV, WINDOW OR DOOR ALARMS TO MAKE PEOPLE FEEL SAFER IN THEIR HOMES.

B2. Grant Beneficiaries

Please indicate which sections of the community will benefit from your project.

ANY VICTIM & WITNESS CAN ACCESS OUR SERVICE. LAST YEAR WE SUPPORTED APPROXIMATELY 122 SANDOWN RESIDENTS AND WE WOULD NOT EXPECT THIS NUMBER TO DIFFER YEAR ON YEAR

B3. Timeline

Please indicate when the project will start. Grant funds will not be released earlier than 3 month before the start of the project. This also applies to events.

ONGOING

Funding Details

C1. Total Cost

Please use the table below to provide an itemised breakdown of the expenditure for which this grant is being applied for. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods, labour or facilities.

Item	Costs
£100 COULD PURCHASE 20 TAKE CCTV CAMERAS	£
62 WINDOW ALARMS THAT CAN HELP TO MAKE PEOPLE FEEL SAFER IN THEIR HOMES. IT COULD ALSO PURCHASE 62 PERSONAL ALARMS TO AID VICTIM'S CONFIDENCE TO FEEL SAFER AND FIND THE STRENGTH TO MOVE FORWARD AFTER CRIME	£
	£
	£
	£
	£
	£
Total:	£

C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

WE APPLY ANNUALLY TO OTHER TOWN AND PARISH COUNCILS IN THE AREA WE COVER WE VARY OUR LEVELS OF SUCCESS

C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

WE HAVE APPLIED PREVIOUSLY TO SANDOWN TOWN COUNCIL UNSUCCESSFULLY

Additional Information

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

[Empty box for providing additional information]

D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation's constitution or set of rules**
- A copy of your bank statement and recent accounts**
- A copy of any quotations as specified in section C1**

Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signature



Name (in capitals) LISA JONES

Position in Club/Organisation SEAVUE DELIVERY ASSISTANT

Please return completed forms to:

Town Clerk
Sandown Town Council
The Broadway Centre
S1 Broadway
Sandown
IW
PO36 9GG

Email signed forms to: admin@sandowntowncouncil.gov.uk



VICTIM SUPPORT

Hampshire and Isle of Wight

Mr Priest
Clerk to Sandown Town Council
Broadway Centre, 1 Broadway
Sandown
IOW PO36 9GG

Address for correspondence

Victim Support
21a Hursley Road
Chandlers Ford
Hampshire SO53 2FS

14 January 2021

Dear Mr Priest

Re: Grant Aid Funding

Please find enclosed a completed application form in regards to above. Also enclosed are our national accounts, constitution and a leaflet about our organisation.

Thank you for taking the time to consider our application.

Thanking you in advance

Yours sincerely



Lisa Jones
Service Delivery Assistant
Email: hiow.areaoffice@victimsupport.org.uk

www.victimsupport.org.uk Supportline: 08 08 16 89 111  VictimSupport  @VictimSupport



COPING WITH THE
EFFECTS OF CRIME
TOGETHER



Registered office: Victim Support, 1 Bridge Street, Derby DE1 3HZ. T: 020 7268 0200 Next Generation Text: 18001 020 7268 0200

Victim Support is a registered charity (no. 298028) and a company limited by guarantee (no. 2158780) registered in England. President: HRH The Princess Royal.

MEMORANDUM OF ASSOCIATION OF VICTIM SUPPORT

A Charitable Company Limited by Guarantee

September 2009

**THE COMPANIES ACT 1985 AND 2006
COMPANY LIMITED BY GUARANTEE**

**MEMORANDUM OF ASSOCIATION OF VICTIM
SUPPORT**

September 2009

- 1** The Charity's name is Victim Support (and in this document it is called the Charity).
- 2** The Charity's registered office is to be situated in England and Wales.

3 Objects

The Charity's Objects (the Objects) are:

- a) to reduce the distress, poverty and disadvantageous effects on victims and witnesses of crime and other forms of harmful behaviour, including on the families and friends of such persons and others affected who are in need;
- b) to advance public education and awareness by research into and analysis of experience of issues relating to victims and witnesses of crime, the families and friends of such persons, and others affected and to disseminate the useful results of such research.

4 Powers

4.1 In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose):

- a) to promote and supply the means whereby staff and volunteers may obtain and provide advice, support, practical help and information;
- b) to promote the training and education of such staff and volunteers for such purposes;
- c) to make any charitable donation either in cash or assets for the furtherance of the Objects;
- d) to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- e) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- f) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 36 and 37 of the Charities Act 1993 as amended by the Charities Act 2006;
- g) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Charity must comply as appropriate with Sections 38 and 39 of the Charities Act 1993 as amended by the Charities Act 2006 if it wishes to mortgage land;

- h) to cooperate, exchange information and enter into arrangements or agreements with statutory and non-statutory bodies in the interests of the Charity;
- i) to establish or support any charitable trusts, charities or institutions formed for any of the charitable purposes included in the Objects;
- j) to acquire or to enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects, or to merge with any other charity;
- k) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- l) to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may contract with or remunerate a Trustee only to the extent it is permitted to do so by clause 6.4 and provided it complies with the conditions in clause 6.5;
- m) to:
 - i) deposit or invest funds;
 - ii) employ professional fund manager(s);
 - iii) arrange for the investments or other property of the Charity to be held in the name of a nominee;
- n) to provide indemnity insurance for the Trustees or Secretary of the Charity in relation to any such liability as specified in sub clause 4.2, but subject to the restrictions as specified in sub-clause 4.3 in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- o) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity;
- p) to do all such other lawful things as are necessary or desirable for the achievement of the Objects.

4.2 The liabilities referred to in sub clause 4.1 o) are:

- a) any liability that by virtue of any rule of law would otherwise attach to a Trustee of a company in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;
- b) the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).

4.3 The following liabilities are excluded from sub clause 4.2 a):

- a) fines;

- b) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of a Trustee or Secretary;
- c) liabilities to the Charity that result from conduct that a Trustee or Secretary knew or must be assumed to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether it was in the best interests of the Charity or not.

Excluded from sub-clause 4.2 b) is any liability to make such a contribution if the basis of a Trustee's liability arises from his or her knowledge prior to the insolvent liquidation of the Charity that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation (this includes his or her reckless failure to acquire that knowledge).

5 Valuing diversity

In carrying out its Objects and exercising its Powers, the Charity shall seek to ensure that it reflects the diversity of the community in which it operates and that all services are equally accessible:

6 Income & Property

6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.

6.2 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Company Member of the Charity, unless in accordance with Article 5.5. This does not prevent a Company Member from receiving a benefit from the Charity in the capacity of a beneficiary of the Charity's Objects.

6.3 No Trustee may:

- a) buy goods or services from the Charity;
- b) sell goods, services, or any interest in land to the Charity;
- c) be employed by, or receive any remuneration from the Charity;
- d) receive any other financial benefit from the Charity, unless:
 - i) the payment is permitted by sub-clause 6.4 and the Trustees follow the procedure and observe the conditions set out in sub-clause 6.5;
 - ii) the Trustees obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

6.4 A Trustee may receive:

- a) a benefit from the Charity in the capacity of a beneficiary of the Objects;

- b) interest on money lent to the Charity at a reasonable and proper rate not exceeding two per cent per annum below the base rate of a clearing bank to be selected by the Trustees;
- c) rent for premises let by the Trustee to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper;
- d) reimbursement for reasonable out of pocket expenses properly incurred when acting on behalf of the Charity;
- e) an indemnity from the Charity in the circumstances specified in Article 45;

A company of which a Trustee is a member may receive fees, remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Trustee holds not more than one per cent of the issued capital of that company.

6.5 The Charity and its Trustees may only rely upon the authority provided by sub clause 6.4 if each of the following conditions is satisfied:

- a) the sums paid to the Trustee do not exceed an amount that is reasonable in all the circumstances;
- b) Trustee is absent from the part of any meeting at which there is discussion of:
 - i. the Trustee;
 - ii. any proposal to enter into any other contract or with him or her or to confer any benefit upon him or her that would be permitted under sub clause 6.4; or
 - iii. any other matter relating to a payment or the conferring of any benefit permitted by sub clause 6.4.
- c) the Trustee does not vote on any such matter and is not to be counted when counting the quorum for that part of the meeting;
- d) the Board of Trustees is satisfied that it is in the interests of the Charity to contract with that Trustee rather than someone who is not a Trustee. In reaching that decision the Trustees must balance the advantages against the disadvantages, especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest;
- e) the reason for their decision is recorded by the Trustees in the minute book;
- f) a majority of the Trustees then in office have received no such payments; and
- g) a majority of Trustees voting have received no such payments.

Remuneration of a Trustee includes the engagement or remuneration of any firm or company in which the Trustee is:

- a) a partner;
- b) an employee;
- c) a consultant;
- d) a Trustee; or
- e) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Trustee holds not more than one per cent of the issued capital.

6.6 In sub clauses 6.1 to 6.5 of this clause:

- a) 'Charity' shall include any company in which the Charity:
 - i) holds more than fifty per cent of the shares; or
 - ii) controls more than fifty per cent of the voting rights attached to the shares; or
 - iii) has the right to appoint one or more Directors to the Board of the company;
-
- b) 'Trustee' shall include any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his or her partner.

7 The Memorandum and Articles of Association may be amended in accordance with the Acts and the Charities Act 1993 (or any modification of these Acts).

8 The liability of the Company Members is limited.

9 Every Company Member promises, if the Charity is dissolved while he or she is a Company Member or within twelve months after he or she ceases to be a Company Member to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a Company Member and of the costs, charges and expenses of winding up and the adjustment of the rights of the contributories among themselves.

10 The Company Members of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:

- a) directly for the Objects; or
- b) by transfer to a new or existing charity or charities for purposes similar to the Objects; or

- c) to any charity for use for particular purposes that fall within the Objects.

11 Subject to any such resolution of the Company Members of the Charity, the Trustees of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on dissolution of the Charity be applied or transferred:

- a) directly for the Objects; or
- b) by transfer to such new charity or charities for purposes similar to the Objects; or
- c) to any charity or charities for use for particular purposes that fall within the Objects.

12 In no circumstances shall the net assets of the Charity be paid to or distributed among the Company Members of the Charity (except to a Company Member that is itself a charity) and if no such resolution is passed by the Company Members or the Trustees the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

Words and expressions defined in the Articles of the Charity have the same meanings as in this Memorandum.

On behalf of the subscribers:



Sarah Phillips OBE DL
Chairman of the Board of Trustees

THE COMPANIES ACT 1985 AND 2006
COMPANY LIMITED BY GUARANTEE

**ARTICLES OF ASSOCIATION
OF
VICTIM SUPPORT**

April 2016

I. Interpretation

I.1. In these Articles and the Memorandum of Association the following terms shall have the following meanings:

The Acts	The Companies Act 1985 and the 2006 Act
The 1985 Act	The Companies Act 1985
The 2006 Act	The Companies Act 2006
Address	A postal address or, for the purposes of electronic communication, a fax number, an email address or a text message number in each case registered with the Charity
The Articles	The Articles of Association of the Company
Active Volunteer	Any volunteer who has given his or her time to the organisation without receiving any remuneration in the last six months
Auditors	The duly appointed auditors of the Charity from time to time
Board of Trustees or Trustees	The Trustees of the Charity. The Trustees are charity trustees as defined by Section 97 of the Charities Act 1993 as amended by the Charities Act 2006.
The Charity	The Company intended to be regulated by these Articles
Clear days	In relation to a period of a notice means a period excluding: the day when the notice is given or deemed to be given; and the day for which it is given or on which it is to take effect
The Commission	The Charity Commission for England and Wales
Company Member	Any individual that has become a Company Member in accordance with Article 3
Co-opted Trustee	Trustee appointed to the Board of Trustees in accordance with Article 25
Electronic communication	Has the meaning ascribed to it in the Electronic Communications Act 2000
The Memorandum	The Memorandum of Association of the Charity
Month	Calendar month
Natural person	Human being rather than a company or other organisation
Office holders	Includes the Chair and Vice Chair of Trustees, the Treasurer, the Secretary and any other office holder determined by the Trustees from time to time
Proxy	A person appointed to represent a Company Member

	pursuant to Article 15
Register of Company Members	The Register of Company Members required to be maintained under these Articles
Registered Office	The Registered Office of the Charity from time to time
The Seal	The common seal of the Charity if it has one
Secretary	The Company Secretary of the Charity from time to time or any other person appointed to perform the duties of the Company Secretary
Standing Orders	The rules and terms of reference which the Trustees may from time to time make for the proper conduct and management of the Charity
United Kingdom	Great Britain and Northern Ireland
In writing	Written, printed or transmitted writing including electronic communication

- 1.2.** Words importing one gender shall include all genders and the singular includes the plural and vice versa.
- 1.3.** Where an ordinary resolution of the Charity is expressed to be required for any purpose, a special resolution is also effective for that purpose.
- 1.4.** In these Articles, unless the context otherwise requires:
- (a) Words and expressions to which a particular meaning is given by the 1985 Act or the 2006 Act, in each case as in force when the Articles are adopted, shall have the same meaning in the Articles; and
 - (b) Words and expressions to which a particular meaning is given by the Acts, in each case as in force when the Articles are adopted, shall have meaning given by the 2006 Act, except where the word or expression is otherwise defined in the Articles.
- 1.5.** References in these Articles to any statutory provision or statute include all modifications thereto and all re-enactments thereof (with or without modification) and all subordinate legislation made there under in each case for the time being in force. This Article does not affect the interpretation of Article 1.4.
- 1.6.** A Company Member is "present" at a meeting if the Company Member (being an individual) attends in person or if the Company Member (being an organisation) attends by its duly authorised representative, who attends in person, or if the Company Member attends by his or its duly appointed proxy, who attends in person.

1.7. A Company Member will be deemed present "in person" at the meeting and will be counted in the quorum and entitled to vote if that Company Member participates through the medium of conference telephone, video teleconference or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting.

2. The Charity is established for the purposes expressed in the Memorandum.

3. Company Membership

3.1. The Company Members shall be the Trustees

3.2. Each Trustee shall become a Company Member on becoming a Trustee.

Not used.

3.3. Company Membership is not transferable.

3.4. The Trustees shall keep an accurate Register of Company Members in which shall be recorded the name and address of every Company Member and the dates on which they became and ceased to be a Company Member.

4. Victim Support Cymru

4.1. From the conclusion of the 2013 Annual General Meeting of the Charity, the person appointed as chair of Victim Support Cymru shall automatically become a Trustee Ex-officio and shall remain an Ex-officio Trustee unless he or she ceases to be a Trustee pursuant to Article 27 or ceases to be the chair of Victim Support Cymru. Such Ex-officio Trustee shall:

- (a) Have all the powers and responsibilities of a Trustee;
- (b) Be entitled to attend, receive notice of and vote at meetings of the Board of Trustees;
- (c) At all times be subject to the provisions of Article 27.

5. Termination of Company Membership

5.1. Company Membership is terminated if:

- (a) the Company Member dies;
- (b) the Company Member resigns by written notice to the Charity;
- (c) a resolution to terminate such Company Member's membership is passed in accordance with Article 6.2;
- (d) in relation to a Company Member who is a Company Member by virtue of being a Trustee, he or she ceases for whatever reason to be a Trustee;

5.2. A Company Member may be removed from Company Membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her Company Membership is terminated. A resolution to remove a Company Member from Company Membership may only be passed if:

- (a) the Company Member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
- (b) the Company Member or, at the option of the Company Member, the Company Member's representative (who need not be a Company Member of the Charity) has been allowed the opportunity to make representations to the meeting (whether or not such opportunity is taken).

6. General Meetings

6.1. An Annual General Meeting must be held in each calendar year and not more than fifteen months may elapse between successive Annual General Meetings.

6.2. All general meetings other than Annual General Meetings shall be called General Meetings.

6.3. The Trustees may call a General Meeting at any time.

6.4. Company Members holding between them ten per cent or more of the total voting rights may require the Trustees to call a General Meeting at any time.

7. Notice of General Meetings

7.1. The minimum periods of notice required to hold a General Meeting of the Charity (other than adjourned meeting) are:

- (a) twenty-one clear days for an Annual General Meeting and a General Meeting called for the passing of a resolution appointing a person as a Trustee;
- (b) fourteen clear days for all other General Meetings, including for the avoidance of doubt (but not limited to), a General Meeting called for the passing of special resolution.

7.2. A general meeting may be called by shorter notice if it is so agreed:

- (a) in the case of an Annual General Meeting, by all the Company Members entitled to attend and vote thereat;
- (b) in the case of a General Meeting, by a majority in number of Company Members having a right to attend and vote at the meeting who together hold not less than ninety five per cent of the total voting rights exercisable at such meeting.

7.3. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted at the meeting. If the meeting is to be an

Annual General Meeting, the notice must say so. If the meeting is convened to consider a special resolution, the text of the resolution and the intention to propose the resolution as a special resolution shall also be specified. The notice must also contain a statement setting out the right of Company Members to appoint a proxy under section 324 of the 2006 Act and Article 15 of these Articles.

7.4. The notice must be given to all the Company Members and to the auditors, in accordance with Articles 41 and 42.

7.5. Notice of Annual General Meetings, inviting public attendance shall be displayed in accessible public places so as to promote the Charity.

7.6. Members of the public may speak only at the invitation of the Chair.

8. General Meetings – Accidental omission of notice

8.1. The accidental omission to give notice of a General Meeting to, or to send, supply or make available a document or information relating to a meeting to or, the non-receipt of any such notice, document or information by, any person entitled to receive notice shall not invalidate the proceedings at the meeting.

9. General Meetings – Quorum

9.1. No business shall be transacted at any general meeting unless a quorum is present.

9.2. The quorum is twenty five per cent of Company Members who are eligible to vote in person or by proxy at least two of whom must be a Trustee.

10. General Meetings – Quorum not present

10.1. The meeting shall be adjourned to such time and place as the Trustees shall determine if:

(a) a quorum is not present in person or by proxy within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present.

10.2. The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.

10.3. If no quorum is present in person or by proxy at the reconvened meeting with fifteen minutes of the time specified for the start of the meeting the Company Members present at that time shall constitute the quorum for that meeting.

11. General Meetings – Chair

11.1. The person who has been appointed to chair the meetings of the Trustees shall chair the general meetings.

- 11.2. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting, the person who has been appointed to be vice chair of the board shall chair the meeting.
- 11.3. If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- 11.4. If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the Company Members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

12. General Meetings – Reconvening

- 12.1. The Company Members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 12.2. The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 12.3. No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 12.4. If a meeting is adjourned by a resolution of the Company Members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

13. General Meeting – Voting

13.1. Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded by:

- (a) the person chairing the meeting; or
- (b) a Company Member or Company Members present in person or by proxy representing not less than one tenth of the total voting rights of all the Company Members having the right to vote at the meeting.

13.2.

- (a) Unless a poll is demanded, the declaration by the person who is chairing the meeting that a resolution has or has not been passed or has or has not been passed by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. An entry in respect of such a declaration in minutes of the meeting recorded in accordance with section 355 of the 2006 Act is also conclusive evidence of that fact without such proof.
- (b) The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.

13.3.

- (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- (b) If the demand for a poll is withdrawn, the demand shall not invalidate the result of a show of hands declared before the demand was made.

13.4.

- (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be Company Members) and who may fix a time, date and place for declaring the results of the poll.
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

13.5.

- (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (b) A poll demanded on any other question must be taken either immediately or at such time, date and place as the person who is chairing the meeting directs.
- (c) The poll must be taken within thirty days after it has been demanded.

- (d) If the poll is not taken immediately, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken unless the time, date and place of the poll are announced at the meeting at which it is demanded.
- (e) If a poll is demanded, the meeting may continue to deal with any other business that may be conducted at the meeting.

14. Proxies: appointment and voting

- 14.1.** Any Company Member is entitled to appoint another person as a proxy to exercise all or any of the Company Member's rights to attend and to speak and vote at a general meeting of the Charity.
- 14.2.** The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve);

"Victim Support

I being a Company Member of the above named charity, hereby appoint, or failing him/her,, or failing him/her,, as my proxy to vote in my name and on my behalf at the general meeting of the Charity to be held on20...., and at any adjournment thereof.

Signed on 20....."

- 14.3.** Where it is desired to afford Company Members an opportunity of instructing the proxy how to act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve);

"Victim Support

I....., being a Company Member of the above named charity, hereby appoint, or failing him/her,....., or failing him/her,, as my/our proxy to vote in my name and on my behalf at the general meeting of the Charity to be held on20...., and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 *for *against
 Resolution No. 2 *for *against

*Strike out whichever is not desired

Unless other instructed, the proxy may vote as s/he thinks fit or abstain from voting.

Signed on 20....."

14.4. The appointment of a proxy and any authority under which it is executed (or a copy of such authority certified by a notary or in some other way approved by the Trustees) may be lodged with the Charity as follows:

- (a) in the case of an instrument in writing be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
- (b) in the case of an appointment contained in an electronic communication, where an address had been specified for the purpose of receiving electronic communications;
 - (i) in the notice convening the meeting, or
 - (ii) in any instrument of proxy sent out by the Charity in relation to the meeting, or
 - (iii) in any invitation contained in an electronic communication to appoint a proxy issued by the Charity in relation to the meeting, it must be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposed to vote;
- (c) in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- (d) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting or to the secretary or to any Trustee.

14.5. An appointment of proxy which is not deposited, delivered or received in a manner described in Article 15.4 shall be invalid.

14.6. A vote given or poll demanded by proxy or by the duly authorised representative of a Company Member which is an organisation shall be valid even if the authority of the person voting or demanding a poll has been determined unless notice of the determination was received by the Charity at:

- (a) its registered office, or
- (b) at such other place at which the instrument of proxy was duly deposited, or
- (c) (where the appointment of the proxy was contained in an electronic communication) at the address at which such appointment was duly received

before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

15. Written resolutions

- 15.1.** A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the Company Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that a copy of the proposed resolution has been sent to every eligible Company Member and a simple majority (or in the case of a special resolution a majority or not less than 75%) of the Company Members has signified its agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more Company Members have signified their agreement. In the case of a Company Member that is an organisation, its authorised representative may signify its agreement.

16. Casting vote

- 16.1.** If there is an equality of votes, whether on a show of hands or on a poll, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

17. Votes of Company Members

- 17.1.** Every Company Member shall have one vote on a resolution and every proxy present who has been duly appointed by a Company Member entitled to vote on the resolution has one vote.

18. Raising an objection

- 18.1.** Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

19. Trustees

- 19.1.** A Trustee must be a natural person aged eighteen years or older.
- 19.2.** No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Article 27.
- 19.3.** No employee of the Charity may be a Trustee.

20. Board of Trustees

- 20.1.** The number of Trustees shall be not less than five and (unless otherwise determined by ordinary resolution) shall be subject to a maximum of twelve.
- 20.2.** The Charity shall actively promote a Board membership which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects.

- 20.3. Trustees who perform any other role within the Charity shall be subject to the requirements of Article 35.
- 20.4. A Trustee may not appoint an alternate Trustee or anyone to act on his or her behalf at meetings of the Trustees.
- 20.5. At least three Trustees shall be Active Volunteers provided sufficient individuals submit applications for these positions which are deemed acceptable by the Governance and Nominations Committee in accordance with the procedures as set out in the Standing Orders from time to time.

21. Powers of Trustees

- 21.1. The Trustees shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Acts, the Memorandum, these Articles or any special resolution.
- 21.2. No alteration of the Memorandum or these Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- 21.3. Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

22. Retirement of Trustees

- 22.1. At each Annual General Meeting, those Trustees whose term of office has expired must retire from office.
- 22.2. If a Trustee is required to retire at an Annual General Meeting by a provision of these Articles the retirement shall take effect upon the conclusion of the meeting.
- 22.3. Subject to Article 23.4, no Trustee shall be eligible to serve as Trustee for more than two consecutive full terms, each of three years.
- 22.4. The Board may, in exceptional circumstances, permit a Trustee to serve more than two consecutive full terms, provided that in no circumstances may any Trustee serve as Trustee for more than nine consecutive years.
- 22.5. After two consecutive full terms or where a Board resolution pursuant to Article 23.4 has been passed a maximum of nine consecutive years, a break of one year shall elapse before an individual is again eligible for election as a Trustee.

23. Appointment of Trustees

- 23.1. The Charity may at an Annual General Meeting or at any general meeting appoint a person who is willing to act as a Trustee and who meets the requirements of Article 20.
- 23.2. The appointment of a Trustee, whether by the Charity in general meeting or by co-option must not cause the number of Trustees to exceed any number fixed as the maximum number of Trustees.

23.3. No person, including a Trustee retiring may be appointed a Trustee at any general meeting unless he or she has been nominated in accordance with Standing Orders set by the Board of Trustees.

23.4. If the number of nominees is less than or equal to the number of Trustee vacancies, the nominees shall be appointed by the Company Members by ordinary resolution at the Annual General Meeting. All Company Members are entitled to receive notice of any resolution to be put to the meeting to appoint a Trustee, in accordance with Article 8.

23.5. If there are more nominees than Trustee vacancies, an election shall be carried out. The election of Trustees shall be conducted in accordance with Standing Orders set in place as specified in these Articles.

24. Co-option of Trustees

24.1. Subject to Article 21.1, the Trustees may at any time co-opt any person to be appointed as a Trustee either to fill a vacancy in their number or as an additional Trustee to ensure a wide availability of relevant skills.

24.2. There shall be no more than four co-opted Trustees at any one time. Any co-opted Trustee shall hold office for a term not exceeding three years to be determined by the Trustees at the time of co-option.

24.3. All co-opted Trustees shall:

- (a) have all of the powers and responsibilities of Trustees;
- (b) at all times be subject to resolutions of the Board of Trustees and may be removed from office by a resolution of the Board of Trustees; and
- (c) be entitled to attend, receive notice of and vote at meetings of the Board of Trustees.

25. A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

26. Disqualifications and removal of Trustees

26.1. A Trustee shall cease to hold office if:

- (a) he or she ceases to be a Trustee by virtue of any provision in the Act or is prohibited by law from being a Trustee;
- (b) he or she is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (c) he or she becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

- (d) he or she resigns as a Trustee by notice to the Charity (but only if at least five Trustees will remain in office when the notice of resignation is to take effect);
- (e) he or she is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated;
- (f) Company Members resolve, by ordinary resolution, that a Trustee must vacate his or her office.

27. Office holders

- 27.1.** The Trustees shall appoint all Office Holders.
- 27.2.** The Secretary need not be appointed as a Trustee and all other Office Holders shall become Trustees on appointment, unless they are already a Trustee.

28. Proceedings of Trustees

- 28.1.** The Trustees may regulate their proceedings as they think fit, subject to the provisions of the Articles.
- 28.2.** The Trustees must hold at least two meetings each year.
- 28.3.** The Secretary shall call a meeting of the Trustees if requested to do so either by the Chair of the Trustees or by the number of Trustees that comprise a quorum as set out in Article 30.2.
- 28.4.** Questions arising at a meeting shall be decided by a majority of votes.
- 28.5.** In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

29. Proceedings of Trustees – Quorum

- 29.1.** No decision may be made by a meeting of the Trustees, unless a quorum is present at the time the decision is purported to be made.
- 29.2.** The quorum shall be four or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.
- 29.3.** A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 29.4.** A Trustee may participate in a meeting of Trustees or a committee of Trustees through the medium of conference telephone or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting. A Trustee participating in this way is deemed to be present in person at the meeting and is counted in quorum and entitled to vote.

Subject to the Acts, all business transacted in this way by the Trustees or a committee of Trustees is for the purposes of the Articles deemed to be validly and effectively transacted at a meeting of Trustees or of a committee of Trustees although fewer Trustees than required for quorum are physically present at the same place. The meeting is deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chair of the meeting then is.

30. Proceedings of Trustees – Quorum not present

- 30.1.** If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees may act only for the purpose of filling vacancies or of calling a general meeting.

31. Proceedings of Trustees – Chair

- 31.1.** The Trustees shall appoint one of their number to chair their meetings and may at any time revoke such an appointment.
- 31.2.** If no one has been appointed to chair meetings of the Trustees or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice Chair shall act as chair of the meeting. If there is no Vice Chair or if the Vice Chair is not present, the Trustees present may appoint one of their number to chair that meeting.
- 31.3.** The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by these Articles or delegated to him or her by the Trustees.

32. Proceedings of Trustees – Resolutions in writing

- 32.1.** A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a Committee of the Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a Committee of the Trustees duly convened and held.
- 32.2.** The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

33. Delegation to Committee

- 33.1.** The Trustees may delegate any of their powers or functions to a Committee which includes at least one Trustee and such other persons as the Trustees may appoint to serve on the Committee, but the terms of any delegation must be recorded in the minute book.
- 33.2.** The Trustees may revoke or alter a delegation.
- 33.3.** All acts and proceedings of any Committees must be fully and promptly reported to the Trustees.

33.4. Any Committee formed will be subject to Standing Orders of the Charity in accordance with Article 45.

34. Conflicts of Interest

34.1. If a conflict of interests arises (or may arise) for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or these Articles, the Trustees may authorise such a conflict in accordance with Article 35.2.

34.2. The Trustees may authorise any matter as described in Article 35.1 which may, if not so authorised, involve a breach of duty by a Trustee under section 175 of the 2006 Act. Any such authorisation will be effective only if:

- (a) the conflicted Trustee and any other Trustee interested in the matter is absent from the meeting or the part of the meeting at which the matter giving rise to the actual or possible conflict of interest is discussed;
- (b) the conflicted Trustee and any other Trustee interested in the matter does not vote on any such matter and is not counted when considering whether a quorum of Trustees is present at the meeting or the relevant part of the meeting at which the matter to be considered relates; and
- (c) in taking the decision to authorise the conflict, the non-conflicted Trustees are acting in a way that they consider, in good faith, will be most likely to promote the success of the Charity for the benefit of its beneficiaries.

34.3. The Trustees may give any authorisation under Article 35.2 upon such terms as they think fit. The Trustees may vary or terminate any such authorisation at any time. For the purposes of the memorandum and these Articles, a conflict of interest includes a conflict of interest and duty and a conflict of duties, and interest includes both direct and indirect interests.

34.4. A Trustee shall be under no duty to the Charity with respect to any information which he obtains or has obtained otherwise than as a Trustee of the Charity and in respect of which he owes a duty of confidentiality to another organisation or person. In particular the Trustee shall not be in breach of the general duties he owes to the Charity by virtue of sections 171 to 177 of the 2006 Act because he:

- (a) fails to disclose any such information to the Board of Trustees or to any Trustee or other officer or employee of the Charity; and/or
- (b) does not use or apply any such information in performing his duties as a Trustee of the Charity.

However, to the extent that his relationship with that other person gives rise to a conflict of interest or possible conflict of interest, this Article 35.4 applies only if the existence of that relationship has been authorised by the Trustees pursuant to Article 35.2.

- 34.5.** Where the existence of a Trustee's relationship with another person has been authorised by the Board of Trustees pursuant to Article 35.2 and his relationship with that person gives rise to a conflict of interest or possible conflict of interest, the Trustee shall not be in breach of the general duties he owes to the Charity by virtue of sections 171 to 177 of the 2006 Act because he:
- (a) absents himself from meetings of the Trustees at which any matter relating to the conflict of interest or possible conflict of interest will or may be discussed or from the discussion of any such matter at a meeting or otherwise; and/or
 - (b) makes arrangements not to receive documents and information relating to any matter which gives rise to the conflict of interest or possible conflict of interest sent or supplied by the Charity,
- for so long as he reasonably believes such conflict of interest (or possible conflict of interest) subsists.
- 34.6.** The provisions of Articles 35.4 and 35.5 are without prejudice to any equitable principle or rule of law which may excuse the Trustee from:
- (a) disclosing information, in circumstances where disclosure would otherwise be required under these Articles; and/or
 - (b) attending meetings or discussions or receiving documents and information as referred to in Article 35.5, in circumstances where such attendance or receiving such documents and information would otherwise be required under these Articles.
- 34.7.** Without prejudice to the remainder of these Articles or the Acts, the Charity may authorise (specifically or generally) any matter proposed to it which would, if not so authorised, involve a breach of duty by a Trustee under section 175 of the 2006 Act. Such authorisation shall be effected by an ordinary resolution and shall constitute "authorisation by the Company Members" for the purposes of this Article 35.7.
- 34.8.** A Trustee must declare the nature and extent of any interest, direct or indirect, which he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.
- 34.9.** A Trustee must absent himself or herself (unless expressly invited by the meeting to remain) from any discussions at any meeting in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest or any staffing or practice issues which may arise in carrying out any other role within the Charity).
- 34.10.** The conflicted Trustee shall not vote on any such matter and shall not be counted when considering whether a quorum of Trustees is present at the meeting or the relevant part of the meeting at which the matter to be considered related, irrespective of whether or not the Trustees has been expressly invited to remain at the meeting under Article 35.9.

35. Validity of acts

35.1. Subject to Article 36.2, all acts done by a meeting of Trustees, or of a Committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- (a) who was disqualified from holding office;
- (b) who had previously retired or who had been obliged by the Articles to vacate office;
- (c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- (d) if without:
 - (i) the vote of that Trustee; and
 - (ii) that Trustee being counted in the quorum,

the decision has been made by a majority of the Trustees at a quorate meeting.

35.2. Article 36.1 does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a Committee of Trustees if, but for Article 36.1, the resolution would have been void, or if the Trustee has not complied with Article 35.

36. The Seal

36.1. If the Charity has a seal it must only be used by the authority of the Trustees or of a Committee of the Trustees authorised by the Trustees. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the Secretary or by a second Trustee.

37. Minutes

37.1. The Trustees must keep minutes of all:

- (a) appointments of Office Holders;
- (b) proceedings at meetings of the Charity;
- (c) meetings of the Trustees and Committees of the Trustees including:
 - (i) the names of the Trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions.

38. Accounts

- (a) The Trustees must prepare for each financial year accounts as required by the 2006 Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (b) The Trustees must keep accounting records as required by the 2006 Act.

39. Annual Report and Return and Registers of Charities

- (a) The Trustees must comply with the requirements of the Charities Act 1993 with regard to:
 - (i) the transmission of the statements of account to the Charity;
 - (ii) the preparation of an Annual Report and its transmission to the Commission;
 - (iii) the preparation of an Annual Return and its transmission to the Commission
- (b) The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central register of Charities.

40. Notice pursuant to the Articles

40.1. Any notice to be given to or by any person pursuant to the Articles must be:

- (a) in writing; or
- (b) given using electronic communications,

to an address for the time being notified for that purpose to the person giving the notice. In this Article 40.1, 'address', in relation to electronic communications, includes any number or address used for the purposes of such communications.

41. Giving notice to Company Members

41.1. The Charity may give any notice to a Company Member, as defined under Article 1, either:

- (a) personally; or
- (b) by sending it by post in a prepaid envelope addressed to the Company Member at his or her address; or
- (c) by leaving it at the address of the Company Member;

- (d) by giving it using electronic communications to the Company Member's address;
or
- (e) by posting it on a website after giving notice of the website address to Company Members.

41.2. A Company Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.

41.3. A Company Member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

42. Proof of notice

42.1. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

42.2. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators, current as at the date such notice was sent, shall be conclusive evidence that the notice was given.

42.3. A notice shall be deemed to be given:

- (a) forty eight hours after the envelope containing it was posted; or
- (b) in the case of an electronic communication, forty eight hours after it was sent.

43. Indemnity

43.1. The Charity shall indemnify every Trustee and the Secretary against any liability incurred by him or her in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour of the Trustee or Secretary or in which the Trustee or Secretary is acquitted or in connection with any application in which relief is granted to the Trustee or Secretary by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

44. Standing Orders

44.1. The Trustees shall from time to time make such reasonable and proper rules or Standing Orders, as they may deem necessary or expedient for the proper conduct and management of the Charity, which are consistent with these Articles, the Memorandum and the Acts.

44.2. The Standing Orders may regulate the following matters but are not restricted to them:

- (a) the procedures for nominations and voting in the election of persons to be the Trustees;
- (b) the admission of Company Members of the Charity and their rights and privileges;
- (c) the conduct of Company Members of the Charity in relation to one another, and to the Charity's employees and volunteers;
- (d) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
- (e) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the Acts or by these Articles; and
- (f) generally all such matters as are commonly the subject matter of company rules.

44.3. The Charity in a general meeting has the power to alter, add to or repeal the rules or Standing Orders.

44.4. The Trustees must adopt such means as they think sufficient to bring the rules and Standing Orders to the notice of Company Members of the Charity.

44.5. The rules or Standing Orders, shall be binding on all Company Members of the Charity. No rule or Standing Order shall be inconsistent with, or shall affect or repeal anything contained in, these Articles or Memorandum.

Cllr Debbie Andre
Ward Member for Sandown North
Cabinet Member for Children's Services, Education and Skills
Debbieandre4sandown@gmail.com
07948 757977/400744

It's been a busy month with lots going on in Sandown. The arrival of the Beryl scooters has had a mixed reception and sadly, there have already been reports of misuse, some of which I have personally witnessed. I'm told that they do have some safeguards built in such as a very slow maximum speed if taken onto the revetment. This is a trial so if you have any comments to make, please get in touch with me.

I'm aware that some areas of our town have been subject to flooding in recent weeks. I recently met with our new Community Resilience Officer and together we are working on a Community Resilience Plan which will look at how best to plan for these situations as well as ways to prevent them from happening in the first place.

This brings me on to Southern Water and the issue with sewerage and effluent being passed into our beautiful bay, generally when storm water overloads the day to day system. If we are to retain our Blue Flag status, we need to ensure that our bathing water quality is consistently high. I'm working with Cabinet colleagues to address this issue directly with Southern Water and to challenge the current system of fining water companies a lesser amount than what is required to fix the problem at source. There are several places around our beautiful coast where this applies, but, in our case, mainly at Yaverland.

I have had several reports, from different sources, about a certain individual who is buying up non-runners, stripping any saleable parts from them, and then dumping what's left around the College Close and Faulkner Way Industrial estates and neighbouring residential streets. As many of you will know, we now have a fabulous team of PCSOs in the Bay area and I'm working closely with them on a range of issues. I have reported this individual to them and expect to see this practice stop in the near future.

Many of you will have seen the press release regarding a proposal for Dinosaur Isle, put out by a dedicated group of enthusiasts. My Cabinet colleagues in both Regeneration and Environment & Heritage are working hard to develop a plan with the local community that we can all embrace and that protects and

sustains our cherished heritage. I understand the depth of feeling that exists regarding our precious heritage and will make sure that residents' feelings are known at every stage of the process. I welcome your continued comments and thoughts on this.

I am now holding joint surgeries with our terrific PCSOs on the first Saturday of every month at 11am at Yaverland Sailing Club. During the summer, I will be holding some additional joint surgeries which will be advertised on my Facebook page.

Cllr Debbie Andre
July 2021

**REPORT FROM CLLR IAN WARD BEM
IW COUNCILLOR FOR SANDOWN SOUTH
TO SANDOWN TOWN COUNCIL**

ULTRA FAST BROADBAND – GETTING READY FOR THE FUTURE

For the last month or so Sandown has had many of its pavements dug up to have fibre cabling laid. This cabling will allow Ultra-Fast Broadband to move us into a completely different league when it comes to digital communication in the years to come. It is government policy to upgrade the whole of the UK to have world leading Ultra-Fast Broadband that is around 35x faster than normal Broadband. The Island is one of the first areas to get this because of our relative isolation and it gives us a huge advantage in incentivising businesses to set up here.

I know opinion stretches to both ends of the spectrum; some people think it's great, while others don't see the point at all. However, we all probably sit somewhere in the middle not knowing quite what the advantages are but are hoping we will all benefit in the years to come. Be patient, its nearly finished!

**CYCLING ON PAVEMENTS, ESPLANADE, REVETMENT AND CLIFF PATH
- UNACCEPTABLE BEHAVIOUR?**

I have had several complaints about cyclists riding on pavements, esplanades, revetments and otherwise ignoring the Highway Code etc. I know exactly what people mean. I often see groups of cyclists riding on the pavement in my road, going the wrong way along a one-way street. I hope those cyclists who break the rules will take note and start obeying the Highway Code. I have contacted our local police and discussed this with them and they said they would be taking steps to curtail this behaviour.

SANDOWN REGENERATION

The White Corner Building DID Sell At Auction

The building on the corner of Station Avenue and Fitzroy St failed to sell at its first showing at Auction on 5 May. However, on the second occasion on 16 June, it did sell! I am now trying to find out what the new owners intend to do with their new property as I know that residents want to see the end of this eyesore.

The Auctioneers are not allowed to tell me who purchased the property apart from that it is a mainland buyer. However, the Empty Homes officer has said he will tell me as soon as he knows!

Pier Street Toilets – Land Allocation Matters To Clarified

The sale and redevelopment of Pier Street Toilets is taking longer than expected because an uncertainty of land allocation matter has to be clarified. The IW Council Legal team are working on this as quickly as they can.

Ocean Hotel – Legal Matters Still To Be Resolved

I have been in touch with the new owners asking for an update on progress. They tell me that they are still in discussion with the multiple share owners to come to an amicable solution. As the new owners have not yet registered their ownership of the hotel so the IW Council cannot issue a Sec 215 Enforcement Order, however the Enforcement officer is trying to use alternative legislation being explored by the IW Council's legal department. I have asked the Enforcement Officer for the progress being made on that alternative enforcement action.

A handwritten signature in black ink, appearing to read 'Ian Ward'.

Cllr Ian Ward BEM

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