



## MINUTES

Minutes of the Meeting of Sandown Town Council held on **Monday, 20 September 2021** at 7.00pm at The Broadway Centre, Sandown, Isle of Wight. PO36 9GG.

### PUBLIC QUESTION

15 Minutes were allocated for members of the public to speak on matters relating to the agenda:

Mrs Sally McConkey submitted a written question (PQ02-2021/2022) regarding the declining state of the derelict buildings/hotels in Sandown, requesting an update on progressing the situation. The Mayor advised updates would be obtained from Isle of Wight Ward councillors and a written response would be provided PQ02-2021/2022.

**Present:** Cllrs 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.

### 36-2021-22 APOLOGIES

Apologies were received from Cllr Toby Wilcock

### 37-2021-22 DECLARATIONS OF INTERESTS

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

Cllr Andre declared an interest in any matters relating to the Isle of Wight Council and also in relation to Los Altos Park as her property backed onto it.

Cllr Ward declared an interest in any matters relating to the Isle of Wight Council and a personal interest in the item relating to the Honour Trail as his partner was involved in the project.

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

None Received

### 38-2021-22 MINUTES OF THE LAST MEETING

Members noted the resolution relating to minute 31-2021/2022 regarding funding a path in Los Altos Park should read "THAT the council would not provide funding for works to create a new path in Los Altos Park". In addition, Cllr Andre had declared an interest in the item

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

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

**RESOLVED:**

THAT the minutes of the meeting held on 19 July 2021 be approved subject to the amendment of Minute 31-2021/2022 to “THAT the council would not provide funding for works to create a new path in Los Altos Park” and the inclusion of Cllr Andre’s declaration of interest in the item.

**POINT OF ORDER**

Cllr Brothers raised a point of order regarding the hearing loop. Officers advised the loop had been checked by two separate organisations who advised it was functioning. A further site visit from the Royal National Institute for the Deaf would be arranged to check this again. The relevant councillors would again be invited. Quotes had also been obtained for new systems throughout the building, but costs would need to be budgeted.

Cllr Brothers continued to raise a second point of order, requesting the refusal of a motion they had submitted be recorded in line with standing order 20.8.

The Clerk advised that the motion (received on Sunday, 12 September 2021) had been rejected under Standing Order 20.2 as less than seven clear days’ notice had been received. The Mayor supported this decision.

During discussion Cllr Brothers stated they disagreed with the definition of clear days and requested clarification on the process for motions be circulated.

**39-2021-22 FINANCES**

1. To approve the Payments and Receipts lists as presented for July 2021 and August 2021

Councillors’ votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

For (10), Against (0), Abstentions (1).

**RESOLVED:**

THAT the Payments and Receipts for July and August 2021 be approved.

2. To receive and note the verified bank reconciliations for July 2021 and August 2021

The verified bank reconciliations for July and August 2021 were noted.

3. To receive and note the expenditure against budget through August 2021

The position against budget as of 30 September 2021 was noted.

4. Update on New Signatories.

The new signatories were now recorded with the bank and the mandate removing the old signatories had been accepted. Confirmation was provided there were four

signatories on the mandate.

5. Update on External Audit.

The External auditor had completed their analysis. The auditors had requested officers amend the reporting category for the Council Tax Grant Income transferring the monies from the Line 2 of the statement to Line 3. This had been completed and the revised document was submitted and published on the website. No “except matters” or qualifications were expected on the report as the amendment would just be noted under “other matters”.

6. To consider recommendations regarding the Reserves

Members considered the report outlining the proposal for managing the reserves.

Councillors’ votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

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

RESOLVED:

- (i) THAT the treasures account has a minimum balance of £100,000, topped up monthly from the instant access account.
- (ii) The Instant access account has a minimum balance of any significant monies owed on Purchase Orders plus £75,000 and is topped up every other month
- (iii) Remaining monies are held in 32 day access account.

7. To agree the proposed Toilet Cleaning and Maintenance Arrangement Specification

The clerk presented councillors with the proposed cleaning and maintenance specification. Members noted there would need to be discussion with any prospective providers around the timings of cleans due to logistical issues and changing dates for Easter and half terms, but the direction of travel was outlined. Clarification was provided that the specification would be used undertake the appropriate procurement actions; three quotes or a tender process.

A proposal was made and councillors’ votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

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

RESOLVED:

THAT the proposed Cleaning and Maintenance Specification be approved, and three quotes be obtained/tender process started.

8. Community Grants and Events

Cllr Humby declared an interest as a member of the Carnival Association. Cllr Andre declared an interest as she was the landlord for the Carnival Shop.

Members were advised that the Carnival Association were organising fireworks

display for New Year's Day and a program of events for 2022. Mr Paul Coueslant from the association thanked Council for their consideration and talked to the program of events. Reassurance was provided that there would be arrangements in place to safeguard any funding should the event be cancelled.

In addition to supporting the association by providing meeting space free of charge, approval was sought to award the allocated fireworks monies to the association to regularise the financial arrangements, make budget provision to support the 2022 events and to extend the opening the public toilets during the event.

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

For (8), Against (0), Abstentions (1).

**RESOLVED:**

- (i) THAT meeting space be provided to the Carnival Association free of charge.
- (ii) THAT the allocated fireworks monies in the 2021/2022 budget be awarded to the association
- (iii) THAT the draft 2022/2023 budget include to support the events planned for 2022

**40-2021-22 HUMAN RESOURCES COMMITTEE**

The Human Resources Committee met on 7 September 2021. A number of recommendations were made as a result of the meeting.

The Mayor advised members there were two parts to the recommendations:

- There were capacity issues resulting from the opening and closing of the building and increased bookings. Action needed to be taken to relieve the pressures on the team.
- The steps proposed in relation to RFO responsibilities were part of a longer term succession plan whereby the Deputy Clerk be transition into the Clerks role as he moved into a phased retirement.

During discussion Cllr Brothers advised they had asked for guidance on the line management of the new RFO role. Officers advised there no legal requirement for line management of the RFO to be through council or the Mayor and traditionally the RFO worked under the direction of the Town Clerk who was the proper officer.

Cllr Brothers also raised points regarding the Caretaker Job Description and a fixed term contract for the lock-up role, the latter was not supported. Clarification was provided that the revised job descriptions and related matters would be circulated to the relevant parties.

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 (0).

**RESOLVED:**

THAT the recommendations of the HR committee be agreed and:

- (i) A lock-up person be recruited and appointed according to the agreed Job

Description and Person Specification (Appendix A) as soon as possible.

- (ii) From 1 January 2022, Clerk to reduce to 0.8 fte, with the Deputy Clerk increasing RFO responsibilities.
- (iii) From 1 April 2022, Deputy Clerk to become the RFO and Clerk to reduce to 0.6 fte, with flexibility to cover annual leave, etc.
- (iv) New job descriptions for all four substantive posts to be drafted, with salaries revised to reflect changes in hours and responsibilities.
- (v) Arrangements to be reviewed in Autumn 2022 and report to full council, together with succession planning direction of travel.
- (vi) Provision be made in the 2022 budget for a project management role should it be required

#### **41-2021-22 UPDATE ON WORK PARTIES**

A report was provided which outlined the work of each of the working parties.

##### **1. Public Realm (Assets) Working Party**

The working party had met Monday, 9 and 16 of August 2021 to discuss the towns Decorative Lighting. Consideration was given to the working parties recommendations which were outlined in the report.

Discussion took place regarding light pollution and the Dark Skies initiative. The Dark Skies Park was located to the Southwest of the Island and sufficient distance that lights in Sandown would not impact it. Island Roads had also confirmed the options selected were appropriate for the locations.

Members were advised that due to lead times, timescales for installation prior to Christmas were expressed a preference for the lighting to be installed prior to the festive season.

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 (1).

##### **RESOLVED**

- (i) THAT the current, defunct lighting be removed immediately.
- (ii) THAT the council purchase and arrange for the installation, with remote switch on and switch off, for the following lighting:
  - Red, white, and blue alternating Boa lights on the Esplanade.
  - Ara in red/bright white on left and right, followed by Brin in blue/bright white on left and right in an alternating pattern of Ara/Brin/Ara pairs on the high street.
  - Perle Scintillante in blue and bright white on the Pier Street Junction.

##### **2. Events Working Party**

In addition to the details in the report members were advised, in regards to Remembrance Day 2201, that the meeting with the vicar had been delayed but this was now confirmed for 4 October 2021 and the road

closure request had been submitted. A risk assessment would be undertaken shortly.

3. Public Realm (Projects) Working Party.

In an update to the information in the report the Clerk advised they had contacted the Chamber of Commerce and Visit Wight. A meeting had also been arranged with the Bay Resilience Officer to discuss securing funded Youth Projects. Discussion took place regarding ensuring that the working parties worked together not in silos. Notes of the matters discussed at the working parties were circulated following each meeting to keep all parties informed.

4. Engagement Working Party

Members noted that Cllr Brothers had been appointed chair of the working party. Cllr Brothers then provided an overview of the matters outlined in the report.

**42-2021-22 SANDOWN HONOUR TRAIL**

Cllrs Andre and Ward left the room, having declared an interest as members of the Isle of Wight Council.

The Isle of Wight Council had written to Sandown Town Council regarding the Sandown Honour Trail (engraved tiles on the sea wall). The letter sought councils view on the future of the scheme following considerable discussion locally and changes to both councils' administration.

The options provided by the Isle of Wight Council were

- Option 1 Support the scheme, sign off the Memorandum Of Understanding, and work in partnership with Isle of Wight Council to deliver the scheme as set at?
- Option 2 Pause the scheme taking no further bookings, to allow time for Sandown Town Council to conduct a consultation exercise locally to ascertain the views of residents. Make these views known to the Isle of Wight Council to influence the future direction of the scheme.
- Option 3 Not to support the scheme taking no further bookings and to recommend to Isle of Wight Council that the scheme is stopped and to work with the Isle of Wight Council on what is best for the existing tiles in the long term.

Members discussed the issues surrounding the trail, noting it was a contentious issue, and agreeing that the public should be consulted on the future of the Trail. However, as the Trail was not a Sandown Town Council provision members did not feel it was appropriate for them to be involved as an intermediate party. Therefore, it was proposed and duly seconded:

“That Sandown Town Council agrees that an issue as contentious as this locally, should be based upon consultation. However, STC does not have any desire to be middle management of the scheme, sat between IWC and SHT. As such we recommend that IWC conduct a public consultation and undertake actions based upon the findings of the consultation”

An amendment was proposed that the Council assist with the consultation which was accepted by the proposer:

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

For (6), Against (2), Abstentions (1).

**RESOLVED:**

THAT Sandown Town Council agrees that an issue as contentious as this locally, should be based upon consultation. However, Sandown Town Council does not have any desire to be middle management of the scheme, sat between Isle of Wight Council and Sandown Honour Trail.

As such we recommend that Isle of Wight Council conduct a public consultation, which Sandown Town Council are willing to help facilitate, and undertake actions based upon the findings of the consultation.

**43-2021-22 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED**

Members were advised the Isle of Wight Council's Health and Safety team had raised two issues in relation to Los Altos:

- There was an exposed concrete pit following criminal damage in the wooded area near the Melville Street entrance. Officers had placed a temporary cover over the hole and placed a cone over it to highlight the danger. Southern Water had been notified and had started an investigation.
- There had been reports of fencing and earth moving machinery operating in the park. Officers found the activity to be on private land and had referred the matter back to the Isle of Wight Council. Officers were challenged over their authority to investigate the matter and responded that, as the council leased the park and held the liability insurance, any health and safety matter formerly raised by a statutory body would need to be investigated.

**44-2021-22 TO RECEIVE ANY PLANNING MATTERS**

(a) To consider any relevant planning applications.

The following planning application was considered:

*Reference*     21/01656/FUL

*Address*       Sandown Manor Hotel Yaverland Road Sandown Isle of Wight PO36 8QP

*Proposal*      Demolition of hotel; Proposed construction of 6 dwellings with parking; formation of vehicular access off Yaverland Road.

(b) To consider the draft Island Planning Strategy.

Members noted the Isle of Wight council's presentation from earlier in the evening and discussed how a local council could best influence planning. However, it was agreed no formal response from the council would be submitted and members, could if they were minded, submit individual responses.

## 45-2021-22 TO RECEIVE REPORTS FROM

### 1. The Town Clerk – including:

#### (a) The Broadway Centre

The centre was very busy and in addition to the regular booking's members noted:

- A meeting between Southern Water and the Isle of Wight Council (free of charge)
- Upcoming meetings included a public meeting for Electric Vehicle Charging and an IWALC resilience meeting.
- The NHS were undertaking a Trips and Falls week.
- Carnival had use of the shed to store Regatta equipment for two months.
- A request for use of Car Park had been received which would be bought to the next meeting if appropriate.

#### (b) Beach Safety and related projects

- The Life Guard Service Report which was very positive, would be circulated after the meeting of the relevant working party.
- The budget for the service would need to be considered a three year contract, with a two year extension period and a fixed base for operations would be proposed.
- A meeting with Stakeholders would be arranged for in the Autumn.
- The mayor had visited the lifeboat service and way forward to utilise the service in Sandown would be sought.

#### (c) Sandham Grounds

- New Equipment had been installed in July but had already been damaged.
- There were ongoing issues with litter. It was hoped this would reduce during the Autumn/Winter.
- Discussions around CCTV and with Stakeholders were planned.

The clerk also raised an urgent matter regarding the flood lights on the site (both the parks managed by Sandown Town Council and the area subleased by Heritage). Correspondence had been received from the Isle of Wight Council advising the Isle of Wight Council would no longer be funding the lights and seeking a decision from Sandown Town Council in regard to providing the monies for the lights.

Members were advised there had not been time prior to the meeting to investigate the matter.

A proposal was made and duly seconded. 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 (1).

RESOLVED:

THAT Sandown Town Council fund the lighting at Sandham Grounds on a temporary basis while the circumstances around the lighting were investigated.

(d) Welcome Back Fund

A timeline for correspondence relating to the fund was provided. Funding had been requested in relation to an extension of the opening Pier Street Toilets, litter at Sandham Gardens and vandalism. No funding had been awarded to date. A proposal was made and duly seconded that the town council formerly write to the Isle of Wight Council to express their disappointment that the summer season had passed with no allocation and request the funding be awarded promptly. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (1), Abstentions (1).

RESOLVED:

THAT Sandown Town Council write to the Isle of Wight Council to express their disappointment that the Welcome Back funding had not been allocated and request it be awarded promptly.

(e) Old Town Hall

In a further urgent matter, members were advised that an Intention to Market notification in respect of Sandown Town Hall, Grafton Street had been received from the Isle of Council. The former Sandown Town Hall had been listed as an asset of community value following nomination by Sandown Town Council on 29 August 2017. The site could not be sold before 1 November 2021 to allow community interest groups to prepare a bid should they wish. The notice would be published on the town councils website

**46-2021-22 EXTENSION**

In accordance with Standing Order 9.1.3 (i) a proposal was made to extend the meeting.

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

For (10), Against (1), Abstentions (0).

RESOLVED:

THAT the meeting be extended by 30 minutes.

**47-2021-22 TO RECEIVE REPORTS FROM**

2. Town Councillors

The key points noted by members included:

- Sandown Green Town Volunteers had been awarded Gold in the In Bloom competition.
- The report from the lifeguards had included details regarding two lives saved.
- The Mayor had been contacted regarding the dinosaur museum by professor Jeremy Lockwood and had advised the gentleman he was welcome to present

to the council. Members were reminded that the land was owned by the Isle of Wight council.

- Ventnor Town Council has recently hosted a zoom event in relation to local councils running car parks following their experience of taking on the parking in the town. Members noted it had taken approximately 8 years for the arrangements to be made and a sizable investment.
- A beach clean would be held on the 3rd October 2021 by Ryde Sea Scouts.

3. Outside Bodies

The Isle of Wight Council had requested the town council appoint two members to the Revetment Working Party. Cllr Hicks and Cllr Humby were proposed and seconded. There were no other nominations.

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 (0).

RESOLVED:

THAT councillors Hicks and Humby be appointed to the revetment working party.

**PUBLIC QUESTION TIME**

Mr Alan Jones advised that Sandown in Bloom awards would be presented on Thursday, 23 September at 7:30 pm at the Tap. There would be a BBQ and Music at the event.

He also advised that the towns Business Association had been reformed within the Community Association as had the Hotel and Guesthouse Association. A formal vote would be held at the Community Associations AGM on 14 October 2021.

Cashed as of 30 September 2021			Balance Carried Forward			131,305.59	
Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
218	01/09/2021		Business Rates	Isle of Wight Council	424.00	0.00	424.00
219	02/09/2021		Water	Business Stream	42.77	0.00	42.77
220	03/09/2021		CCTV and Alarm Service and Maintenance (annual)	Lifeline Alarms	460.00	92.00	552.00
221	03/09/2021		Decorating Supplies	Jewson	8.49	1.70	10.19
222	03/09/2021		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00
223	03/09/2021		Website Hosting	Vision ICT	225.00	45.00	270.00
224	03/09/2021		Patio Materials	Jewson	32.96	6.59	39.55
225	03/09/2021		Patio Materials	Jewson	49.44	9.89	59.33
226	03/09/2021		Patio Materials	Jewson	286.08	57.22	343.29
227	09/09/2021		Weed Treatment (Broadway)	Garden Tidy	40.00	0.00	40.00
228	09/09/2021		Grass Cutting (Los Altos)	John O'Conner	360.00	72.00	432.00
229	09/09/2021		Beach Cleaning	Brighstone Landscaping	4224.00	844.80	5,068.80
230	09/09/2021		Expenses - Postage	Richard Priest	2.25	0.00	2.25
231	09/09/2021		Expenses - Stationary	Richard Priest	12.07	2.41	14.48
232	09/09/2021		Expenses - Gardening	Richard Priest	4.99	1.00	5.99
233	09/09/2021		Expenses - ICT	Richard Priest	338.40	67.68	406.08
234	16/09/2021		Toilets - Repairs	Focus Plumbing and Heating	75.00	15.00	90.00
235	16/09/2021		Training	SLCC Enterprises	90.00	18.00	108.00
236	16/09/2021		Training	SLCC Enterprises	90.00	18.00	108.00
237	16/09/2021		Security	Vectis Group Security	248.00	49.60	297.60
238	16/09/2021		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00
239	16/09/2021		Door Guards Room 3/4	The Lock Shop	360.00	72.00	432.00
240	16/09/2021		Playground Equipment	Wicksteed	15128.16	3025.63	18,153.79
263	20/09/2021		Electricity St Johns	Corona Energy Retail 4 Ltd	25.65	1.28	26.93
264	20/09/2021		Electricity	Corona Energy Retail 4 Ltd	74.77	3.74	78.51
265	20/09/2021		Electricity - Eastern Gardens	Corona Energy Retail 4 Ltd	43.83	2.19	46.02
266	20/09/2021		Electricity - Yaverland	Corona Energy Retail 4 Ltd	35.09	1.75	36.84
242	21/09/2021		Payroll	Community Action Isle of Wight	31.00	0.00	31.00
243	21/09/2021		Payroll	Community Action Isle of Wight	4869.71	0.00	4,869.71
244	21/09/2021		Pension	Community Action Isle of Wight	676.02	0.00	676.02
245	21/09/2021		HMRC PAYE	Community Action Isle of Wight	1797.90	0.00	1,797.90
241	23/09/2021		Grass Cutting (SJP)	Garden Tidy	80.00	0.00	80.00
246	23/09/2021		Sanitary Services	Island Environmental Hygiene	91.00	18.20	109.20
247	23/09/2021		Sanitary Services	Island Environmental Hygiene	91.00	18.20	109.20
248	23/09/2021		Sanitary Services	Island Environmental Hygiene	91.00	18.20	109.20
249	23/09/2021		Sanitary Services	Island Environmental Hygiene	91.00	18.20	109.20
250	23/09/2021		Sanitary Services	Island Environmental Hygiene	91.00	18.20	109.20
251	23/09/2021		Sanitary Services	Island Environmental Hygiene	91.00	18.20	109.20
252	23/09/2021		Toilets - Repairs	Focus Plumbing and Heating	98.70	19.74	118.44
253	23/09/2021		Toilets - Repairs	Focus Plumbing and Heating	212.70	42.54	255.24
254	23/09/2021		Toilets - Repairs	Focus Plumbing and Heating	167.90	33.58	201.48
255	23/09/2021		Toilets - Repairs	Focus Plumbing and Heating	146.99	29.40	176.39
256	30/09/2021		St Johns Toilet Re-provision	Danfo (UK) Ltd	77775.00	15555.00	93,330.00
257	30/09/2021		Stationary	Beardsalls	50.61	10.12	60.73

Voucher	Date	Cheque No	Supplier	Description	Net	VAT	Total
258	30/09/2021		Window Cleaning	Crystal Clear Windows	15.00	0.00	15.00
259	30/09/2021		Grass Cutting (SIP)	Garden Tidy	80.00	0.00	80.00
260	30/09/2021		Waste Collection (Wheelie Bins)	Biffa Waste Services Ltd	131.25	26.25	157.50
261	30/09/2021		Audit	PFK Littlejohn	800.00	160.00	960.00
262	30/09/2021		Broadband and Telephone	Wightfibre	53.90	10.78	64.68
					End Balance		130,777.71
							262,083.30

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Received as of 30 September 2021				Balance Carried Forward		352,174.71
Voucher	Date	Description	Net	VAT	Total	
61	01/09/2021	Hall Hire	60.00	12.00	72.00	
62	01/09/2021	Room Hire	12.00	2.40	14.40	
74	01/09/2021	WC Income	7.90	0.00	7.90	
75	01/09/2021	WC Income	10.70	0.00	10.70	
76	01/09/2021	WC Income	10.70	0.00	10.70	
77	01/09/2021	WC Income	14.60	0.00	14.60	
78	01/09/2021	WC Income	13.80	0.00	13.80	
79	01/09/2021	WC Income	11.50	0.00	11.50	
80	01/09/2021	Hall Hire	60.00	12.00	72.00	
81	01/09/2021	Hall Hire	243.75	48.75	292.50	
82	02/09/2021	Room Hire	8.00	1.60	9.60	
83	03/09/2021	Room Hire	11.00	2.20	13.20	
84	03/09/2021	Hall Hire	37.50	7.50	45.00	
85	07/09/2021	Hall Hire	80.00	16.00	96.00	
86	08/09/2021	WC Income	10.80	0.00	10.80	
87	08/09/2021	WC Income	16.90	0.00	16.90	
88	09/09/2021	Hall Hire	15.00	3.00	18.00	
89	09/09/2021	Hall Hire	180.00	36.00	216.00	
90	09/09/2021	Room Hire	80.00	16.00	96.00	
91	10/09/2021	Hall Hire	48.00	9.60	57.60	
92	15/09/2021	WC Income	17.21	0.00	17.21	
93	15/09/2021	WC Income	28.30	0.00	28.30	
94	16/09/2021	Base Rent (Sandham Gardens)	2,500.00	0.00	2,500.00	
95	10/09/2021	Hall Hire	60.00	12.00	72.00	
97	10/09/2021	Hall Hire	142.50	28.50	171.00	
98	10/09/2021	Hall Hire	142.50	28.50	171.00	
99	10/09/2021	Hall Hire	142.50	28.50	171.00	
101	09/09/2021	Bank Interest	0.68	0.00	0.68	
102	27/09/2021	Hall Hire	64.00	12.80	76.80	
103	29/09/2021	WC Income	7.10	0.00	7.10	
104	29/09/2021	WC Income	19.90	0.00	19.90	
Voucher	Date	Description	Net	VAT	Total	





Received as of 31 October 2021				Balance Carried Forward		357,845.30
Voucher	Date	Description	Net	VAT	Total	
114	06/10/2021	WC Income	6.40	0.00	6.40	
115	06/10/2021	WC Income	11.40	0.00	11.40	
116	06/10/2021	Room Hire	15.00	3.00	18.00	
117	06/10/2021	Room Hire	12.00	2.40	14.40	
118	07/10/2021	Room Hire	30.00	6.00	36.00	
119	07/10/2021	Room Hire	125.00	25.00	150.00	
120	01/10/2021	Room Hire	100.00	20.00	120.00	
121	04/10/2021	Room Hire	48.00	9.60	57.60	
122	04/10/2021	Room Hire	240.00	48.00	288.00	
123	04/10/2021	Room Hire	8.00	1.60	9.60	
124	04/10/2021	Room Hire	127.50	25.50	153.00	
125	04/10/2021	Room Hire	15.00	3.00	18.00	
126	07/10/2021	Room Hire	340.00	68.00	408.00	
127	07/10/2021	Room Hire	15.00	3.00	18.00	
128	13/10/2021	WC Income	8.00	0.00	8.00	
129	13/10/2021	WC Income	16.80	0.00	16.80	
130	07/10/2021	Room Hire	83.33	16.67	100.00	
131	08/10/2021	VAT Refund	21,606.79	0.00	21,606.79	
132	11/10/2021	Room Hire	50.00	10.00	60.00	
133	11/10/2021	Room Hire	142.50	28.50	171.00	
134	11/10/2021	Room Hire	157.50	31.50	189.00	
135	11/10/2021	Room Hire	207.50	41.50	249.00	
136	11/10/2021	Room Hire	157.50	31.50	189.00	
137	11/10/2021	Room Hire	142.50	28.50	171.00	
138	11/10/2021	Bank Interest	1.02	0.00	1.02	
139	13/10/2021	Room Hire	37.50	7.50	45.00	
140	26/10/2021	WC Income	26.40	0.00	26.40	
141	26/10/2021	WC Income	26.10	0.00	26.10	
142	27/10/2021	Room Hire	48.00	9.60	57.60	
143	27/10/2021	Room Hire	37.50	7.50	45.00	
144	22/10/2021	Room Hire	44.00	8.80	52.80	
Voucher	Date	Description	Net	VAT	Total	

145	22/10/2021	Room Hire	49.50	9.90	59.40
146	19/10/2021	Room Hire	262.50	52.50	315.00
148	28/10/2021	Room Hire	425.00	85.00	510.00
149	28/10/2021	Room Hire	425.00	85.00	510.00
			End Balance		25,717.31
					383,562.61

<b>Uncashed</b>					
147	01/11/2021	Hall Hire	64.00	12.80	76.80
150	02/11/2021	Hall Hire	15.00	3.00	18.00
151	02/11/2021	WC Income	14.90	0.00	14.90
152	02/11/2021	WC Income	14.90	0.00	14.90
			End Balance		72.50

Signed \_\_\_\_\_  
Signed \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_



## SANDOWN TOWN COUNCIL

1 October 2021 (2021-2022)

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 30/09/2021</b>		
	Cash in Hand 01/04/2021		518,454.33
	<b>ADD</b> Receipts 01/04/2021 - 30/09/2021		357,845.30
			876,299.63
	<b>SUBTRACT</b> Payments 01/04/2021 - 30/09/2021		262,083.30
<b>A</b>	<b>Cash in Hand 30/09/2021</b> (per Cash Book)		<b>614,216.33</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	2.41	
	2 - Treasurers Account 30-97-42 1 30/09/2021	0.00	
	5 - Business Bank Instant 30-97-4: 30/09/2021	0.10	
	3 - Reserves 30-97-42 24097868 30/09/2021	233,000.00	
	4 - Business Bank Instant 30-97-4 30/09/2021	80,000.00	
	1 - Treasurers Account 30-97-42 0 30/09/2021	301,213.82	
			<b>614,216.33</b>
	Less unrepresented payments		
			614,216.33
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>614,216.33</b>
	<b>A = B Checks out OK</b>		

**SANDOWN TOWN COUNCIL**

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

*Name and Role (Clerk/RFO etc)*

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

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

	<b>Bank Reconciliation at 31/10/2021</b>		
	Cash in Hand 01/04/2021		518,454.33
	<b>ADD</b> Receipts 01/04/2021 - 31/10/2021		383,562.61
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/10/2021		902,016.94
			282,302.34
<b>A</b>	<b>Cash in Hand 31/10/2021</b> (per Cash Book)		<b>619,714.60</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2021	2.41	
	2 - Treasurers Account 30-97-42 1 31/10/2021	0.00	
	5 - Business Bank Instant 30-97-4: 31/10/2021	0.10	
	3 - Reserves 30-97-42 24097868 31/10/2021	0.00	
	4 - Business Bank Instant 30-97-4 31/10/2021	313,000.00	
	1 - Treasurers Account 30-97-42 0 31/10/2021	306,712.09	
			<b>619,714.60</b>
	Less unrepresented payments		
			619,714.60
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>619,714.60</b>
	<b>A = B Checks out OK</b>		

## SANDOWN TOWN COUNCIL

Net Position by Cost Centre and Code (Between 01/04/2020 and 31/10/2021)

3 November 2021 (2021-2022)

### Cost Centre Name

#### ADMINISTRATION

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1	Public Works Loan Board				34,803.00	16,909.24	17,893.76
2	Audit				1,850.00	8,592.20	-6,742.20
3	County Association Dues				1,100.00	755.77	344.23
4	ICO				35.00	35.00	
5	Broadband & Phone				930.00	362.54	567.46
6	Postage				102.00	2.25	99.75
7	Stationery				765.00	359.42	405.58
8	Photocopier				468.00	255.56	212.44
9	ICT				3,870.00	2,306.16	1,563.84
10	Insurance (All Assests)				5,390.00	6,364.91	-974.91
11	Professional fees			1,575.00	1,075.00	467.00	2,183.00
78	Bank Interest			5.06			5.06
79	VAT Refunded			10,803.39			10,803.39
85	Mayors Board				35.00		35.00
86	Office Equipment				80.00	64.50	15.50
				<b>£12,383.45</b>	<b>50,503.00</b>	<b>£36,474.55</b>	<b>26,411.90</b>

#### ADVERTS & PUBLICITY

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
13	Chronicle				1,821.00	1,315.28	505.72
14	Notice Boards						
15	Local Press Adverts						
					<b>1,821.00</b>	<b>£1,315.28</b>	<b>505.72</b>

#### BEACH

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
16	Beach Cleaning (Litter)				10,732.00	4,224.00	6,508.00
					<b>10,732.00</b>	<b>£4,224.00</b>	<b>6,508.00</b>

#### BROADWAY CENTRE

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
19	Business Rates				4,284.00	2,969.50	1,314.50
20	Water				567.00	175.76	391.24
21	Licences				317.00	487.90	-170.90
22	Electricity				1,492.00	565.41	926.59
23	Gas				2,000.00	261.98	1,738.02
24	Alarms/CCTV				1,100.00		1,100.00
26	Waste				1,746.00	1,413.50	332.50
27	Cleaning materials					318.15	-318.15
28	Furniture and Fittings				500.00	936.80	-436.80
29	Repair and Maintenance				762.00	355.53	406.47
30	Landscape				1,000.00	1,228.79	-228.79
31	Signage				102.00	30.00	72.00
32	Service				951.00	1,355.10	-404.10
77	Room Hire			11,497.92			11,497.92
84	Covid-19 Business Suppo						
				<b>£11,497.92</b>	<b>14,821.00</b>	<b>£10,098.42</b>	<b>16,220.50</b>

#### CIVIC

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
34	Remembrance Events				1,700.00	135.70	1,564.30
35	Christmas Tree and Lightir				1,500.00		1,500.00
36	Town Crier				250.00		250.00
87	War Memorial (Esplanade)				1,500.00	737.75	762.25
88	War Memorial (Animal)				250.00	504.23	-254.23
					<b>5,200.00</b>	<b>£1,377.68</b>	<b>3,822.32</b>

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

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2020 and 31/10/2021)**

**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				6,000.00		6,000.00
38	Events and Grants				2,000.00	3,367.00	-1,367.00
39	Green Towns				2,000.00	2,000.00	
89	Schools				1,000.00		1,000.00
					<b>11,000.00</b>	<b>£5,367.00</b>	<b>5,633.00</b>

**COUNCILLORS**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Mayor Allowance				1,000.00		1,000.00
41	Election				4,000.00		4,000.00
42	Training				1,000.00		1,000.00
43	Hospitality				500.00		500.00
95	Meeting Materials and oth					130.00	-130.00
					<b>6,500.00</b>	<b>£130.00</b>	<b>6,370.00</b>

**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		334,366.70	335,212.00			845.30
			<b>334,366.70</b>	<b>£335,212.00</b>			<b>845.30</b>

**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)				6,000.00	2,160.00	3,840.00
					<b>6,000.00</b>	<b>£2,160.00</b>	<b>3,840.00</b>

**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				200.00		200.00
					<b>200.00</b>		<b>200.00</b>

**OTHER**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
96	Misc					8.32	-8.32
						<b>£8.32</b>	<b>-8.32</b>

**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				1,000.00	233.50	766.50	
52	Maintenance and Repair (				10,000.00	50.00	9,950.00	
53	All Playground Repair							
55	Kerbing				2,500.00		2,500.00	
81	Grounds Maintenance (Sa				5,872.00	40.00	5,832.00	
83	Sandham Gardens - Leas			5,000.00			5,000.00	
91	Signage (Sandham)				250.00		250.00	
					<b>£5,000.00</b>	<b>19,622.00</b>	<b>£323.50</b>	<b>24,298.50</b>

**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 Func				10,000.00	15,128.16	-5,128.16

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

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2020 and 31/10/2021)**

**Cost Centre Name**

54 Litter Picking	5,603.00	220.00	5,383.00
92 Grounds Maintenance (SJ)	1,829.00	1,875.00	-46.00
	<b>17,432.00</b>	<b>£17,223.16</b>	<b>208.84</b>

**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>
48	Skatepark (General)				3,000.00		3,000.00
49	Maintenance and Repair (				1,000.00		1,000.00
93	Competition (Skate Park)				700.00		700.00
					<b>4,700.00</b>		<b>4,700.00</b>

**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				400.00		400.00
59	Town Improvement Fund	18,271.00		750.00	20,000.00	27,427.25	11,593.75
60	Hanging Baskets				6,871.00		6,871.00
75	Seaside Awards (Town Im)					799.00	-799.00
82	Grounds Maintenance (Fe				2,000.00	403.00	1,597.00
		<b>£18,271.00</b>		<b>£750.00</b>	<b>29,271.00</b>	<b>£28,629.25</b>	<b>19,662.75</b>

**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				109,221.00	52,668.91	56,552.09
62	Training				1,000.00	180.00	820.00
63	Expenses (Inc Travel)						
64	Professional Subscription				247.00	309.00	-62.00
65	Locum Clerk						
					<b>110,468.00</b>	<b>£53,157.91</b>	<b>57,310.09</b>

**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				5,243.00	-5,139.70	10,382.70
67	Electricity				1,372.00	720.59	651.41
68	Water				8,717.00	42.77	8,674.23
69	Cleaning & Security				32,625.00	14,782.18	17,842.82
70	Wallgate & Inspection				1,568.00	763.00	805.00
71	Repair and Maintenance				3,075.00	3,709.88	-634.88
72	Solar/Turbine				200.00	225.00	-25.00
73	Refurbishment				196,420.00	78,462.50	117,957.50
94	Waste (Toilets)				668.00		668.00
97	Accessible Toilet Income -			162.41			162.41
98	Unisex Toilet Income - St			254.93			254.93
				<b>£417.34</b>	<b>249,888.00</b>	<b>£93,566.22</b>	<b>156,739.12</b>

**NET TOTAL**

<b>£18,271.00</b>	<b>334,366.70</b>	<b>£365,260.71</b>	<b>538,158.00</b>	<b>£254,055.29</b>	<b>333,267.72</b>
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## SANDOWN TOWN COUNCIL

### Company

Amberol Ltd	Rod Father
Ambulance Training and Community Response Services	RoSPA Play Saftey
Beardsalls	Sandham Office Services
Brighstone Landscaping	Sandie Harding Book Repairs and Conservation
Chant Lock	Sign Shop
Clarke's Mechanical	Stage Gear Rentals
Crystal Clear Windows	Steve Porter Transport
Danfo (UK) Ltd	Suicide Prevention and Intervention IOW
Engenius Ltd	The Lock Shop
Engineering Design Services	Thompson's Plants
Flying Colour Flagmakers	Vision ICT
Focus Plumbing and Heating	W Hurst & Son (IW) Ltd
FW Marsh	Waterside Community Trust
Garden Tidy	Wicksteed
Gully Howard	Wight Computers
Hags-SMP	Wight Fire
Holness Woodwork	Wight Office Equipment
Island Environmental Hygiene	Wight Reclamation/Wight Confidential
Isle of Wight Council	Wight Stonemasonry
Jerome & Co	WightStream External Cleaning
Jewson	Woodside Tree Consultancy
John O'Conner	WSM Associates
JR Fencing & Sons	Zurich Municipal
Lake Cleaning & Catering Supplies	
Lifeline Alarms	
MCM Construction	
NDLE	
Newsquest Media	
Newtech Southern Ltd	
Parker Bell	
Plenty Construction	

Those wishing to apply to be included in the council's approved contractors list should do so in writing and provide:

- The category(ies) for which you wish to apply.
- A copy of your public liability insurance.
- Risk assessments pertaining to the relevant categories.
- Details of three referees
- Relevant certifications/accreditations.





## Working Parties Update (Briefing Note)

**Date** 15 November 2021  
**Prepared by** Town Clerk

### **1. PUBLIC REALM (ASSETS) WORKING PARTY MEETING**

- 1.1. The working party met on 11 October 2021
- 1.2. There was a presentation from Beach Safety Manager and discussion of report with members:
  - 1.2.1. Report to be published on website (actioned);
  - 1.2.2. Arrangements for 2022 onwards discussed (to be on future Full Council Agenda)
  - 1.2.3. Need for facility for the service, with storage trailer considered (Clerks to get quotes etc);
  - 1.2.4. Agreed that Cllr A Lightfoot would be lead member for Beach project
  - 1.2.5. Presentation to manager and press release (actioned); and
  - 1.2.6. Manager to provide CPR training for restart a heart initiative (actioned).
  - 1.2.7. Members noted that the service would also support Remembrance Day service with provision of first aiders.
  - 1.2.8. Members also noted possible links to other projects.
- 1.3. Members supported individual members leading on and reporting back of different initiatives, with Cllr P Lightfoot leading on Eastern Gardens Toilets – briefing later that day.
- 1.4. Members discussed current situation with Eastern Gardens and the immediate issues are Utilities at proposed site, licence from IWC, planning permission, siting of unit away from wall to avoid people climbing up/jumping on, moving planters, and possible future use of existing units (nb existing units would remain available during build and future use considered next Autumn).
  - 1.4.1. Members noted briefing in afternoon with Danfo, and the likely timeframe between commissioning and installation.

- 1.4.2. Future briefing/s to be arranged subsequent to afternoon briefing and paper to November meeting, noting increase in costs since previous quote.
- 1.4.3. Members noted 1+3 structure, preferred cladding given location and clerks would reflect in paper going forward.
- 1.4.4. Clerks would try and arrange a further all member briefing, once revised quote received, before next Full Council Meeting, and to fit in with scheduled Working Party Meetings on 18 and 25 October.
- 1.5. Members also touched on CCTV and other projects but recognised need to prioritise Eastern Gardens given resources available.

## **2. EVENTS WORKING PARTY MEETING**

- 2.1. Met on Monday, 4 October 2021
- 2.2. Members discussed Remembrance Events
  - 2.2.1. Members agreed risk assessment and will be circulated to all members;
  - 2.2.2. Members discussed draft order of service and updated draft to be agreed with Rev Williams and circulated, once participants confirmed;
  - 2.2.3. Clerks to contact PA provider and arrange site visit (actioned);
  - 2.2.4. Clerks to contact local school re possible Armistice Day Project;
  - 2.2.5. Clerks to contact RBL re wreaths (actioned);
  - 2.2.6. Clerks to contact youth groups re participation in Remembrance Day;
  - 2.2.7. Possible centenary project with Memorial – clerks to contact organisers;
  - 2.2.8. Possible TWG project for Memorial Centenary;
  - 2.2.9. Members discussed possible march/parade, provision of seating, and other initiatives but given limited staffing resource no possible in 2021;
  - 2.2.10. Ian Fletcher to MC before service (Covid guidance etc);
  - 2.2.11. Clerks to contact Band with further details, but much is weather dependent;
  - 2.2.12. Road Closure application submitted;
  - 2.2.13. Clerks to circulate further details of arrangements once confirmed.
- 2.3. Members welcomed Paul from Carnival association and confirmed Town Council provision of £6,000 for 2021/22 New Year Fireworks, and other support;
  - 2.3.1. Paul outlined plans for 2022 and beyond, and members supported ongoing meetings/discussions to see if further support can be provided;
  - 2.3.2. Members noted potential of links to other initiatives in town/across the bay.

- 2.4. Alan Jones updated members on possible Marker to be located at Centre, members discussed other options, but it was an AJ/Community association project;
- 2.5. Alan updated members on possible reformation of Business association and Hoteliers Network;
- 2.6. Alan updated members on possible yearly/quarterly/Monthly newsletter and would discuss with communications working party.
- 2.7. Plans for Christmas projects and 2022 to be discussed at next meeting, or by email in advance due to Covid uncertainty and weather factors.

### **3. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING**

- 3.1. Met on Monday 25 October 2021
- 3.2. Members welcomed Julian Wadsworth, Resilience Officer for the Bay from Community Action, to the meeting.
  - 3.2.1. Julian outlined the Youth Project, which secured funding from Energise Me, with support from Sandown Town Council.
  - 3.2.2. The funding is less than 10k and project is 6 months only – starting late October and will include the following as a starting point.
  - 3.2.3. 2 x detached youth work sessions per week across Sandown/Lake
  - 3.2.4. 3 weekly activities per week – 2 indoor (if I can secure credible and assessable facilities) and 1 outdoor activity
  - 3.2.5. Development of a diverse youth forum representing both areas – social action/volunteering
  - 3.2.6. Increase local workforce – student placements/volunteers and identify young leaders/community members for increase training.
  - 3.2.7. Develop a sustainability plan through consultation, monitoring and evaluation through this project.
  - 3.2.8. Julian noted there had been engagement with local young people at local events recently.
  - 3.2.9. Julian had also met with Lake PC and there was an indication of possible support (match funding) in the future and members agreed that indicative funding would be included in Budget consultation and options, in order of £5-£10,000 provision subject to the project and other funding streams.
  - 3.2.10. Members agreed to support a publicity launch.

3.2.11. Members thanked Julian for presentation and would welcome updates when possible.

3.3. Members also briefly discussed issues at Sandham Grounds and Los Altos.

3.4. 12/ Members were mindful of workload pressures and this would be discussed at next full council meeting.

#### **4. PUBLIC ENGAGEMENT WORKING PARTY MEETING**

4.1. Met on 18 October 2021

4.2. Members noted the Work Steam Priorities for the Working Party agreed by Full Council in July 2021 following the Planning Meeting:

- Digital (website, social media)
- Sandown Chronicle
- Annual Budget Consultation#
- Working With Bay Area Town/Parish Councils

4.3. Members noted the briefing paper circulated by Working Party Chair in advance of the meeting.

4.4. Members noted need to develop a Town Plan, although not in the remit of working party, and that this would have costing implications, as well as need for additional resources, and this could feature in budget discussions.

4.5. Members agreed for the clerk, despite current workload pressures, to draft and circulate the notes to enable consistency between the working parties, and coordination of actions.

4.6. Members noted that any proposals would need to go to the Full Council, with any costing consequences.

4.7. Cllr A Lightfoot proposed, and Cllr Ward seconded, that Ceri Dent be invited to future meetings when the development of the website and social media presence was the theme.

4.8. Members noted that different stakeholders could be involved when appropriate, for example Alan Jones when taking forward Sandown Chronicle initiative.

4.9. Members noted issues of GDPR and possibility of working with 3rd party to address issues identified.

4.10. Members noted the current website was compliant with publication requirements, and potential development would be welcome and any costing/resource implications considered.

4.11. Members noted that Cllr Lightfoot had offered to help draft a brief policy paper, with Jenn, on Facebook project for January 2022, and that this needed to fit in with

Communications Policy agreed by Full Council and based on National Guidance, and any amendment agreed accordingly.

- 4.12. Members also noted that the Communications Policy was part of a set of policies agreed by Full Council and an amendment to one policy may have implications for all policies, as well as having staffing and council implications: members noted that currently, the Mayor/Clerk agree any statements issued on behalf of the Town Council, and this was in line with national best practice.
- 4.13. The Clerk briefed members on the Chronicle Heritage Project, and Cllr Humby updated members on the background to the initiative.
- 4.14. Members discussed the Annual Budget Consultation, and members noted the current staffing pressures, as well as the difficulties of planning any public engagement with the uncertainty with covid guidance, the Clerk would try and draft initial options for circulation before November Full Council, but this may only be to members in first instance.

The Clerk, subject to resource implications, will draft possible methods of public engagement and consultation to be implemented before February 2022 meeting when budget and precept is agreed.

- 4.15. (Further to meeting) Cllr P Lightfoot outlined initial contact with Lake and Shanklin Parish/Town Councils.





## 2022/2023 Budget Process (Briefing Note)

**Date** 15 November 2021  
**Prepared by** Town Clerk

### 1. COVID-19

- 1.1. Sandown Town Council's consultation on the 2022/2023 budget will be guided the Covid-19 situation

### 2. BACKGROUND

- 2.1. Previous consultations have included public meetings and on-line surveys
- 2.2. The results of previous consultations have prioritised:
  - (a) The renovation of Eastern Gardens Toilets (in hand).
  - (b) The renovation of St John's Road Toilets (actioned).
  - (c) The repair of Steven Jenkins Playground (actioned).
  - (d) On-going development of the Broadway Centre and income generation (actioned).
  - (e) Support of Carnival, Green Towns, other key partners and development of hub at the centre (actioned and increasing).
  - (f) Increased communication within resources (actioned and ongoing).
  - (g) Longer term provision for the replacement of equipment at Steven Jenkins Playground (actioned).
  - (h) Beach safety service including buoys (actioned).
  - (i) Achieve "Blue Flag" status (actioned/annual review).
  - (j) Support of resilience in the Bay (actioned).
  - (k) Youth project provision (actioned and ongoing).
  - (l) Maintenance of Los Altos and other spaces in the public world (actioned – ongoing and including Green Towns)
  - (m) Public Realm issues with non-town council amenities (correspondence and budget provision for enforcement)

- (n) Work with schools (actioned and on-going)
  - (o) Commemorative events (actioned and on-going)
  - (p) Decorative Lighting (in hand)
  - (q) Chronicle Heritage Project (actioned)
- 2.3. The town council's priorities were set in July 2021 (Soft event).
- 2.4. Working Parties were established to take forward priorities. These arrangements will be reviewed in 2022 (number of meetings/time spent).

### **3. IDENTIFIED COST PRESSURES**

- 3.1. Pressures identified as reported at the November 2021 and previous meetings include:
- (a) Anti-social behaviour and on-going damage to property.
  - (b) Fly-tipping and associated costs.
  - (c) Increasing Energy Costs.
  - (d) Devolved services from Isle of Wight Council.
  - (e) Supply cost increases.
  - (f) Ensuring accessibility of services and activities.
  - (g) Increased national insurance and other costs.

### **4. INITIATIVES PROPOSED BY MEMBERS**

- 4.1. Communications – Possible costs relating to printed newsletters, hardcopy publication, email newsletters, revision of website and officer engagement.
- 4.2. Town Plan – Dedicated officer to develop town plans and engagement process (possibly part funded by grant monies).
- 4.3. Recycling Fish – Part sponsored and alongside existing bins funded by town council.
- 4.4. Enforcement Resource:
- (a) Propose the Isle of Wight Council provide additional capacity in their budget;
  - (b) Allocate £10,000 in the town council's budget and propose Bay provision with council partners.
- 4.5. Costs relating to HR issues of concern/capacity
- 4.6. Provision of match funding youth project.

## **5. INITIAL PRECEPT OPTIONS**

- 5.1. There has been no increase to the precept for 2 years.
- 5.2. The initial budget options for 2022-2023 which will impact the precept are:
  - (a) Zero increase
  - (b) 5% inflation increase
  - (c) Higher projected rate of inflation.

## **6. EXISTING BUDGET WITH UPLIFT**

Once the initial basis for the budget has been agreed. Consideration should be given to uplift to include additional projects and provisions.

## **7. PROPOSED DEVELOPMENT OF BUDGET**

- 7.1. Working party meetings deferred to 2022 to enable councillor briefing in December to agree consultation priorities.
- 7.2. Informal member briefing.
- 7.3. Engagement of Stakeholder Groups (n.b. those which use the Broadway Centre)
- 7.4. Public Survey Online in January 2022.
- 7.5. Development of Budget Options for February 2022 Council meeting.
- 7.6. February Precept/Budget meeting.

## **8. TIME LINE**

November 2021	Council agree process and base position
December 2021	Informal briefing to discuss consultation
December 2021	Public Consultation undertaken
January 2022	Draft budget circulated/published.
February 2022 (7 <sup>th</sup> )	Final Budget approved

**8.1. ISLE OF WIGHT COUNCIL BUDGET**

- 8.2. There is likely to be a public consultation on the Isle of Wight Council Budget which would have implications for the town council.



## Motions with Notice (Briefing Note)

**Date** 15 November 2021  
**Prepared by** Town Clerk

### 1. BACKGROUND

- 1.1. During the meeting held on Monday, 20 September 2021 clarification was requested on the process for submitting, specifically the definition of “clear days”.

### 2. CURRENT STANDING ORDERS

- 2.1. The current standing orders were approved on 17 May 2021 and are based on NALC’s Model Standing Orders. There are two sections pertaining to Motions:
  - (a) Section 20 - Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer.
  - (b) Section 21 - Motions At A Meeting That Do Not Require Written Notice
- 2.2. Motions in Section 20 can generally be described as motions relating to the business and provisions of council and related decisions.
- 2.3. The motions in Section 21 can generally be described as those motions concerned with process of the meeting.
- 2.4. The matter at hand relates to the motions as outlined in Section 20. Included below for reference:
  20. *MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER<sup>1</sup>*
    - 20.1. *A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council’s statutory functions, powers and obligations or an issue which specifically affects the Council’s area or its residents.*
    - 20.2. *No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day*

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<sup>1</sup> [Standing Orders 2020 - Sandown TC 2021](#)

*of the meeting.*

- 20.3. *The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2, correct obvious grammatical or typographical errors in the wording of the motion.*
- 20.4. *If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.*
- 20.5. *If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.*
- 20.6. *The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.*
- 20.7. *Motions received shall be recorded and numbered in the order that they are received.*
- 20.8. *Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.*

### **3. DEFINITION OF WRITTEN 20.2**

- 3.1. It is recommended that in the interests of clarity, that the wording be amended to include "written notice can be via email".

### **4. NOTICE – CLEAR DAYS**

- 4.1. In Sandown Town Council's Standing Orders do not make reference to how "Clear Days" is defined in relation to motions.
- 4.2. Section 10: Notice of Meetings states  
*"The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning."*
- 4.3. The Local Government Act 1972, s.243<sup>2</sup> provides for "Computation of time and timing of elections etc". It provides that the following days be excluded from the calculation of notice:
  - Sundays
  - A day of the Christmas Break
  - A day of the Easter Break

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<sup>2</sup> [Local Government Act 1972 \(legislation.gov.uk\)](http://legislation.gov.uk)

- A day of a Bank Holiday break; and
  - Days appointed for thanksgiving or mourning.
- 4.4. The act does not specifically state Saturdays cannot be counted as a clear day unless they are part of a longer break.
- 4.5. There is no case law specific to local councils in regard to Saturdays and Clear Days. However, in *R v Swansea City Council ex Parte Elitestone Ltd (1993)*<sup>3</sup>, pertaining to statutory provisions of a principal authority, the court ruled that a Saturday could not count towards one of the clear days notice of a meeting as it was not a working day.
- 4.6. The councils' offices are closed on a Saturday and this is a non-working day for officers.
- 4.7. It is therefore recommended that Section 10 of the standing orders be expanded to provide a overall definition of Clear Days and that these exclude Saturdays.

## 5. NOTICE PERIOD FOR MOTIONS

- 5.1. In order to support the conversion of the agenda and papers into accessible formats, officers would prefer to issue the agendas, 5 clear days (defined as proposed above) prior to the meeting.
- 5.2. It is therefore proposed that
- (a) the notice period for motions, be extended to 10 clear days to allow for resubmission should rewording be required.
  - (b) Standing Order 3.2(ii) requiring 5 days' notice of the withdrawal of a motion be amended to 7 clear days to allow time for it to be removed prior to the agenda being published (motions could still be withdrawn at the meeting by the proposer).

## 6. RECOMMENDATION:

- 6.1. THAT the amendments be taken En Bloc.
- 6.2. THAT Section 3.2(ii) of the Standing orders be amended as follows:
- 3.2. The Proper Officer shall:*
- ii. Subject to Standing Order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~five~~ **seven** days before the meeting confirming his withdrawal of it;*
- 6.3. THAT Section 10 of the Standing orders be amended as follows:
- Section 10: Notice of Meetings v
- ~~*"The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning."*~~
- For the purposes of these standing orders, clear days do not include:

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<sup>3</sup> [Regina v Swansea City Council, ex parte Elitestone Ltd: CA 5 May 1993 - swarb.co.uk](http://www.swarb.co.uk)

- The day on which the notice is issued
- The day of the meeting
- A Saturday or Sunday
- A day of the Christmas or Easter Break
- A bank holiday or other public holiday
- A day of public thanksgiving or mourning

6.4. THAT Section 20.2 of the Standing orders be amended as follows:

*20.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice **(in hard copy or via email)** of its wording to the Proper Officer at least ~~seven~~ **Ten** clear days **(As defined in Section 10)** before the meeting. Clear days do not include the day of the notice or the day of the meeting.*

## 7. BACKGROUND INFORMATION

[Arnold-Baker on Local Council Administration, Ninth Edition](#)