



MINUTES

Minutes of the Meeting of Sandown Town Council held on **Monday, 7 February 2022** at 7.00pm at The Broadway Centre, Sandown, Isle of Wight. PO36 9GG.

PUBLIC QUESTIONS

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

Following ongoing anti-social behaviour in Sandown, the local PCSO was invited to provide an update on actions being taken and answer any questions. Reassurance was sought that a joined up approach including the local schools and attention was drawn to the different reporting mechanisms for antisocial behaviour including 101, [crime stoppers](#) and the [Hampshire constabulary website](#).

Concerns were raised regarding the level of funding allocated for Youth Provision in the budget. The mayor advised the monies had been allocated to support outreach work to establish what provision was needed and inform future funding decisions.

A question was also asked pertaining to the Old Town Hall (Grafton Street). The site was not owned by Sandown Town Council though they had nominated the property previously as a community asset and notices about the sale had been placed on the website. Cllrs Ward and Andre advised that as the owner of the site, the Isle of Wight Council was working with local organisations regarding a viable way forward.

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, Toby Wilcock.

71-2021-22 APOLOGIES

None received.

72-2021-22 DECLARATIONS OF INTERESTS

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

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

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

None Received

POINT OF ORDER

Cllr Emily Brothers raised a matter not on the agenda as a point of order. The chairman ruled that it was not a point of order as it did not relate to any provision outlined in the standing orders. Confirmation was provided that Cllr Brothers was not under investigation, the provisions in place were to aid communication and any further discussion on the matter should be raised through the proper channels.

73-2021-22 MINUTES OF THE LAST MEETING

Cllr Brothers again challenged the format of the minutes, specifically the inclusion of the reason a named vote was taken being recorded for each relevant item and suggested the format was discriminatory as it drew attention to their disability.

The Mayor advised that, while initially requested by Cllr Brothers, the inclusion of a named vote increased accessibility for all participants including members of the public seated to the rear of the hall and that feedback had indicated the practice had particularly benefited, and improved the experience, for those viewing the streamed meeting and the council planned to continue the practice. Since a named vote was taken it was necessary to record the method and reason.

Cllr Brothers then proposed several amendments:

- 66-2021/2022 Staffing Structure - that “and that working groups be suspended to facilitate work on the budget” be included. This was rejected as Minute 56-2021/2022 recorded the suspension of working parties for this purpose.
- 52-2021/2022(4) Engagement Working Party – that “the key points highlighted included” be amended to “the key points highlighted during discussion included”
- 68-2021/22 Motion from Cllr Emily Brothers – that the minute be updated to reflect Cllr Alex Lightfoot proposed the amendment. Councillors requested that moving forward the minutes reflect the proposer of any amendments.

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

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

RESOLVED:

THAT the minutes of the meeting held on 15 November 2021 be approved as a true record subject to the following amendments:

- (i) 52-2021/2022(4) Engagement Working Party – that “the key points highlighted included” be amended to “the key points highlighted during discussion included”
- (ii) 68-2021/22 Motion from Cllr Emily Brothers – that the minute be updated to reflect Cllr Alex Lightfoot proposed the amendment.

74-2021-22 SURVEY RESPONSES

Members considered the results of the survey. Disappointment was expressed that it had not been possible to undertake an in-person event due to the Omicron variant. There was also agreement equality and diversity questions be included in future surveys.

75-2021-22 WORKING PARTIES

A verbal update was provided on the working party projects since the last meeting:

1. Decorative Lighting

The lighting had been installed in time for Christmas. A faulty light had been identified which would be replaced by the lighting company under warranty and which Island Roads had agreed to install free of charge. Consideration needed to be given to when the lights would be switched on/off and members requested a proposal be brought to the next meeting.

2. Beach Projects

The lifeguard recruitment process had begun. Pre-planning advice had been sought in relation to the fixed base though there were delays to the process due to capacity issues at the Isle of Wight Council. Members were advised they may need to order the base before planning permission had been received.

3. Events

The events Working Party had met on 24 January 2022. Upcoming events included the 40 year commemoration of the Falklands War and the Queens Platinum Jubilee. Subject to the budget available, possible events for the Jubilee included:

- Competition with School
- Church Service
- Supporting local events

Members noted consideration had also been given to how best to include the older generation.

76-2021-22 FINANCES

1. To approve the Payments and Receipts lists as presented for January and February 2022

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

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

RESOLVED:

THAT the Payments and Receipts for January and February 2022 be approved.

2. To receive and note the verified bank reconciliations and January and February 2022

The verified bank reconciliations for January and February 2022 were noted.

3. To receive and note the expenditure against budget through January 2022

The position against budget as of 31 January 2022 was noted.

4. To approve the Risk Register

Members considered the Risk Register. Discussion took place regarding the sufficiency of the council's forward, strategic planning and performance management. The idea of a place plan was mooted.

The formatting of the document had slipped during conversion to PDF and would need to be amended before the final version was published.

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

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

RESOLVED:

THAT the risk register be approved.

5. To consider the appointment of the Internal Auditor

Best practice requires the independence of the appointed Internal Auditor be reviewed every year. Members noted that while the council had used the same Internal Auditor for some years, the pandemic had made change difficult. It was also highlighted that the audit issues experience in previous year had related to the External Audit of the councils accounts rather than the internal audit provision.

There was a general sense of business returning to normal during 2022, therefore officers suggested quotations from three providers, in addition to the incumbent, be obtained to inform the 2023/2024 budget. An informed decision could then be considered for the financial year ending 31 March 2023 which members supported.

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

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

RESOLVED:

- (i) THAT the Internal Auditor responsible for the 2020/2021 audits be invited to undertake the 2021/2022 audit and;
- (ii) THAT costings be obtained to inform the 2023/2024 budget and councils' appointment of the internal auditor for the 2022/2023 accounts.

6. Update on Reserves.

Members were advised that the reserves were now generating more interest. However, the bank had informed the council the interest rates would no longer track to the base rate. Officers would explore alternative providers in an effort to secure a better rate.

7. To approve the 2022/2023 Budget

The clerk presented the budget and accompanying briefing note which provided a narrative for the proposed figures and Cllr Paddy Lightfoot moved that the budget be approved as presented which was duly seconded.

Cllr Alex Lightfoot proposed an amendment to the budget, that the Mayors Allowance be removed, and the monies added to the Town Improvement Fund, which was duly seconded and debated.

A further amendment was proposed by Cllr Paddy Lightfoot and duly seconded and debated, that the allowance remain but that the transparency around the spending be improved.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and amendment fell:

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

A voted was then taken on Cllr Alex Lightfoot's proposed amendment. A named vote was requested, the results were as follows and amendment fell:

For (5),

Cllrs Debbie Andre, Frank Baldry, Jenny Hicks, Toby Wilcock, Alex Lightfoot.

Against (7),

Cllrs Paddy Lightfoot, Heather Humby, Sue Betts, Emily Brothers, Ian Fletcher, Robert May, Ian Ward.

Abstentions (0).

The budget was then debated. The points discussed included:

- Costs associated with Los Altos park – members were reminded the council had a lease for the park which committed them to the budgeted maintenance but this could be explored in preparation for next year's budget.
- Sandham Lighting – budgeted costs were nominal as it was not clear at the time the budget was prepared what the issues were.
- Planning/Environmental Enforcement – costs were based on those provide by IWC for additional environmental officer enforcement. No formal request for funding to support planning enforcement had been received but Town Improvement monies could be used.

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

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

RESOLVED:

THAT the 2022/2023 Budget be approved.

8. To set the 2022/2023 Precept

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

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

RESOLVED:

THAT the Band D equivalent precept of £145.70 be set for 2022/2023.

9. To consider charges relating to council provisions.

Consideration was given to the charges relating to the council's public toilets and the Broadway Centre. Members agreed to charges should maintain the

current charging structure for 2022/2023 with a consultation with groups to be undertaken about the centre and increased charges presented for the 2023/2024 budget. Toilet charges would also remain the same and be reviewed following the completion of the Eastern Gardens refurbishment.

77-2021-22 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

The Department for Environment Food & Rural Affairs had published the 2021 water quality data. Sandown had received a rating of excellent, therefore an application for the Blue Flag award had been submitted, which with support of the budget and assistance from Cllr Betts had included a comprehensive education programme.

78-2021-22 TO RECEIVE ANY PLANNING MATTERS

The following planning application was considered. No comments were made.

<u>Reference</u>	<u>Address</u>
22/00017/FUL	Grand Hotel Culver Parade
22/00106/FUL	Beach Opposite Premier Inn And Trouville Hotel
22/00108/HOU	Lark Rise Carter Street
21/02356/FUL	53A High Street
21/01422/FUL	Rear Of Grand Hotel Culver Parade

79-2021-22 MOTION WITHOUT NOTICE

A proposal was moved according to Standing Order 9.1.3(i) to extend the meeting by 30 minutes.

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

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

RESOLVED:

THAT the meeting be extended by 30 minutes.

80-2021-22 TO RECEIVE REPORTS FROM

1. **The Town Clerk – including:**

The town clerk provided a verbal update on a number of issues, which were noted. These included:

- a) Welcome Back Fund
- b) Grants
- c) The Broadway Centre
- d) Sandham Gardens
- e) Toilets
- f) Conservation Area

One member requested a written report be provided for future meetings with any change since publication provided verbally.

2. Town Councillors

Cllrs Andre and Ward provided updates in relation to the Wight Fibre works on the High Street. Cllr Andre advised issues with the signage relating to the reversal of the one way system at Pier Street had been remedied and Cllr Ward advised that following discussions with Wight Fibre, crossings to allow both sides of the road to be accessed safely would be instated.

Cllr Humby and Cllr Andre had also been liaising with Island Roads regarding St John's Crescent and images had been provided to the relevant parties.

3. Outside Bodies

There would be a carnival and a regatta meeting which all were invited to attend.

Green Towns had also been nominated for an award.

81-2021-22 **MOTIONS FROM COUNCILLORS**

Motion from Cllr Debbie Andre

Cllr Andre proposed the following motion which was duly seconded:

"This Council agrees that, in order to run council business efficiently and in a timely manner with manageable agendas, a programme of ten meetings a year is necessary. From May 2022 meetings shall be held monthly, except for August and December unless otherwise decided. Consequently, Standing Order 17.1.1 shall be reworded as follows:

"In addition to the annual meeting of the Council, at least nine further ordinary meetings shall be held in each year on such dates and times as the Council decides."

Further, this Council agrees that all the Working Groups currently suspended shall be terminated to free up capacity. Future Task and Finish Groups may be considered at the right time to assist with specific deliverables."

Cllr Betts proposed the motion be amended to remove the suspension of Working Groups. The motion was not seconded.

The points raised during the debate included discussion around allowing time for comments on planning applications, during which it was noted the council did not often comment and debate over the success of working parties in taking forward project. Members also noted an increase in the number of meetings would require budget provision which had not been put forward prior to the budget being approved.

A voted was then taken. A named vote was requested, the results were as follows and motion fell:

For (4),

Cllrs Debbie Andre, Sue Betts, Emily Brothers, Heather Humby.

Against (7),

Cllrs Frank Baldry, Ian Fletcher, Robert May, Ian Ward, Alex Lightfoot, Paddy Lightfoot, Toby Wilcock.

Abstentions (1).

Jenny Hicks.

82-2021-22 DATES OF NEXT MEETINGS

The next meetings would be held on 14 March 2022 and 9 May 2022.

83-2021-22 MOTION WITHOUT NOTICE

A proposal was moved according to Standing Order 9.1.3(i) to extend the meeting by 30 minutes.

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

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

RESOLVED:

THAT the meeting be extended by 30 minutes.

PUBLIC QUESTION TIME

A question was raised regarding returning to Zoom meetings. Clarification was provided that Zoom meetings were no longer permitted as an alternative to a physical meeting held in public, which had been a temporary legal provision during the pandemic. A member of the public also commented on the motion to increase the number of council meetings held.

84-2021-22 EXCLUSION OF PUBLIC AND PRESS

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

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 the following item of business, namely Agenda item number 83-2021/22 (minute number 85-2021/22) on the grounds that there was likely to be disclosure of exempt information as defined in paragraphs 1 and 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.

85-2021-22 CONFIDENTIAL BRIEFING – POTENTIAL FUNDING SOURCE

Councillors were advised the council had been approached regarding a source of funding from an associated agency which sought to benefit the community and agreed they would like further information and officers were requested to arrange a briefing with the agency in question.

Meeting closed - 21:50.

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 28/02/2022		
	Cash in Hand 01/04/2021		518,454.33
	ADD Receipts 01/04/2021 - 28/02/2022		412,086.84
	SUBTRACT Payments 01/04/2021 - 28/02/2022		930,541.17
			467,974.84
A	Cash in Hand 28/02/2022 (per Cash Book)		462,566.33
	Cash in hand per Bank Statements		
	Petty Cash	2.41	
	5 - 32 Day Access Acc Number TB 28/02/2022	300,024.35	
	2 - Treasurers Account 30-97-42 1 28/02/2022	0.00	
	5 - Business Bank Instant 30-97-4 28/02/2022	0.10	
	3 - Reserves 30-97-42 24097868 28/02/2022	0.00	
	4 - Business Bank Instant 30-97-4 28/02/2022	13,000.00	
	1 - Treasurers Account 30-97-42 0 28/02/2022	149,539.47	
			462,566.33
	Less unrepresented payments		
			462,566.33
	Plus unrepresented receipts		
B	Adjusted Bank Balance		462,566.33
	A = B Checks out OK		

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2021 and 28/02/2022)

89-2021/2022(3)

Cost Centre Name

ADMINISTRATION

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Public Works Loan Board				34,803.00	33,742.98	1,060.02
2	Audit				1,850.00	8,592.20	-6,742.20
3	County Association Dues				1,100.00	1,938.20	-838.20
4	ICO				35.00	35.00	
5	Broadband & Phone				930.00	575.71	354.29
6	Postage				102.00	2.25	99.75
7	Stationery				765.00	382.81	382.19
8	Photocopier				468.00	527.26	-59.26
9	ICT				3,870.00	2,837.78	1,032.22
10	Insurance (All Assests)				5,390.00	6,364.91	-974.91
11	Professional fees			1,575.00	1,075.00	615.50	2,034.50
78	Bank Interest			33.21			33.21
79	VAT Refunded			13,681.23			13,681.23
85	Mayors Board				35.00		35.00
86	Office Equipment				80.00	64.50	15.50
				£15,289.44	50,503.00	£55,679.10	10,113.34

ADVERTS & PUBLICITY

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

BEACH

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Beach Cleaning (Litter)				10,732.00	10,428.00	304.00
					10,732.00	£10,428.00	304.00

BROADWAY CENTRE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
19	Business Rates			45.00	4,284.00	4,241.50	87.50
20	Water				567.00	243.72	323.28
21	Licences				317.00	487.90	-170.90
22	Electricity				1,492.00	1,101.21	390.79
23	Gas				2,000.00	1,887.33	112.67
24	Alarms/CCTV				1,100.00		1,100.00
26	Waste				1,746.00	1,918.25	-172.25
27	Cleaning materials					560.25	-560.25
28	Furniture and Fittings				500.00	978.47	-478.47
29	Repair and Maintenance				762.00	485.54	276.46
30	Landscape				1,000.00	1,228.79	-228.79
31	Signage				102.00	30.00	72.00
32	Service				951.00	1,415.00	-464.00
77	Room Hire			21,007.95			21,007.95
84	Covid-19 Business Suppo						
				£21,052.95	14,821.00	£14,577.96	21,295.99

CIVIC

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Remembrance Events				1,700.00	682.66	1,017.34
35	Christmas Tree and Lighti				1,500.00	910.42	589.58
36	Town Crier				250.00		250.00
87	War Memorial (Esplanade)				1,500.00	779.15	720.85
88	War Memorial (Animal)				250.00	504.23	-254.23
					5,200.00	£2,876.46	2,323.54

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

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code (Between 01/04/2021 and 28/02/2022)

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			6,000.00	2,000.00	3,433.66	4,566.34
39	Green Towns				2,000.00	2,000.00	
89	Schools				1,000.00		1,000.00
				£6,000.00	11,000.00	£11,433.66	5,566.34

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	54.62	945.38
41	Election				4,000.00	5,201.53	-1,201.53
42	Training				1,000.00		1,000.00
43	Hospitality				500.00	2.68	497.32
95	Meeting Materials and oth					130.00	-130.00
					6,500.00	£5,388.83	1,111.17

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
			334,366.70	£335,212.00			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)				6,000.00	3,259.44	2,740.56
					6,000.00	£3,259.44	2,740.56

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
					200.00		200.00

OTHER

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
96	Misc					17.69	-17.69
						£17.69	-17.69

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	160.03	9,839.97
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			10,000.00			10,000.00
91	Signage (Sandham)				250.00		250.00
				£10,000.00	19,622.00	£433.53	29,188.47

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 01/04/2021 and 28/02/2022)

<u>Cost Centre Name</u>							
54	Litter Picking			5,603.00	875.00	4,728.00	
92	Grounds Maintenance (SJ)			1,829.00	2,748.33	-919.33	
				17,432.00	£18,751.49	-1,319.49	
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
					4,700.00		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				400.00		400.00
59	Town Improvement Fund	18,271.00		750.00	32,114.00	46,689.90	4,445.10
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
		£18,271.00		£750.00	41,385.00	£47,891.90	12,514.10
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				109,221.00	83,310.61	25,910.39
62	Training				1,000.00	384.17	615.83
63	Expenses (Inc Travel)						
64	Professional Subscription				247.00	579.00	-332.00
65	Locum Clerk						
99	Recruitment					251.99	-251.99
					110,468.00	£84,525.77	25,942.23
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	1,232.12	139.88
68	Water				8,717.00	1,478.56	7,238.44
69	Cleaning & Security				32,625.00	22,539.01	10,085.99
70	Wallgate & Inspection				1,568.00	763.00	805.00
71	Repair and Maintenance				3,075.00	4,331.90	-1,256.90
72	Solar/Turbine				200.00	225.00	-25.00
73	Refurbishment				196,420.00	138,272.00	58,148.00
94	Waste (Toilets)				668.00	91.00	577.00
97	Accessible Toilet Income -			280.06			280.06
98	Unisex Toilet Income - St			411.63			411.63
				£691.69	249,888.00	£163,792.89	86,786.80
NET TOTAL		£18,271.00	334,366.70	£388,996.08	550,272.00	£420,372.00	202,800.38

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



Working Parties Update (Briefing Note)

Date 14 March 2022
Prepared by Town Clerk

1. PUBLIC REALM (ASSETS) WORKING PARTY MEETING

- 1.1. The working party met on Tuesday, 8 March 2022.
- 1.2. The items discussed included:
 - Eastern Gardens
 - Yaverland
 - Toilet Cleaning and Maintenance Tender
- 1.3. Members welcomed Jon Gilbey who updated members on Eastern Gardens, Yaverland and St Johns, as well as touching upon potential development of Pier Street.
- 1.4. Members noted the timescales on Eastern Gardens and need to tie in the project with possible repainting of Southern Water Building (subject to discussion and decision at Full Council meeting on Monday 14 March 2022).
- 1.5. Mr Gilbey updated members on discussions with IWC re Licence (clerk has also been in touch to formalise verbal support) to use land and noted that this may need to be a decision of the IWC Cabinet.
- 1.6. Members discussed the issues regarding the design and enhancing coastal scene, as well as practicalities of coin box and accessibility. Members agreed on preferred appearance and this would be circulated in advance of Monday's meeting.
- 1.7. Members noted potential supply chain issues, but at the moment the production was on time.
- 1.8. Members discussed the repairs made at Yaverland and current correspondence re electrical work – the site can be re-opened but timing needs to be considered re Sandown Sprint and Easter, and wish to avoid opening and then closing again. Members would recommend waiting until the week of the sprint to re-open.
- 1.9. Members noted ongoing concern re mis-use of public showers, and short term solution being discussed, longer term solution to be part of 2023-4 budget process.

- 1.10. Members discussed potential increase in utilities costs at all sites, and ongoing monitoring of St John's following tampering with meter box (contractor called out).
- 1.11. Members noted issues at Sandham Toilets (not Sandown TC), and possible progress re Pier Street that would be to be factored into any future budget if agreed by members.
- 1.12. Members also noted issue at Eastern Gardens and overnight damage being dealt with.

Mr Gilbey left meeting.

- 1.13. Members discussed the Toilets cleaning and maintenance contract (to be decided as confidential item at Full Council meeting on 14 March 2022).
- 1.14. Members noted the process to date, and involvement of the Town Council, including specification and joint work with Shanklin to secure potential savings for both councils.
- 1.15. Members appreciated efforts to anonymise documents, difficult given the branding of some of the applicants.
- 1.16. Members discussed the weighting of the appraisal/evaluation and the draft form was developed to reflect key priorities of the Town Council.
- 1.17. Members noted that not all applicants submitted tenders in full accord with the specification, but appreciated this was reflected in evaluation.
- 1.18. Members noted that Shanklin TC had also received documentation relevant to their amenities; and the decision making process for each Town Council.
- 1.19. Members discussed the different tenders and identified a preferred option in line with the assessment grid.
- 1.20. The grid would be circulated prior to Monday's Meeting of Full Council, and try and provide an additional briefing before 5pm on Monday (but this may be difficult re room set-up for meeting), and there will be opportunity for discussion at Monday's Meeting.
- 1.21. Members asked clerks to discuss with Shanklin the outcome from Monday's meeting after the meeting.
- 1.22. Cllr Lightfoot thanked members for the time taken getting to this outcome and for keeping to timescales.

2. EVENTS WORKING PARTY MEETING

- 2.1. The working party have not met since the last council meeting.
- 2.2. Officers continued to progress planned activities with the school, library, church and at the centre.

- 2.3. The Lord Lieutenant has confirmed availability of a representative for planned events
- 2.4. Uncertainty remained in relation to the community event at Browns.
- 2.5. Individual Members have undertaken work to progress projects following previous meeting.

3. PUBLIC REALM (PROJECTS) WORKING PARTY MEETING

- 3.1. The working party which was scheduled to meet on Thursday, 10 March 2022 would not meet on Tuesday, 15 March 2022 at the request of members.
- 3.2. The meeting would consider projects relating to Beach Safety.

4. PUBLIC ENGAGEMENT WORKING PARTY MEETING

- 4.1. Met on 18 Tuesday, 8 March 2022.
- 4.2. The items considered included:
 - Newsletter
 - Facebook
 - Broadway Centre Audio System
- 4.3. Members discussed the information needed to develop Digital Social Media policy, which would include facebook page, and cover content (suggested Agenda's, Minutes, and any press statements made by Council), and would not be interactive, and consideration as to how content may be generated given resource implications.
- 4.4. Members noted that any policy would need to sit alongside Communications Policy and Publications Policy, and these should all be circulated prior to the next meeting of the working party.
- 4.5. Members would aim for Policy to go to May Meeting, but Facebook page should be prioritised.
- 4.6. Members welcomed Alan Jones, from Community Association, to update members of proposed Sandown Magazine/Newsletter.
- 4.7. Alan circulated a draft and outlined background to project, as well as reasons for delay in taking forward, as well as content being general information (e.g. Chemists times etc).
- 4.8. Members noted that there was £1,000 budgetary provision, and that under the financial regulations/standing orders this could be signed off by the Mayor with the Clerk, and members agreed to support the publication, which will need review after 1st Edition. Town Council would have 2 pages (one using website information and one of future projects – the clerk and Mayor would agree and circulate the proposed text, recognising deadline and other time pressures).

- 4.9. Clerks would maintain contact with Alan re the project and future development, and work to ensure publication is also online, and in library – Alan also outlined distribution methodology, and agreed a refund arrangement if the project does not proceed after the first issue.
- 4.10. Members noted the consultation process re the budget and agreed, subject to any constraints (such as Covid) there would be a public event prior to next budget, similar to that organised prior to Covid lockdown.
- 4.11. Members discussed taking forward procurement of new audio and induction loop system/s in centre, for main hall and other rooms.
- 4.12. Members agreed this would best sit in this working party, and all members would be welcome to contribute to ensuring a fit for purpose system is in place, without having ongoing issues.
- 4.13. Members would wish to discuss a wish list of items to be included, to inform specification for future installation and this would need liaison with users of the centre. Clerks have received items for wish list and will circulate prior to next meeting of working party.
- 4.14. Members also noted other efforts to improve accessibility and inclusion at the Centre, and with Town Council amenities.



Town Clerks Report

Date 14 March 2022
Prepared by Town Clerk

1. ADMINISTRATION

- 1.1. FOI Request and subsequent correspondence from applicant.
- 1.2. 6 hours reviewing previous meeting following one request to amend draft minutes for issues not relating to the recording of decisions.
- 1.3. Meetings re bookings for the centre and opening/locking/cleaning arrangements.
- 1.4. Meetings with local Police and reporting of incidents on-line.
- 1.5. Meetings with Environmental Officer – concerns re Battery Gardens, Yaverland, Sandham, Los Altos and ongoing anti-social behaviour
- 1.6. Conservation Zone Meeting facilitated.
- 1.7. Facilitating Cllr Meetings re Environmental Issues raised by individuals Councillors.
- 1.8. Requests to contact Island Roads re traffic issues.
- 1.9. Requests to contact Wight Fibre re highways issues.
- 1.10. Issues relating to Los Altos and land concerns raised by local residents and previously reported on.
- 1.11. Public Toilets process and meetings with Shanklin Town Council re Best Value and potential savings.
- 1.12. Meeting resolve issues raised at full council and via media.
- 1.13. Monthly meeting with IWC. re Civic Spaces.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. February launch of Jubilee Events.
- 2.2. Project with local church and anniversary events.
- 2.3. Project with local school at library re Jubilee.
- 2.4. Jubilee project with Green Towns at Battery Gardens, with DL
- 2.5. Meetings re possible Magazine and Jubilee event at Browns (to be discussed further by Working Parties).

- 2.6. Meetings re potential sponsorship for educational activities and public realm improvement at Eastern Gardens.

3. BEACHES

- 3.1. Meetings re Beach Safety Service, follow-up with IWC re planning and licences.
- 3.2. Meetings re SSIL event in November.

4. BROADWAY CENTRE

- 4.1. Additional healthcare groups using the centre as a hub.
- 4.2. Electrical Testing (restoring car park light).
- 4.3. Introduction of padlocking to reduce overnight parking.
- 4.4. Donation of bench as part of accessible garden project.
- 4.5. First Aid Training for centre staff and arrangements for future training

5. CIVIC SPACE

- 5.1. Meetings with Green Town Volunteers re Gateway, Ferncliff Gardens and other projects
- 5.2. Outstanding matters re Welcome Back Fund – flag poles to be installed, request for painting of Railings, Hanging Baskets.
- 5.3. Christmas Tree Lights
 - The Christmas Tree lights leased for the Library Tree in previous years had been withdrawn.
 - Officers had begun work to source new lights. The relevant working party would need to bring a proposal to council for consideration no later than July 2022.

6. SANDHAM GARDENS

- 6.1. Ongoing issues with litter and minor anti-social behaviour.
- 6.2. Damage to new play equipment.
- 6.3. Correspondence re lighting
- 6.4. Youth Project
- 6.5. Dead Pool in the Park (14 August 2022)
 - An event had been organised by a local charity in Sandham Gardens

- Officers had met with organisers to ensure relevant licences, ensures and logistical arrangements were in place.

6.6. Work continued to address maintenance and repair issues

6.7. The lighting issue had not progressed.



Performance, Finance and Human Resources (PFH) Committee. (Briefing Note)

Date 14 March 2022
Prepared by Town Clerk

1. LEGISLATION

- 1.1. Local Government Act 1972, Chapter 70, Part IV Section 101- 106¹ and Schedule 12²; Local Government and Housing Act 1989 Section 1; Parish and Community Councils Regulations (Committees) Regulations 1990 (SI 1990 No 2476).
- 1.2. Local councils are empowered to appoint one or more committees for the purpose of discharging any of its functions. In addition, unless the council directs otherwise, a committee can arrange a sub-committee to discharge its functions.
- 1.3. Committee decisions are not required to be ratified by council where a scheme of delegation exists permitting the committee to make decisions.
- 1.4. There is no statutory quorum for committees; the common law quorum is two and desirable minimum is three, to avoid the Chairman using a casting vote to win any contested vote. (SLCC, 2019)

2. CURRENT POSITION

- 2.1. Sandown Town Council standing orders (Section 15) provide for the appointment of committees and sub-committees by full council.
- 2.2. Human Resources
 - 2.2.1. The council approved the terms of reference of a human resources committee on 19 July 2022.
 - 2.2.2. The committee consists of three members, appointed by council on 19 July 2021.
 - 2.2.3. The committee meets at least annually and as required.

¹ [Local Government Act 1972 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

² [Local Government Act 1972 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

2.3. Finance

- 2.3.1. The council did not appoint a finance committee.
- 2.3.2. Four members of the council were appointed as signatories on financial matters on 17 May 2021.
- 2.3.3. The signatories and are responsible for reviewing the councils accounts monthly prior to their presentation to full council at its next meeting.
- 2.3.4. ~~the accounts. To date no councillor has requested to review the accounts in person.~~ All councillors can make an appointment with officers to review and/or discuss person.

3. BUDGET

- 3.1. The current budget position in relation to staffing has been calculated to support Full Council, a Human Resources Committee consisting of 3 councillors and supporting the nominated finance signatories.
- 3.2. No staffing analysis or costings for a revised structure have been provided to inform a revision to the budget.

4. MATTERS FOR CONSIDERATION

- 1.1. A committee is a formal body and therefore subject to the legislation relating to formal meetings of council.
- 1.2. All the requirements of a full council meeting in terms of access, notice, papers, minuting etc would apply to any committee which was formed. This will impact on officers' capacity to deliver council projects.
- 1.3. To draft Terms of Reference in relation to the performance aspect of the committee would need to be informed by clear instruction on what the responsibilities of the committee would be, how the work of the committee would be undertaken and by whom.
- 1.4. It is unusual for a committee dealing with HR matters to exceed three members. There are a number of factors related to this:
 - 1.4.1. Employees, even those in local government are entitled to privacy both under employment and Human Rights laws. Five members of a council, 41% of its membership, being party to private information could be considered disproportionate, given most tribunals, committees etc dealing with most HR matters do not exceed 3 members.
 - 1.4.2. If there were significant issues such as disciplinary matters to be considered, facing 5 members could be considered intimidating.
 - 1.4.3. If 5 members of the council make a decision, forming bodies to consider any subsequent appeals from within the council would be problematic.

- 1.5. Any significant changes to working patterns, i.e. an increase in meetings outside normal working hours will require renegotiation of contracts. There are also pay implications if hours of work fall are considered evening working.
- 1.6. The different aspects of the committee proposed have different skillsets.