



SANDOWN TOWN COUNCIL

— Human Resources Committee - 16 April 2026 —

Minutes of the Meeting of Sandown Town Council Human Resources Committee held on **THURSDAY, 16 APRIL 2026** at 9:00 am at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

Present

Cllrs Alex Lightfoot (Mayor), Debbie Andre, Gary Young (Substitute)

Also Present: Jennifer Armstrong (Clerk/RFO).

Public Question Time

PUBLIC QUESTIONS

None Received.

7-2025/26 APOLOGIES

Apologies were received from Cllr Lee Ambler.

8-2025/26 DECLARATIONS OF INTERESTS

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

Cllr Andre declared an interest in matters pertaining to the Isle of Wight Council as ward member and a pecuniary interest in the Carnival Association. It was also noted her property backed onto Los Altos Park and was used as an Air BnB.

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

None Received.

8-2025/26 MINUTES

A motion to approve the minutes of the meeting held on the 16 June 2025, subject to the correction of a typo removing the "s" from Cllr Andre's name, was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was, with an abstention, unanimously:

RESOLVED:

THAT the minutes of the meeting held on 16 June 2025 be approved as a true record subject to the correction of a typo removing the "s" from Cllr Andre's name.

9-2025/26 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution that under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda items 5 -7/Minutes 10-12 on the grounds that there is likely to be disclosure of exempt information as defined in paragraph(s) 1 - 3 of Part 1

Please note the meeting will be recorded and the recording will be placed on the website (except any part of the meeting from which the press and public are excluded).

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

10-2025/26 REVIEW OF 2025/2026 PERFORMANCE MANAGEMENT

Members received an update from the Town Clerk who had completed her staffs' appraisals. The recommended actions in relation to the 2025/26 performance reviews, including proposed training and contractual matters, were agreed.

A motion in support of the recommendation was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was unanimously, with one abstention:

RESOLVED:

THAT the Clerks recommendations in relation to the 2025/26 performance reviews, including proposed training and contractual matters, be actioned.

11-2025/26 SHARPS MANAGEMENT AND DISPOSAL POLICY

The proposed Sharps Management and Disposal Policy was discussed, with members noting the policy was being proposed in response to risks highlighted during the annual risk assessment reviews following incidents last summer.

A motion to recommend approval of the policy to Full Council was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was unanimously:

RESOLVED:

THAT the Human Resources Committee recommend approval of the Sharp's Management Policy to Full Council at its May 2026 meeting.

12-2025/26 PENSION AND RETIREMENT POLICY

The committee considered the proposed Pension and Retirement Policy, noting the benefits of the policy. The Index would need updating once the content had been confirmed.

A motion to recommend approval of the policy to Full Council was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was unanimously:

RESOLVED:

THAT the Human Resources Committee recommend approval of the Pension and Retirement Policy to Full Council at its May 2026 meeting.

PUBLIC QUESTION TIME

No members of the public were present.