



# SANDOWN TOWN COUNCIL

## — Finance Committee – 17 August 2026 —

Minutes of the Meeting of Sandown Town Council Finance Committee held on **MONDAY, 17 August 2026** at **6:00** pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

### Present

Cllrs Alex Lightfoot (Mayor), Liam Cregg, Debbie Andre, Ian Boyd, Paddy Lightfoot.

Also Present: Jennifer Armstrong (Clerk/RFO)

### Public Question Time

#### PUBLIC QUESTIONS

No questions were received.

#### 18-2026/27 APOLOGIES

Apologies were received from Cllr Tracey Mikich.

#### 19-2026/27 DECLARATIONS OF INTERESTS

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

None Received.

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

None Received.

#### 20-2026/27 MINUTES

A motion to approve the minutes of the meeting held on the 20 July 2026 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 minutes of the meeting held on 20 July 2026 be approved as a true record

#### 21-2026/27 MONTHLY ACCOUNTS

1. To approve the Payments and Receipts lists as presented for July 2026.

Members noted that the Town of Culture budget line had been added to the accounts though monies had not yet been received. The budget was £60,000. A motion to approve the Payments and Receipts presented for July 2026 was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements, and it was unanimously:

#### RESOLVED:

THAT the Payments and Receipts for July 2026 be approved.

2. To receive and note the verified bank reconciliations through July 2026

The July 2026 Banking Reconciliations were noted.

3. Expenditure against Budget July 2026

The expenditure against budget 31 July 2026 was noted.

**22-2026/27 VIREMENTS**

The committee considered councils current financial position and recommended changes to the budget. The cash position against predicted spend showed a £117k shortfall, which would be taken from the reserves against the forecasted. The shortfall was the result of £150,000 for the Ocean Hotel Redevelopment Strip taken from the reserves between the budget being set and the end of the previous financial year. The remaining monies consisted of budgeted income which had not yet been received and general overspend which would resolve itself as the year progressed.

The recommended changes to the budget reflected previous council decisions or monies being moved to cover overspend in other areas, for example the virements from the Beach Bins reflected the council decision to use the underspend to fund the Fringe Big Top and overspend to the Broadway Rubbish budget due to increased litter at the park.

A motion to approve the virements proposed was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements, and it was unanimously:

RESOLVED:

THAT the following virements be undertaken:

|                           |                              |         |
|---------------------------|------------------------------|---------|
| Beach Bins                | Ventnor Fringe Big Top       | £1,500  |
|                           | Broadway Waste               | £2,000  |
| Community Safety Officer  | Yaverland Safety Initiatives | £2,500  |
|                           | SJP Resurfacing              | £10,500 |
| Community Benefit Society | Community Support Hub        | £25,000 |
| Sandham Gardens (SJP)     | SJP Resurfacing              | £10,000 |

**23-2026/27 ADDITIONAL DEBIT CARD**

Members considered a request for an additional debit card for the Deputy Clerk. Due to increased workstreams and additional responsibilities now undertaken by the Deputy Clerk, a request has been submitted for her to be issued with a debit card. Many purchases are made online where savings can be achieved, and reliance on other officers to complete these transactions is causing delays. A card would operate under existing financial controls and improve efficiency.

A motion to approve issuing a debit card to the Deputy Clerk was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements, and it was unanimously:

RESOLVED:

THAT the Deputy Clerk be issued a debit card.

**24-2026/27 NEXT MEETING**

The next meeting will be held on 21 September 2026.

## **25-2026/27    EXCLUSION OF PUBLIC AND PRESS**

A motion was moved and duly seconded to exclude the public and press. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was unanimously:

### **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 numbers 9 - 12 (Minutes 26-29 - 2025/2026) on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 7, and 14 as defined in paragraphs 7, 9 and 10, 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.

## **26-2026/27    MAIN MEETING ROOM PROJECTOR**

The committee were asked to consider the installation of an additional projector in the main meeting room to improve presentation capability, visibility, and meeting functionality. The projector would be an extension to the existing provision in the main hall. Monies could be taken from the Audio Visual Capital Budget.

A motion to approve the purchase proposed was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements, and it was unanimously:

### **RESOLVED:**

THAT projection equipment and a hearing loop be purchased and installed in the main meeting room with a budget envelope of up to £2,000 from the capital reserve for audio visual equipment.

## **27-2026/27    PLAYGROUND RESURFACING TENDER**

The draft tender documents for the resurfacing of the Steven Jenkins Rainbow park were reviewed. The impact of future weather events and climate change on the surface was discussed.

A motion to progress with the tender as proposed was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements, and it was unanimously:

### **RESOLVED:**

THAT the tender exercise for the resurfacing of the Steven Jenkins Rainbow park proceed as presented.

## **28-2026/27    ROUNDABOUT REPAIRS**

The Roundabout in the Steven Jenkins Rainbow park became waterlogged every year resulting in increasing repair and maintenance costs and emergency remedial works. A solution had been agreed with a contractor. These works would need to take place before winter flooding to ensure no further damage occurred.

It was therefore proposed that the repairs as quoted be procured as emergency works for completion before winter. A budget envelope of £7,100 was requested funded with monies from both the general playground repair and maintenance and the asset repair and maintenance playground budget.

A motion to approve the repairs proposed was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements, and it was unanimously:

**RESOLVED:**

THAT repairs to the roundabout be undertaken as emergency works funded with monies from both the general playground repair and maintenance and the asset repair and maintenance playground budget with a budget envelope of up to £7,100.

**29-2026/27 ASSET MANAGEMENT SOFTWARE**

The council, like many town and parish councils, relied manual asset management systems such as spreadsheets, paper files and institutional memory. These approaches create operational and governance risks including fragmented data, loss of knowledge when staff or leave, compliance gaps from missed inspections, slow and labour-intensive reporting, limited visibility of asset condition and lifecycle needs, and difficulty planning for future replacement and capital investment.

With governance expectations increasing and resources remaining tight, officers were seeking asset management solutions in line with the wider sector move toward structured, accountable asset management.

The RFO highlighted with the Council taking on two additional sites and the ongoing discussion regarding stewardship, transparent maintenance records, demonstrable due diligence, and continuity during staff turnover and flexibility within roles was essential.

Quotes had been obtained from three providers and comparisons undertaken. The three systems explored were different and each had different pro's and cons with one system meeting all of the council's needs.

The evaluation of the three shortlisted systems demonstrated clear differences in capability, scalability and alignment with existing council procedures. The lowest-cost option offered basic functionality, but it lacked the integration and operational depth required to support established workflows.

The mid-range solution met current needs but provided limited capacity for future expansion, creating a risk of early obsolescence as the council's asset base and governance responsibilities continue to grow.

The preferred solution, although representing a higher initial investment, offered a robust and scalable platform that aligns with systems already familiar to staff, supports a smooth transition from existing processes, and provides the flexibility necessary to accommodate the council's long-term operational and compliance requirements.

**RESOLVED**

THAT the proposed solution, Civic.ly be procured.

---

**PUBLIC QUESTION TIME**

No public questions received.

Meeting Closed: 19.02