



— Town Clerk Report Sep-26 —

Full Council Briefing Note – 28 September 2026

Prepared by Town Clerk/RFO

1. ADMINISTRATION

- 1.1. Further legal Matters pertaining to Council Property
- 1.2. Progressing Pier Street Toilets transfer (negotiation of covenants with IWC and instruction of structural survey)
- 1.3. Progressing lease of Community Hub Location.
- 1.4. Standard Operating Procedures drafted for Changing Places
- 1.5. Standard Operating Procedures drafted for Lifeguard Hut
- 1.6. Meeting with contractor regarding Lifeguard Hut.
- 1.7. Meeting with Isle of Wight Council regarding Public Realm
- 1.8. Correspondence with owners of Kings Bar and Ocean.

Accounts

- 1.9. Responses to enquiries from External Audit and closure of audit.
- 1.10. July and August Accounts
- 1.11. Setting up budget templates and drafting consultation materials
- 1.12. Drafting and Publication of Lifeguard Service Tender
- 1.13. Drafting and Publication of Steven Jenkins Playground Resurfacing Tender
- 1.14. Onboarding of Asset Management Software
- 1.15. Budget Virements

Committee Administration

- 1.16. Planning Committee met on 10 August and 14 September 2026
- 1.17. The Finance Committee met on 17 August and 21 September 2026
- 1.18. HR Committee met on 18 August 2026
- 1.19. Preparation of Agenda and Papers for 28 September Meeting
- 1.20. Southern Water Planning Comment

Lake Parish Council

- 1.21. Preparation of Agenda and Papers for 10 September 2026 meeting
- 1.22. Replies to External Auditors regarding queries.
- 1.23. July and August 2026 Accounts
- 1.24. Setting up budget templates

Town of Culture

- 1.25. Governance Proposal
- 1.26. Drafting of Terms of Reference and Financial Regulations
- 1.27. Draft Budgets (Bid and Programme)
- 1.28. Attendance at Town of Culture Board meetings and Tide Turners delivery meetings.

2. ADVERTS, PUBLICITY AND EVENTS

- 2.1. Ongoing website accessibility checks
- 2.2. Dissemination of Heat Warnings.
- 2.3. Launch of Phone Box Library
- 2.4. Alzheimer's display at Broadway Centre
- 2.5. Planning comments guide to website.
- 2.6. Progressing remembrance arrangements.

3. BEACHES

- 3.1. Resolving issues with Beach Safety base including remedial repairs.
- 3.2. Working with community to clear sand and debris at Easter Gardens.
- 3.3. Removal of matting for winter
- 3.4. Lifeguard Base Lift
- 3.5. Work to secure Bunker for lifegaurds.
- 3.6. Beach Wheel Chair bookings.

4. BROADWAY CENTRE

- 4.1. Completion of Phone Box Library Works
- 4.2. Submission of planning application for installation of digital Information Board
- 4.3. Hosted Skin Cancer check event
- 4.4. Meeting room projector and loop quotes and instruction.

5. CIVIC SPACE

- 5.1. Repainting of the Sea Mine.
- 5.2. Quotes for Southern Water viewing platform and Avenue Road Slip way side of building mural.

6. OCEAN HOTEL REEVELOPMENT SITE

- 6.1. Procurement process for hoarding at Ocean Hotel Redevelopment Site
- 6.2. Clearence of site and reduction of hedging.

7. COMMUNITY

- 7.1. Further meetings regarding community support offer.

8. SANDHAM GROUNDS

General

- 8.1. Increased litter picking activity.
- 8.2. Responding to issues with lighting timers.

PlayZone

- 8.3. Free summer opening
- 8.4. Ongoing discussions with lifting to surface with FF and contractors.
- 8.5. Initial temporary repairs
- 8.6. Closure due to resulting issues.
- 8.7. Temporary works to prevent further damage to the surface.
- 8.8. Arrangement for permanent repairs.

Rainbow Park

- 8.9. Minor repairs in response to ROSPA Inspections.
- 8.10. Arrangements for autumn repairs to Roundabout to prevent corrosion.

Skate Park

- 8.11. Public engagement sessions delivered

MUGA

- 8.12. None

9. TOILETS

- 9.1. Responding to call outs regarding toilets.
- 9.2. Extended opening for Carnival and Regatta
- 9.3. Procurement for Landscaping at Yaverland
- 9.4. Arranging opening/closing for Changing Places

10. RECOMMENDATIONS

None