



## SANDOWN TOWN COUNCIL – MEETING MINUTES – 20 MAY 2024

Minutes of the Annual General Meeting of Sandown Town Council held on **MONDAY, 20 MAY 2024** at 7:00 pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present:** Cllrs Alex Lightfoot (Mayor), Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher (Deputy Mayor), Jenny Hicks, Heather Humby, Paddy Lightfoot, Robert May and Ian Ward.

**Also Present:** Richard Priest (Clerk), Jennifer Armstrong (RFO), Lorraine Ellis (Admin) and two members of the public.

### **PUBLIC QUESTIONS:**

None Received.

PCSO Ash Webb provided an update on the Hampshire Alerts – Lets Talk initiative in conjunction with the Isle of Wight Council. Key issues for Sandown were antisocial behaviour, drug use, dog fouling, fly tipping and parking. A 49% drop on antisocial behaviour generally, following partnership working with Julian Wadsworth, was noted though as was typical in the summer months there was an increase in street drinking.

Issues with drinking in the seafront shelters and resulting antisocial behaviour were raised. Additional patrols were taking place to help address this and the increased police presence had led to a natural decrease in incidents without the need for direct action.

In relation to alcohol and drug misuse, Cllr Andre advised that the Isle of Wight Council would be recommissioning the drug and alcohol support service in the summer.

Questions were asked in relation to the Ocean Hotel. PC Kerry Tricky would be better placed to answer the questions, however, it was noted that the building could not be boarded until it had been cleared of squatters and those individuals appropriately relocated.

Council's expressed their thanks to PCSO Webb for his engagement with officers and work with the Council.

### **1-2024/2025 APOLOGIES**

Apologies were accepted from Cllr Toby Wilcock.

### **2-2024/2025 TO ELECT A TOWN MAYOR**

Cllr Ian Fletcher nominated Cllr Alex Lightfoot as Mayor for a second term and Cllr A. Lightfoot accepted. Cllr Heather Humby seconded the nomination.

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

For (11)

Against (0)

Abstentions (0)

**RESOLVED:**

THAT Cllr Alex Lightfoot be elected as Mayor of Sandown Town Council.

**3-2024/2025 TO RECEIVE THE TOWN MAYORS' DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Alex Lightfoot's Declaration of Acceptance of Office of Mayor was received.

**4-2024/2025 TO ELECT A DEPUTY MAYOR**

Cllr Emily Brothers nominated Cllr Jenny Hicks as Deputy Mayor. Cllr Hicks accepted. Cllr Debbie Andre seconded the nomination.

Cllr Paddy Lightfoot nominated Cllr Ian Fletcher as Deputy Mayor. Cllr Fletcher accepted. Cllr Frank Baldry seconded the nomination.

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

For Cllr Hicks (3)

For Cllr Fletcher (8)

Abstentions (0)

**RESOLVED:**

THAT Cllr Ian Fletcher be duly elected as Deputy Mayor.

**5-2024/2025 TO RECEIVE THE DEPUTY MAYORS' DECLARATION OF OFFICE**

Cllr Ian Fletcher's Declaration of Acceptance of Office of Deputy Mayor was received.

**6-2024/2025 DECLARATIONS OF INTERESTS**

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

Cllrs Debbie Andre and Ian Ward declared interests as ward members of the Isle of Wight Council.

Cllr Andre also declared a pecuniary interest in matters relating to the Carnival Association as their land lord and in matters pertaining to Los Altos as her property backed onto the park.

Cllr Emily Brothers declared an interest as the East Wight parliamentary candidate for the Labour Party.

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

No requests for written dispensations had been received.

## **7-2024/2025 MINUTES OF THE LAST MEETING**

Cllr Brothers proposed an amendment to the Minute 102-2023/2024 regarding an accident involving a child falling from the revetment. The Chair referred Cllr Brothers to Standing Orders 21.1, 23.2, and 9.9 noting that her amendment did not relate to a decision or accuracy but was a matter of style and wording, and therefore was not accepted.

A proposal to approve the minutes of the meeting held on 18 March 2024 was moved and duly seconded.

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

For (8), Against (3), Abstentions (0).

### **RESOLVED:**

THAT the minutes of the meeting held on 18 March 2024 be approved as a true record.

## **8-2024/2025 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS.**

Members noted that NALC had released revised financial regulations, but the release had been later than expected and they could not be updated in time for the meeting.

Therefore, it was recommended that the Standing Orders be reaffirmed but that the financial regulations be adopted on the basis that revised regulations based on NALC'S updated model would be brought to a subsequent meeting for approval.

A proposal to reaffirm the documents as presented, with updated Financial Regulations to be presented at a subsequent meeting, was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

### **RESOLVED:**

THAT the Standing Orders and Financial Regulations be approved and adopted as presented until revised Financial Regulations could be considered.

## **9-2024/2025 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES**

Members were advised two policies had been updated. It was therefore recommended that the existing policies be reaffirmed en-bloc and that the new policies be considered and adopted.

Concerns were raised regarding the number of policies presented for approval. Members were reminded that the councils policies required approval annually, but members could discuss proposed amendments with officers at any time throughout the year. In further discussion, a suggestion was made that the Council was required to have a Whistle Blowing Policy, however, officers did not believe that this was a legal requirement.

En-bloc reaffirmation of policies A – Q in the agenda was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the following policies be reaffirmed en bloc:

- (a) Absence and Sickness Policy
- (b) CCTV Policy
- (c) Complaints (inc Vex) Procedure
- (d) Communications Policy
- (e) Dignity at Work – Bullying and Harassment
- (f) Disciplinary Policy
- (g) Document Retention Policy
- (h) Equality and Diversity Policy
- (i) GDPR Policy
- (j) Grievance Procedure
- (k) Lone Worker Policy
- (l) Publication Schedule -Freedom of Information
- (m) Recording Policy
- (n) Redundancy Policy
- (o) Staff Recruitment and Retention
- (p) Training and Development Policy
- (q) Volunteer Policy

Members were advised two policies had been updated. It was therefore recommended that the existing policies be reaffirmed en-bloc and that the new policies be considered and adopted.

The updated Health and Safety Policy and Grant Policy were considered. How the Health and Safety Policy applied to councillors was discussed and an amendment to Paragraph 2.1 to include councillors in the list of those responsible for Health and Safety was suggested.

This was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements.

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

RESOLVED:

THAT the Health and Safety Policy be amended to include "councillors" in Paragraph 2.1.

A further proposal, that the Grant Policy and amended Health and Safety Policy be adopted was moved. This was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements.

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

RESOLVED:

THAT the new Grant Award Policy and the revised Health and Safety Policy be adopted.

## **10-2024/2025 REVIEW OF THE COUNCIL'S APPOINTMENT TO THE COUNTY ASSOCIATION**

Cllr Debbie Andre nominated Cllr Emily Brothers as representative to the County Association (Isle of Wight Association of Local Councils), who accepted. Cllr Heather Humby seconded the nomination.

Cllr Frank Baldry nominated Cllr Ian Fletcher as a representative to the County Association (Isle of Wight Association of Local Councils), who accepted. Cllr Ian Ward seconded the nomination.

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

For Cllr Ian Fletcher (6)

For Cllr Emily Brothers (5)

Abstentions (0)

### **RESOLVED:**

THAT Cllr Ian Fletcher be the council's IWALC representative.

## **11-2024/2025 FINANCES**

### **2023/2024**

#### **1. To approve the Payments and Receipts lists as presented for March 2024**

Cllr Debbie Andre declared an interest as the Cabinet Member for Public Health whose directorate had administered the Connect for Communities grant programme.

A motion, that the Payments and Receipts for March 2024 be approved, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2).

### **RESOLVED**

THAT the Payments and Receipts for March 2024 be approved.

#### **2. To receive and note the verified bank reconciliations for March 2024**

The verified bank reconciliations for March 2024 were noted.

#### **3. To receive and note the expenditure against budget through March 2024**

The expenditure against budget through March 2024 was noted.

#### **4. To receive and approve the year-end report for the period ending 31 March 2024**

A proposal to approve the 2023-2024 Year End report was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2).

### **RESOLVED:**

THAT the year-end report for the period ending 31 March 2024 be approved.

## Annual Accounts

### 5. To confirm any conflicts of interest with BDO and the council.

Councillors were asked to confirm they were not aware they had any no conflicts of Interest with BDO. Councillors' responses were confirmed verbally to meet accessibility requirements; no councillors declared a conflict of interest.

### 6. To receive report and note the Internal Auditors report for the period ending 31 March 2024

The Internal Auditors report for 2023/2024 was considered with members noting that the Internal Auditor was satisfied with all aspects of the council procedures examined. A member challenged the auditor's assertion that there were robust HR procedures in place and that an appraisal system was in place and operating, suggesting all appraisals should be considered by Council. Officers referred members to the Human Resources Committee Terms of Reference which outlined the appraisal process and reminded them of an employee's right to confidentiality. The report and recommendations were noted.

### 7. To receive approve the 2023/2024 Annual Governance Statements and confirm dates for exercise of public rights.

The RFO advised councillors that a positive response had been entered for all assertions in the Annual Governance and Assurance Return except for any matters from the previous year's audit which remained open and therefore council could not confirm appropriate actions had been taken. If members agreed with the affirmations, all aspects of the document could be approved en bloc. The dates for the exercise of public rights were also noted as Tuesday, 4 June 2024 through Monday, 15 July 2024.

A proposal to approve all aspects of the document en bloc was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2).

#### RESOLVED:

THAT the Annual Governance Statements 2023/2024 be approved and the dates for exercise of public rights for the year-ending 31 March 2023 be confirmed noted as Tuesday, 4 June 2024 to Monday, 15 July 2024.

### 8. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment.

A proposal to approve the proposed asset register was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2).

#### RESOLVED:

THAT the Asset Register be approved.

9. To receive approve the 2023/2024 Accounting Statements.

A proposal to approve the proposed accounting statements was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2).

RESOLVED:

THAT the Accounting Statements for 2023/2024 be approved.

2024/2025

10. To approve the Payments and Receipts lists as presented for April 2024

A proposal to the payments and receipts for April 2024 be approved was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (2)

RESOLVED:

THAT the payments and receipts for April 2024 be approved.

11. To receive and note the verified bank reconciliations for April 2024

The verified bank reconciliations for April 2024 were noted.

12. To receive and note the expenditure against budget through April 2024

The expenditure against budget through April 2024 was noted.

**12-2024/2025 TOWN CLERK REPORT**

Council noted the report from the Clerk who highlighted the Dental Bus service now available at the centre by appointments for residents and the HMS Sandown Bell project, thanking Cllr P. Lightfoot for his help with the project. Ward councillors requested further involvement in the Planning Enforcement and Information Screen Projects with officers advising work to date had been operational and would be shared with all councillors when further details were available.

**13-2024/2025 WORKING PARTIES**

The report had been published and circulated prior to the meeting, and the notes from the meetings circulated afterwards. The report included a number of recommendations from the working parties to council which were discussed:

a) Railing Repainting

Members noted Cllr P. Lightfoot's work on a project to arrange for the repainting of the Esplanade railings. The Isle of Wight Council had confirmed they would give permission for the repainting once a plan of works and associated risk assessment had been drafted to both parties satisfaction. It was hoped that works would be undertaken prior to the summer season.

A proposal to spend up to £1,000 on the project from the Place Plan/Town Improvement Fund was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT the payments and receipts for April 2024 be approved.

b) Beach Accessibility

Members considered the briefing paper on Beach Accessibility and the recommendations of the working party, noting that ring fenced grant monies had been secured to fund the beach matting. During debate it was suggested a Traffic Regulation Order could be a vehicle for delivering accessible parking. Members noted that there was funding allocation in the Isle of Wight councils capital budget for 50 such spaces.

A proposal in support of the recommendations with slightly altered wording was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

- i) THAT Two lengths of 25m x 1.5 m purchased to provide access to the beach from the Changing Places facility with two Roll-n-Stows to facilitate laying and lifting the matting.
- ii) THAT If the use of the matting is successful this year, council should consider budgeting for further matting and a ramp next year.
- iii) THAT the Town Council make representations to the Isle of Wight Council to provide accessible parking spaces and a drop off area to service the changing places facility and the beach.

c) Information Screen

The Mayor updated members on work with Sandown Community Association to install two electronic information screens, one at the Library and one at the Station. Grant monies from the Community Rail Partnership, would be passported to the Town Council who would undertake the project and adopt the assets. Agreements would be in place requiring monies be returned if unspent. Clarification was sought as to if the project had been on the work plan with members noting this was a new opportunity which was grant funded and would benefit the community.

A proposal to accept the passported monies and undertake the project was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

RESOLVED:

THAT Sandown Town Council accept the passported grant monies from the Community Rail Partnership and undertake the project to deliver two information screens on behalf of Sandown Community Association.

Cllr Brothers left the meeting at 20:21.

#### **14-2024/2025 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED**

No statutory issues had been received. Cllr Andre drew members attention to a resolution recently passed by the Isle of Wight Council regarding sewage discharge, to work with stakeholders to ensure that sewage releases into the sea surrounding the Isle of Wight are zero by 2030 and this was discussed. Members noted that a briefing with Southern Water had been arranged.

#### **15-2024/2025 TO RECEIVE ANY PLANNING MATTERS**

The following applications were considered; no comments were returned:

[24/00664/DIS](#) - Old Town Hall Grafton Street, PO36 8JJ

Condition compliance application on 20/00455/FUL relating to condition 7 (surface water and foul drainage)

[24/00665/HOU](#) - 1 Meadow Way, PO36 8QD

Proposed alterations to include replacement raised roof creating gables ends to form additional accommodation at 1st floor level, three dormers on front and rear elevations, balconies on front and eastern side elevations; solar panels on existing roof and new boundary wall.

[24/00642/HOU](#) - 6 Whitecliff Close, PO36 8QH

Proposed single storey rear extension.

[24/00621/FUL](#) - 34 Broadway, PO36 9BY

Detached timber garage.

[24/00641/DIS](#) - Sandown Bay Holiday Centre, Yaverland Road, PO36 8QR

Condition compliance application on 21/00809/FUL relating to conditions 3 (contamination), 4 (foul & surface water drainage), 6 (external materials), 8 (bat box installation), 9 (landscaping scheme), 11 (cycle/waste facilities) and 12 (external lighting) to be discharged.

#### **16-2024/2025 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES**

Cllr Heather Humby updated members on comments made during her regular surgeries including recent enquires relating to the dogs on beaches during the summer months. Members noted that the Public Space Protection Orders were due for review later in the year and there would be a period of consultation.

Cllr Sue Betts advised she had attended the Sandown Sprint and having enjoyed the event hoped to see it return.

Cllr Jenny Hicks requested an update on the signage for the revetment and was advised the designs were with the Art Team and it was hoped the signage would be in place before the summer.

Cllr Ian Ward provided an update on the Section 215 Court Order on the Ocean Hotel. Members noted that the building could not be secured until the individuals living on the site had been relocated. It was also noted that a fraud investigation involving the site was now underway.

Cllr Ian Ward also expressed his disappointment that so many negative comments had been made about the water quality on the Bay given the Island was a tourist destination. Cllr

Humby added that it had recently ranked as one of the top ten wild swimming sites in the country.

Cllr Paddy Lightfoot updated members on the progress of the Bay Place Plan. Interviews for the Arts and Culture representative would take place soon with the first Steering Group meeting was expected in the first week of June 2024.

#### **17-2024/2025 MOTION WITHOUT NOTICE**

A motion, under 21.1(vi) that the Public Question Time be brought forward on the agenda, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

#### **RESOLVED**

THAT Public Question Time be brought forward on the agenda.

#### **PUBLIC QUESTION TIME**

No public questions were asked.

#### **18-2024/2025 EXCLUSION OF PUBLIC AND PRESS**

A proposal was moved and duly seconded, that the public and press be excluded for the remaining business on the agenda. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (10), Against (0), Abstain (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 numbers 19 and 20 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.

#### **19-2024/2025 SANDHAM GROUNDS – SPORTS SPACES**

Members were updated on the progress of the Football Foundation Grant for the provision of a sports Multi Use Games Area.

#### **20-2024/2025 MOTION WITHOUT NOTICE**

A motion, under 9.13(i) that the meeting be extended by 30 minutes, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

#### **RESOLVED**

THAT the meeting be extended by 30 minutes.

## **21-2024/2025 CCTV – CIVIC SPACE**

Members considered the recommendation from officers to install CCTV at council properties and the quotations obtained to extend the current installation. Discussion took place regarding the potential impact of CCTV on antisocial behaviour across the sites which had increased significantly. Members noted that while some monies, £3,675.00. had been budgeted for the provision, prices had increased significantly since costings had been obtained.

A motion, that a £12,000 in addition to the £3,675.00 budgeted be allocated from the reserved for the project, was proposed and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

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

### **RESOLVED**

THAT that a £12,000 in addition to the £3,675.00 already budgeted be allocated from the reserved for the project.

Meeting Closed 21:21

# Item 4(1) - Paper B

Cashed as of 31 May 2024				Balance Carried Forward		
Voucher	Date	Cheque No	Supplier	Description	Total	Total
8	09/05/2024		Bookers	Broadway Centre Sundries	63.36	63.36
40	01/05/2024		AsterBannerman	Changing Places	2919.60	2919.60
41	01/05/2024		AsterBannerman	Changing Places	1257.60	1257.60
42	01/05/2024		AsterBannerman	Changing Places	6789.60	6789.60
43	01/05/2024		AsterBannerman	Changing Places	43356.60	43356.60
44	01/05/2024		Waterside Community Trust	Beach Safety Service	17500.00	17500.00
45	01/05/2024		Waterside Community Trust	Beach Safety Equipment	5000.00	5000.00
55	09/05/2024		Lake Cleaning & Catering Supplies	cleaning supplies	16.00	16.00
56	09/05/2024		Crystal Clear Windows	Window Cleaning	20.00	20.00
57	09/05/2024		Pc Consultants	ICT Support (inc backup)	43.20	43.20
58	09/05/2024		Pc Consultants	ICT Support (inc backup)	124.80	124.80
59	09/05/2024		Pc Consultants	ICT Support (inc backup)	43.20	43.20
60	09/05/2024		Pc Consultants	ICT Support (inc backup)	43.20	43.20
61	09/05/2024		Pc Consultants	ICT Support (inc backup)	124.80	124.80
62	09/05/2024		WBS Wight Business Services	Office Equipment/Stationary	41.88	41.88
63	09/05/2024		WBS Wight Business Services	Office Equipment/Stationary	26.76	26.76
64	09/05/2024		PRS/PPL Music Licence	Music Licence	784.80	784.80
65	09/05/2024		Danfo (UK) Ltd	Cleaning	4060.10	4060.10
66	09/05/2024		Garden Tidy	Grass Cutting (SIP)	80.00	80.00
67	09/05/2024		Island Environmental Hygiene	Sanitary Services	60.84	60.84
68	13/05/2024		Hurst Hurst	Batteries	32.66	32.66
69	01/05/2024		Isle of Wight Council	Business Rates	444.00	444.00
70	02/05/2024		Business Stream	Water	131.06	131.06
71	10/05/2024		Hursts	Witches Hat Bolts for Bell	8.48	8.48
72	15/05/2024		Hursts	Batteries	4.99	4.99

Voucher	Date	Cheque No	Supplier	Description	Total	Total
73	15/05/2024		Nayax	Contactless Charges (Service)		60.00
74	15/05/2024		Nayax	Contactless Charges (Service)		0.00
75	15/05/2024		Nayax	Contactless Charges (Clearing)		1.13
76	15/05/2024		Nayax	Contactless Charges (Service)		60.00
77	15/05/2024		Nayax	Contactless Charges (Clearing)		1.54
78	15/05/2024		Nayax	Contactless Charges (Clearing)		1.53
79	15/05/2024		Nayax	Contactless Charges (Service)		60.00
80	16/05/2024		Corona Energy Retail 4 Ltd	Electricity St Johns	Credit	-39.52
81	15/05/2024		Nayax	Contactless Charges (Clearing)		1.33
82	15/05/2024		Nayax	Contactless Charges (Service)		72.00
83	15/05/2024		Nayax	Contactless Charges (Clearing)		3.30
84	16/05/2024		Corona Energy Retail 4 Ltd	Electricity St Johns	Credit	-75.41
85	15/05/2024		Nayax	Contactless Charges (Clearing)		0.02
86	15/05/2024		Nayax	Contactless Charges (Service)		72.00
87	15/05/2024		Nayax	Contactless Charges (Service)		72.00
88	15/05/2024		Nayax	Contactless Charges (Clearing)		9.47
89	16/05/2024		Corona Energy Retail 4 Ltd	Electricity St Johns	Credit	-143.45
90	16/05/2024		Corona Energy Retail 4 Ltd	Electricity St Johns	Credit	-110.76
91	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland	Credit	-116.18
92	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland	Credit	-70.52
93	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland	Credit	-65.44
94	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland	Credit	-74.11
95	16/05/2024		Corona Energy Retail 4 Ltd	Electrical Testing (Yaverland)	Credit	-58.33
96	16/05/2024		Corona Energy Retail 4 Ltd	Electrical Testing (Yaverland)	Credit	-77.31
97	20/05/2024		Adam Gaylor	Millboard Cladding - Eastern Gardens Viewing Platform		4284.00
<b>Voucher</b>	<b>Date</b>	<b>Cheque No</b>	<b>Supplier</b>	<b>Description</b>	<b>Total</b>	<b>Total</b>



122	20/05/2024	Biltmore Printers	HMS Sandown Plaque		147.60	147.60	147.60
123	20/05/2024	Heritage Attractions Ltd	Electricity - Sandham Lights		73.80	73.80	73.80
124	20/05/2024	Maxine Warr	internal audit		250.00	250.00	250.00
125	17/05/2024	Garden Tidy	Grass Cutting (SJP)		80.00	80.00	80.00
126	20/05/2024	Garden Tidy	Grass Cutting (SJP)		80.00	80.00	80.00
127	20/05/2024	Garden Tidy	Grass Cutting (SJP)		80.00	80.00	80.00
128	20/05/2024	Garden Tidy	Litter Picking and Bin Emptying		100.00	100.00	100.00
129	20/05/2024	Garden Tidy	Litter Picking and Bin Emptying		125.00	125.00	125.00
130	20/05/2024	Garden Tidy	Turf repairs		118.00	118.00	118.00
131	20/05/2024	Focus Plumbing and Heating	Legionella Risk Assesments		468.12	468.12	468.12
132	20/05/2024	Community Action Isle of Wight	Payroll		11595.05	11595.05	11595.05
133	28/05/2024	Garden Tidy	Grass Cutting (SJP)		80.00	80.00	80.00
134	28/05/2024	Garden Tidy	Grass Cutting		30.00	30.00	30.00
135	28/05/2024	Garden Tidy	Litter Picking and Bin Emptying		100.00	100.00	100.00
136	28/05/2024	Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)		158.78	158.78	158.78
137	28/05/2024	Biffa Waste Services Ltd	Waste Collection (Wheelie Bins)		25.78	25.78	25.78
138	28/05/2024	Gallagher (Hiscock Insurance Company Ltd	Insurance		8017.23	8017.23	8017.23
139	28/05/2024	Scribe	Accounting Software		1368.00	1368.00	1368.00
140	28/05/2024	FW Marsh	Electrical Investigation		288.00	288.00	288.00
141	21/05/2024	Amazon	Diary 2025		13.99	13.99	13.99
142	23/05/2024	Hursts	Keys - CP		36.74	36.74	36.74
143	28/05/2024	Hursts	Keys - CP		8.99	8.99	8.99
144	24/05/2024	Total Gas and Power Ltd	Gas		458.86	458.86	458.86
145	31/05/2024	Hursts	Keys - CP		30.66	30.66	30.66
146	31/05/2024	Wightfibre	Broadband and Telephone		58.80	58.80	58.80
147	30/05/2024	Amazon	Kettle		23.93	23.93	23.93
148	16/05/2024	Corona Energy Retail 4 Ltd	Electricity		53.90	53.90	53.90
149	16/05/2024	Corona Energy Retail 4 Ltd	Electricity		54.09	54.09	54.09
150	16/05/2024	Corona Energy Retail 4 Ltd	Electricity		49.17	49.17	49.17
151	16/05/2024	Corona Energy Retail 4 Ltd	Electricity		45.97	45.97	45.97
152	16/05/2024	Corona Energy Retail 4 Ltd	Electricity	Credit	-201.78	-201.78	-201.78
<b>Voucher</b>	<b>Date</b>	<b>Cheque No</b>	<b>Supplier</b>	<b>Description</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>

153	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-291.96	
154	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-129.78	
155	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-140.12	
156	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			205.72	
157	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			45.60	
158	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			45.04	
159	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			44.66	
160	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			46.73	
161	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-178.64	
162	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-136.92	
163	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-161.75	
164	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			45.97	
165	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			42.84	
166	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-183.14	
167	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-131.47	
168	16/05/2024		Corona Energy Retail 4 Ltd	Electricity		Credit	-1074.97	
169	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			158.93	
170	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			0.00	
170	16/05/2024	Pay	Corona Energy Retail 4 Ltd	Electricity			0.00	
170	16/05/2024		Corona Energy Retail 4 Ltd	Electricity			0.00	
171	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens			575.57	
172	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens			106.69	
173	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland			77.31	
174	16/05/2024		Corona Energy Retail 4 Ltd	Electricity - Yaverland			68.85	
175	16/05/2024		Corona Energy Retail 4 Ltd	Electricity St Johns			110.76	
176	16/05/2024		Corona Energy Retail 4 Ltd	Electricity St Johns			97.41	
							<b>End Balance</b>	<b>118,318.07</b>
								<b>140,660.55</b>
								<b>118,732.39</b>
								<b>141,074.87</b>

Received as of 31 May 2024		Description	Total
Voucher	Date	Description	Total
17	01/05/2024	STC WC	31.50
20	07/05/2024	STC WC	32.05
21	01/05/2024	STC WC	109.90
36	07/05/2024	STC WC	48.90
43	09/05/2024	AA (Thursday AM)	70.00
44	09/05/2024	TWG - Wednesday Afternoon	40.00
45	09/05/2024	Dance Club (Weds pm)	90.00
46	13/05/2024	STC WC	27.00
47	13/05/2024	STC WC	147.50
48	14/05/2024	Sandown & Shanklin Military Band	176.00
49	15/05/2024	AA (Thursday)	75.00
50	15/05/2024	AA (Thursday)	60.00
51	16/05/2024	AA (Monday)	75.00
52	09/05/2024	Keep Active	300.00
53	09/05/2024	Pilates	328.00
54	09/05/2024	Lloyds Bank	693.44
55	10/05/2024	Aspire Ryde (Wednesday Afternoon Cafe)	120.00
56	14/05/2024	Youth Provisional Group	75.00
57	14/05/2024	PCC Christ Church	20.00
58	14/05/2024	TWG - Tuesday Evening	30.00
59	15/05/2024	Nayax	38.40

Voucher	Date	Description	Total
60	15/05/2024	Contactless Charges	43.20
61	15/05/2024	Contactless Charges	37.40
62	15/05/2024	Contactless Charges	43.40
63	15/05/2024	Contactless Charges	93.10
64	15/05/2024	Contactless Charges	266.50
65	20/05/2024	St John's Toilet Income (cash)	42.60
66	20/05/2024	Eastern Gardens Toilet Income (cash)	114.85
67	20/05/2024	Room Hire	512.00
68	21/05/2024	Room Hire	152.00
69	21/05/2024	Room Hire	254.50
70	21/05/2024	Room Hire	192.00
71	30/05/2024	Room Hire	192.00
72	23/05/2024	Room Hire	280.00
73	29/05/2024	St John's Toilet Income (cash)	55.25
74	29/05/2024	Eastern Gardens Toilet Income (cash)	198.20
75	01/05/2024	VAT Refund	1.10
76	31/05/2024	Bank Interest	856.62
		Due to contactless and transfer it does not match income on BS	5922.41
			613321.55

Signed

Signed

# Item 4(2) - Paper C

Cashed as of 30 June 2024				Balance Carried Forward	118,732.39
Voucher	Date	Cheque No	Supplier	Description	Total
177	03/06/2024		Sandown Family Events	Grant (Sandown Family Events - Xmas)	2000.00
178	03/06/2024		Sandown & Shanklin Independant Lifeboat	Grant - SSL	2000.00
179	03/06/2024		Garden Tidy	Grass Cutting (SJP)	80.00
180	03/06/2024		Isle of Wight Council	Business Rates	444.00
181	03/06/2024		Danfo (UK) Ltd	Cleaning	4060.10
182	03/06/2024		Garden Tidy	Litter Picking and Bin Emptying	175.00
183	03/06/2024		Island Environmental Hygiene	Sanitary Services	60.84
184	03/06/2024		John O'Conner	Grass Cutting (Los Altos)	523.70
185	03/06/2024		John O'Conner	Grass Cutting (Los Altos)	523.70
186	03/06/2024		IWALC	IWALC 2024-2025	1233.18
187	03/06/2024		Pc Consultants	Cloud Back-up	47.52
188	03/06/2024		WBS Wight Business Services	Office Equipment/Stationary	11.98
189	03/06/2024		Gallagher (Hiscock Insurance Company Ltd)	Insurance - CP	28.47
190	05/06/2024	PW493361	PWLB	Loan Repayment	4963.24
191	04/06/2024		Lock Fit IOW	Lock Smith Emergency Access - CP	42.00
192	10/06/2024		Sandown Carnival Association	Grant (carnival)	5000.00
193	10/06/2024		Brighstone Landscaping	Beach Cleaning	712.80
194	10/06/2024		Garden Tidy	Grass Cutting (SJP)	80.00
195	10/06/2024		Garden Tidy	Grass Cutting (SJP)	100.00
196	10/06/2024		Pc Consultants	ICT Support (inc backup)	124.80
197	12/06/2024		Richard Priest	Expenses - D-Day Roses	59.25
198	14/06/2024		Nayax	Contactless Charges	90.97
199	19/06/2024		Inspiration Fabrication	Lifeguard Base Repair Maintenance	2220.22
200	19/06/2024		Inspiration Fabrication	Life Guard Base Lift (On)	1230.00
<b>Voucher</b>	<b>Date</b>	<b>Cheque No</b>	<b>Supplier</b>	<b>Description</b>	<b>Total</b>

201	19/06/2024	Lifeline Alarms	Alarm - Replace battery		44.95
202	17/06/2024	Terraquest Data Solutions	Planning Application Site Map		13.20
203	19/06/2024	Garden Tidy	Grass Cutting		30.00
204	17/06/2024	Corona Energy Retail 4 Ltd	Electricity		129.24
205	17/06/2024	Corona Energy Retail 4 Ltd	Electricity - Eastern Gardens		129.04
206	17/06/2024	Corona Energy Retail 4 Ltd	Electrical Testing (Yaverland)		100.32
207	17/06/2024	Corona Energy Retail 4 Ltd	Electrical Testing (Yaverland)		-32.17
208	17/06/2024	Corona Energy Retail 4 Ltd	Electrical Testing (Yaverland)		548.80
209	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		23.25
210	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		17.56
211	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		17.56
212	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		17.56
213	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		15.84
214	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-97.41
215	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-123.84
216	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-302.38
217	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-133.49
218	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-120.71
219	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-93.84
220	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-53.99
221	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-32.19
222	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		-31.62
223	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		17.56
224	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		17.56
225	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		16.03
226	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns		15.84
<b>Voucher</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>		<b>Total</b>

227	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns	15.84
228	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns	-60.94
229	17/06/2024	Corona Energy Retail 4 Ltd	Electricity St Johns	38.86
230	24/06/2024	Morrisons	Broadway Centre Sundries	22.50
231	24/06/2024	Aldi	Broadway Centre Sundries	11.97
232	24/06/2024	Screwfix	Broadway Centre Sundries	59.87
233	24/06/2024	Lake Cleaning & Catering Supplies	cleaning supplies	67.38
234	24/06/2024	Business Stream	Water - Eastern Gardens	22.29
235	24/06/2024	Garden Tidy	Litter Picking and Bin Emptying	100.00
236	24/06/2024	Garden Tidy	Grass Cutting (SJP)	80.00
237	24/06/2024	Garden Tidy	Grounds Maintenance and Repairs	25.00
238	24/06/2024	Danfo (UK) Ltd	Yaverland Toilet Project (Reprovision)	65624.00
239	25/06/2024	Garden Tidy	Litter Picking and Bin Emptying	100.00
240	25/06/2024	Garden Tidy	Grass Cutting (SJP)	80.00
241	25/06/2024	Focus Plumbing and Heating	Yaverland - Toilet Repairs	132.00
242	25/06/2024	Community Action Isle of Wight	Salaries	12077.77
243	25/06/2024	John Preston Medical & Mobility	Beach Accessibility Matting	16568.40
244	25/06/2024	Care in the garden	Hanging Basket Installation	560.11
245	25/06/2024	Jewson	Playground Repair	3.08
246	24/06/2024	Isle of Wight Design and Conservation Aw	Conservation Award Fee	50.00
249	27/06/2024	W Hurst and Son (IW) Ltd	Changing Places	39.18
261	27/06/2024	Business Stream	Water - Yaverland	1477.82
			<b>Total</b>	<b>123,039.57</b>
			<b>End Balance</b>	<b>241,771.96</b>

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Received as of 30 June 2024					613321.55
Voucher	Date	Description		Total	
77	06/06/2024		Room Hire	87.50	
78	05/06/2024	Havenstreet Payroll Recharge		300.58	
79	04/06/2024	Havenstreet Payroll Recharge		300.58	
80	04/06/2024	Hall Hire		200.00	
82	10/06/2024	Room Hire		45.00	
83	05/06/2024	St John's Toilet Income (cash)		36.30	
84	05/06/2024	Eastern Gardens Toilet Income (cash)		169.30	
85	05/06/2024	Room Hire		40.00	
86	05/06/2024	Room Hire		20.00	
87	12/06/2024	St John's Toilet Income (cash)		35.40	
88	12/06/2024	Eastern Gardens Toilet Income (cash)		145.25	
89	10/06/2024	Room Hire		20.00	
90	10/06/2024	Bank Interest		685.80	
91	11/06/2024	Hall Hire		246.00	
92	11/06/2024	Room Hire		30.00	
93	17/06/2024	St John's Toilet Income (cash)		39.00	
94	17/06/2024	Eastern Gardens Toilet Income (cash)		104.30	
95	17/06/2024	Hall Hire		176.00	
96	17/06/2024	Room Hire		37.50	
97	18/06/2024	Hall Hire		80.00	
98	13/06/2024	Room Hire		120.00	

Voucher	Date	Description	Total
99	13/06/2024	Hall Hire	50.00
100	13/06/2024	Hall Hire	50.00
101	14/06/2024	Wc Income (Contactless)	534.50
102	17/06/2024	Room Hire	350.00
103	17/06/2024	Room Hire	768.00
104	19/06/2024	Grant - Changing Places	14546.00
105	20/06/2024	Room Hire	60.00
108	21/06/2024	Room Hire	192.00
109	21/06/2024	Room Hire	214.50
110	21/06/2024	Room Hire	192.00
111	21/06/2024	Room Hire	192.00
112	24/06/2024	Room Hire	22.50
113	25/06/2024	Grant - Warm Spaces	6000.00
114	26/06/2024	D-Day @ 80 Events Contribution	500.00
115	26/06/2024	STC WC	171.50
116	24/06/2024	Grant Passport	27000.00
117	26/06/2024	STC WC	41.00
118	30/06/2024	Bank Interest (Trade)	843.79
		<b>Total</b>	<b>54646.30</b>
		<b>End Balance</b>	<b>667967.85</b>

Signed

Signed

## SANDOWN TOWN COUNCIL

## Item 4(3) - Paper D

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/05/2024</b>		
	Cash in Hand 01/04/2024		583,892.07
	<b>ADD</b> Receipts 01/04/2024 - 31/05/2024		613,321.55
			1,197,213.62
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/05/2024		141,074.86
<b>A</b>	<b>Cash in Hand 31/05/2024</b> (per Cash Book)		<b>1,056,138.76</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	0.00	
	1 - Treasurers Account 30-97-42 0 31/05/2024	80,033.61	
	4 - Business Bank Instant 30-97-4 31/05/2024	572,206.25	
	3 - Reserves 30-97-42 24097868 31/05/2024	0.00	
	2 - Treasurers Account 30-97-42 1 31/05/2024	0.00	
	5 - 32 Day Access Acc Number TB 31/05/2024	403,898.90	
	6 - Temporary Fixed Term Deposit 31/05/2024	0.00	
			<b>1,056,138.76</b>
	Less unrepresented payments		
			1,056,138.76
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,056,138.76</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 30/06/2024</b>		
	Cash in Hand 01/04/2024		583,892.07
	<b>ADD</b> Receipts 01/04/2024 - 30/06/2024		667,967.85
			1,251,859.92
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/06/2024		264,114.43
<b>A</b>	<b>Cash in Hand 30/06/2024</b> (per Cash Book)		<b>987,745.49</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	0.00	
	1 - Treasurers Account 30-97-42 0 30/06/2024	104,897.63	
	4 - Business Bank Instant 30-97-4 30/06/2024	201,105.17	
	3 - Reserves 30-97-42 24097868 30/06/2024	27,000.00	
	2 - Treasurers Account 30-97-42 1 30/06/2024	0.00	
	5 - 32 Day Access Acc Number TB 30/06/2024	654,742.69	
	6 - Temporary Fixed Term Deposit 30/06/2024	0.00	
			<b>987,745.49</b>
	Less unrepresented payments		987,745.49
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>987,745.49</b>
	<b>A = B Checks out OK</b>		

## SANDOWN TOWN COUNCIL

## Item 4(4) - Paper E

## Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)

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	Audit - Internal				262.50	250.00	12.50
2	Audit - External	1,865.00			1,958.25		3,823.25
3	Broadband and Telephone				705.60	147.00	558.60
4	Broadband and Telephone				183.57		183.57
5	County Association Memb				1,186.50	1,233.18	-46.68
6	ICO Registration				46.62		46.62
7	ICT Capital (equipment) - I				1,000.00		1,000.00
8	ICT Consumables				303.56		303.56
9	ICT Repair and Maintenanc				2,000.00	459.60	1,540.40
10	ICT Accounting Software				1,197.00	1,140.00	57.00
11	ICT Domain Registration				90.91		90.91
12	ICT Office 365				467.25		467.25
13	ICT Email Hosting				396.90		396.90
14	ICT Adobe/Zoom/Survey M				1,171.33		1,171.33
15	ICT Antivirus				52.50		52.50
16	Insurance				9,863.25	8,709.44	1,153.81
17	Mayors Board				42.00		42.00
18	Office Equipment Service				83.33		83.33
19	Photocopier				625.50	321.61	303.89
20	Postage				50.00		50.00
21	Professional Fees (Sites)				5,000.00	13.20	4,986.80
22	Professional Fees Payroll				648.00	105.00	543.00
24	Professional Fees Plannin				3,000.00		3,000.00
25	Professional Fees Accessi				944.06		944.06
26	Public Works Loan				60,182.00	4,963.24	55,218.76
27	Stationary				880.40	326.73	553.67
201	IWC Precept						
202	VAT Refund						
203	Grants						
204	Donations						
205	Bank Interest		5,000.00	4,147.19			-852.81
207	Insurance Claim						
208	Misc Hire						
223	Recharges		11,550.00	3,901.74		300.58	-7,948.84
224	Regeneration						
226	Journal Entry						
227	Professional Fees - Legal				1,500.00		1,500.00
		<b>£1,865.00</b>	<b>16,550.00</b>	<b>£8,048.93</b>	<b>93,841.03</b>	<b>£17,969.58</b>	<b>69,235.38</b>

**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>
28	Adverts				500.00		500.00
29	ICT Web-Hosting				253.97		253.97
30	Contribution to Hard Copy						
					<b>753.97</b>		<b>753.97</b>

**BEACHES**

<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>
31	Beach Cleaning (Bins)				14,183.07	594.00	13,589.07
32	Bouys				6,065.92	5,874.03	191.89
33	Life Boat				3,000.00	2,000.00	1,000.00
34	Lifeguard Equipment and I				6,500.00	5,000.00	1,500.00
35	Beach Safety Service				17,500.00	17,500.00	
36	Beach Safety Base(Capita				4,000.00		4,000.00
37	Beach Storage				116.55		116.55
38	Tourism Blue Flag/Seasid				945.00		945.00
212	Beach Safety Base Mainte				2,000.00	2,875.18	-875.18
222	Beach Maintenance and F						
228	Mechanical Raking				7,800.00		7,800.00
229	Matting for Wheel Chairs	17,130.00				13,807.00	3,323.00
245	Beach Accessibility						
		<b>£17,130.00</b>			<b>62,110.54</b>	<b>£47,650.21</b>	<b>31,590.33</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 01/04/2024 and 30/06/2024)**

**Cost Centre Name****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>
39	Independent Cleaner (Ad l				1,000.00	20.00	980.00
40	Business Rates			52.08	4,663.16	1,333.10	3,382.14
41	CCTV				200.00		200.00
42	Microphones and Loop (C:						
43	Furniture and fittings				1,000.00		1,000.00
44	Landscape				500.00	58.72	441.28
45	Licenses (music , microph				1,050.00	654.00	396.00
46	Repair and Maintenance (				500.00	500.00	
47	Repair & Maint. Sundries				1,444.82	441.60	1,003.22
48	Repair and Maintenance (				6,000.00	1,930.00	4,070.00
49	Service Alarms/CCTV/Boil				1,002.29	441.66	560.63
50	Service Fire Extinguishers						
51	Signage				118.88		118.88
52	Utilities - Gas				3,515.31	437.01	3,078.30
53	Utilities Water				786.19	131.06	655.13
54	Utilities - Electric				3,626.44	-1,440.53	5,066.97
55	Waste Collection (General				2,413.59	504.38	1,909.21
56	Waste Collection (Sanitary				327.60	38.57	289.03
206	Room Hire		10,401.59	7,948.85			-2,452.74
213	Meeting Room Loop				750.00		750.00
			<b>10,401.59</b>	<b>£8,000.93</b>	<b>28,898.28</b>	<b>£5,049.57</b>	<b>21,448.05</b>

**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>
57	Remembrance Wreaths				244.76		244.76
58	Remembrance Events				1,835.66	172.37	1,663.29
59	Civic Events				500.00		500.00
72	Town Crier						
					<b>2,580.42</b>	<b>£172.37</b>	<b>2,408.05</b>

**CIVIC SPACE**

<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>
60	Christmas Tree and Lights				1,048.95		1,048.95
61	Christmas Tree and Lights				200.00		200.00
62	Decorative Lighting Maint				3,000.00		3,000.00
63	Decorative Lighting Capit				5,000.00		5,000.00
64	Defib Pads				244.76		244.76
65	Environment Officer/Plann				2,396.10		2,396.10
66	Ferncliff - Grounds Mainte				466.00		466.00
67	Green Towns				3,000.00		3,000.00
68	Hanging Baskets Planting				1,904.27	625.76	1,278.51
69	Hanging Baskets Watering				5,785.82		5,785.82
70	Los Altos Grass Cut				5,292.50	872.84	4,419.66
71	Revetment Lighting				466.20		466.20
73	Place Plan/Town Improver	4,920.00			40,000.00		44,920.00
74	War Memorial (Esplanade				500.00	50.00	450.00
75	War Memorial (Animal) M				500.00		500.00
230	Planning Enforcement				8,901.20		8,901.20
			<b>£4,920.00</b>		<b>78,705.80</b>	<b>£1,548.60</b>	<b>82,077.20</b>

**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>
76	Schools				1,000.00		1,000.00
77	Carnival Association Even				5,000.00	5,000.00	
78	Grants			33,000.00	4,000.00		37,000.00
79	Youth Provision				15,000.00		15,000.00
231	Grants Football Club				800.00	800.00	
232	Grants Xmas Funday				2,000.00	2,000.00	
233	Youth Provision -Capital pi				15,000.00		15,000.00
					<b>£33,000.00</b>	<b>42,800.00</b>	<b>£7,800.00</b>
							<b>68,000.00</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 01/04/2024 and 30/06/2024)**

**Cost Centre Name****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>
80	Election						
81	Hospitality				250.00	42.80	207.20
82	Mayor Allowance						
83	Training						
					<b>250.00</b>	<b>£42.80</b>	<b>207.20</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>
244	Precept		573,852.00	573,852.22			0.22
			<b>573,852.00</b>	<b>£573,852.22</b>			<b>0.22</b>

**SANDHAM GARDENS (GENERAL)**

<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>
84	Grounds Maintenance, Dr				1,748.25		1,748.25
85	Grounds Maintenance, Gr				4,032.00	190.00	3,842.00
86	Grounds Maintenance, Tre						
87	Grounds Maintenance, We				1,000.00		1,000.00
88	Kerbing						
89	Lighting (Electricity)				1,890.00	61.50	1,828.50
90	Maintenance and Repair				6,300.00	1,389.23	4,910.77
91	Signage (Sandham)				315.00		315.00
94	Inspections				5,496.10	250.00	5,246.10
95	Litter Picking				9,100.00	1,240.00	7,860.00
98	CCTV				3,675.00		3,675.00
209	Land Lease	10,000.00	5,000.00				-5,000.00
214	Lighting Repair						
			<b>10,000.00</b>	<b>£5,000.00</b>	<b>33,556.35</b>	<b>£3,130.73</b>	<b>25,425.62</b>

**SANDHAM GARDENS (MUGA)**

<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>
92	Replacement of MUGA - F				10,000.00		10,000.00
215	Muga (Repair)				5,000.00		5,000.00
234	Grant Match Funding	56,750.00					56,750.00
			<b>£56,750.00</b>		<b>15,000.00</b>		<b>71,750.00</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>
93	Grounds Maintenance, Gr					800.00	-800.00
96	Playground Renewal Func				10,000.00		10,000.00
97	Repair/replace (damage)				5,000.00	1,155.70	3,844.30
					<b>15,000.00</b>	<b>£1,955.70</b>	<b>13,044.30</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>
99	Maintenance and Repair	1,662.52			6,993.00	23.74	8,631.78
100	Replacement RESERVES				10,000.00		10,000.00
			<b>£1,662.52</b>		<b>16,993.00</b>	<b>£23.74</b>	<b>18,631.78</b>

**STAFFING**

<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>
101	Expenses (Milage etc)				1,772.00		1,772.00
102	Locum Clerk				1,000.00		1,000.00

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

**SANDOWN TOWN COUNCIL**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)**

**Cost Centre Name**

103 Professional Subscriptions	878.85	206.00	672.85
104 Salaries	119,667.00	21,688.16	97,978.84
105 Salaries - HMRC	11,745.00	8,210.80	3,534.20
106 Salaries - Pension	28,122.00	5,680.13	22,441.87
107 Training	4,000.00	78.17	3,921.83
216 Recruitment			
	<b>167,184.85</b>	<b>£35,863.26</b>	<b>131,321.59</b>

**TOILETS**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
108	Cleaning and Security, Cle				42,631.05	6,766.84	35,864.21
109	Refurbishment						
110	Repair and Maintenance ,				10,000.00	510.55	9,489.45
111	Repair and Maintenance ,				9,813.98		9,813.98
112	Testing and Service (inc S				2,809.61	247.50	2,562.11
113	Utilities, Electric				6,500.00	798.36	5,701.64
114	Utilities, Water				6,500.00	1,551.10	4,948.90
115	Inspection (inc. Legionella				1,150.00		1,150.00
116	Waste (Toilets)				738.82	113.53	625.29
211	WC Income		15,825.14	2,907.85		115.13	-13,032.42
217	Business Rates (Yaverlan						
218	St Johns (Capital)				5,000.00		5,000.00
219	Eastern Gardens (Capital)				5,000.00		5,000.00
220	Pier Street Running Costs				4,358.70	236.96	4,121.74
221	Pier Street (Refurbishmen						
225	Changing Places			31,546.00	73,261.00	45,269.50	59,537.50
235	Eastern Gardens External						
236	Eastern Gardens- Decomr						
237	Eastern Gardens Viewing	4,866.00				3,570.00	1,296.00
238	Refurbishment - Yaverlanc		250,000.00		250,000.00	54,686.67	-54,686.67
239	Inspection and Testing Stri				110.72		110.72
240	Changing Places Equipme				1,911.00		1,911.00
241	Changing Places Cleaning				10,000.00	70.76	9,929.24
242	Changing Places Repair a				2,500.00	320.61	2,179.39
243	Nayax				1,338.75	345.70	993.05
246	CCTV						
247	Loan						
		<b>£4,866.00</b>	<b>265,825.14</b>	<b>£34,453.85</b>	<b>433,623.63</b>	<b>£114,603.21</b>	<b>92,515.13</b>

**NET TOTAL**

**£87,193.52      876,628.73      £662,355.93      991,297.87      £235,809.77      628,408.82**



SANDOWN TOWN COUNCIL

## Grant Application - Form A Lower Level Grants - Up To £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

### Applicant Details

#### A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

FIRST ACT 2011
----------------

#### A2. Name of Contact

This should be the main contact in respect of this application.

LOTTIE LAIDLER PROJECT MANAGER.
------------------------------------

#### A3. Address

This should be the address of the organisation or the main address for correspondence.

9 QUEENS ROAD SANDOWN ISLE OF WIGHT PO36 8DT.
--

#### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: /
Mobile: 07368852493
Email: firstact2011@gmail.com

**A5. Club/Organisation Description**

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.

FIRST ACT OPENED IN 1994 BUT RESTRUCTURED AS A CHARITABLE ORGANISATION IN 2011. WE PROVIDE WEEKLY THEATRE WORKSHOPS FOR ADULTS (17+) WITH ADDITIONAL NEEDS. MEMBERS PERFORM IN BI-ANNUAL PERFORMANCES AT SHANKLIN THEATRE. THE SKILLS EXPLORED & DEVELOPED CAN BE TRANSFERRED INTO THEIR DAILY LIVES, INCLUDING - COMMUNICATION, PRIDE, SENSE OF BELONGING & BETTER MOTOR SKILLS.

**A6. Link to the Sandown Community**

Briefly explain how your organisation is linked to Sandown and supports its community.

OUR CHARITY IS BASED IN SANDOWN (RUGBY CLUB) & USES SHANKLIN THEATRE FOR BI-ANNUAL SHOWS.  
 THERE ARE MANY RESIDENTIAL HOMES IN SANDOWN, OF WHICH WE WORK CLOSELY WITH TO PROVIDE THEIR RESIDENTS DAILY ACTIVITIES. OUR COMPANY PROVIDES A SAFE & INSPIRING ENVIRONMENT FOR THOSE WHO ATTEND, WITH OUR SHOWS WIDELY SUPPORTED BY THE GENERAL PUBLIC.  
 SKILLS EXPLORED DURING WORKSHOPS ARE ABLE TO BE TRANSFERRED INTO THE DAILY LIVES OF OUR MEMBER, WHO IN TURN CAN PROVIDE MORE DIVERSITY TO SANDOWN'S COMMUNITY.  
 THE SENSE OF PRIDE FROM PERFORMERS IS EVER GROWING AMONG WITH THE SUPPORTIVE AUDIENCES.

**A7. Membership (if you have one) - number of individuals involved in the organisation/activities.**

Total Membership:	Adults: 48.	Children: N/A.
Sandown Residents Membership:	Adults: 12 OF THE 48 MEMBERS LIVE IN SANDOWN.	Children: N/A.

**A8. Registered charity no (if applicable)**

No: 1154218.	Not Applicable:
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**A9. VAT Registered**

No:	Not Applicable:
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## Grant Details

### B1. Description

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

OUR COMPANY WILL BEGIN REHEARSALS FOR THE CHRISTMAS PRODUCTION IN SEPTEMBER. ALL GROUPS WILL BE IN THE SHOW, WITH MEMBERS BEING SUPPORTED BY OUR TEAM OF STAFF. THE FINANCIAL COST HAS SIGNIFICANTLY INCREASED OVER RECENT YEARS, THEREFORE COSTUMES, PROPS & SCENARY TAKE A HUGE AMOUNT OF OUR BUDGET. WE ARE APPLYING FOR DONATION TOWARDS OUR SHOW COSTUMES. WITH A NEW STORY EVERY YEAR & MEMBERS COMING & GOING, NEW COSTUMES ARE ALWAYS NEEDED. COSTUMES ARE TAILOR MADE FOR OUR MEMBERS WITH ALL CORRECT FITTINGS/MEASURES. THIS ALLOWS THE MEMBERS TO FEEL COMFORTABLE, PROUD & CONFIDENT.

### B2. Grant Beneficiaries

Please indicate which sections of the community will benefit from your project.

OUR CHARITY MAINLY BENEFITS THE ADULTS THEMSELVES, HOWEVER, WE WORK CLOSELY WITH THEIR FAMILIES, CARE PROVIDERS & RESIDENTIAL HOMES AROUND THE LOCAL AREA.  
MEMBERS - 48. STAFF - 10. VOLUNTEERS - 2 WORK EXPERIENCE - 1.

### B3. Timeline

Please indicate when the project will start. Grant funds will not be released earlier than 3 month before the start of the project. This also applies to events.

SEPTEMBER 2024 - DECEMBER 2024  
SHOW DATES ARE 3RD & 4TH DECEMBER.  
REHEARSALS START SEPTEMBER.

## Funding Details

### C1. Total Cost

Please use the table below to provide an estimated breakdown of the expenditure for which this grant is being applied.

Item	Cost
MATERIAL FOR COSTUMES.	£200.
Total	£200.

**C2. Additional Funding**

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

NONE.

**C3. Previous Applications**

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

N/A.
------

**Additional Information**

**D1. Additional Information**

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

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## Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed *Laidler*

Date of Application

*13.6.24*

Name (in capitals)

*LOTTIE LAIDLER*

Position in Club/Organisation

*PROJECT MANAGER*

Please return completed forms to:

Town Clerk  
Sandown Town Council  
The Broadway Centre  
S1 Broadway  
Sandown  
IW  
PO36 9GG

Email signed forms to: [rfo@sandowntowncouncil.gov.uk](mailto:rfo@sandowntowncouncil.gov.uk)



First Act 2011 accounts for 2023 - 2024

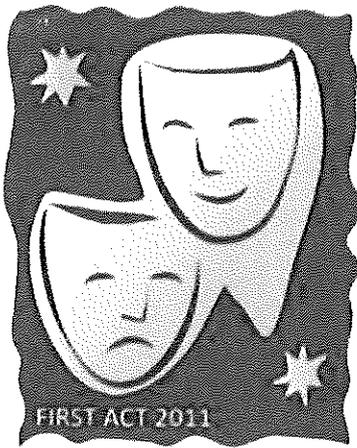
Expenses	Totals	Income	Totals
Tutors	£ 62,910.50	Clients	£ 74,948.96
Musical director and script	£ -	Donations	£ 3,443.14
Dressmaker	£ -	Raffle and programmes	£ 446.60
Auditor	£ -	Theatre tickets	£ 885.30
Outside services (file, van, etc)	£ 325.00	DVDs	£ 230.00
Theatre hire	£ 2,900.00	Theatre trips	£ -
Hire of other halls	£ 14,200.00	Net savings interest	£ 216.38
Costumes/props	£ 1,743.49	Meals out	£ -
Fuel	£ -	Bank charges	£ -
Insurance	£ 522.97	Sale of props	£ -
Website	£ 22.20	Donations	£ -
Noda Subscription	£ 88.00		
FOST membership	£ 100.00		
PRS	£ -		
Stationery/stamps/printing	£ 177.84		
Repairs/renewals	£ 22.98		
Advertising	£ 417.83		
PPE and cleaning	£ -		
Raffle	£ 35.00		
Coffee, milk, etc	£ 442.08		
Theatre trips/tickets	£ -		
Meals out	£ -		
Gifts and cards	£ 121.91		
Charges	£ 103.94		
Sundries	£ 757.74		
Assets	£ 279.00		
<b>Total</b>	<u>£ 85,170.48</u>		<u>£ 80,170.38</u>

Current account balance B/F on 31.03.23	£ 8,422.27
Petty cash B/F on 31.03.23	£ -
Savings account B/F on 31.03/23	£ 12,267.97
Donations account B/F on 31.03.23	£ 4.77
Donations petty cash account B/F on 31.03.23	£ 0.95
Plus total income from above	£ 80,170.38
Less total expenses from above	-£ 85,170.48
<b>Total</b>	<b>£ 15,695.86</b>

Current account balance C/F 31.03.24	£ 3,184.95
Petty cash balance C/F 31.03.24	£ 20.84
Savings balance C/F 31.03.24	£ 12,484.35
Donations balance C/F 31.03.23#4	£ 4.77
Donations petty cash balance C/F 31.03.24	£ 0.95
<b>Total</b>	<b>£ 15,695.86</b>

check £ 0.00





First Act 2011  
9 Queens Road  
Sandown  
Isle of Wight  
PO36 8DT

Tel: 01983408184 // 07814683502

Email: [firstact2011@gmail.com](mailto:firstact2011@gmail.com)

Registered Charity No. 1154218

## OUR AIMS

Since reforming in 2011, First Act have run in conjunction with a list of aims that highlight the purpose of the service.

These aims are -

- To create a **sense of belonging** for all our members.
- To **build confidence** and **create a sense of purpose** in all those who take part.
- For workshops to be **energising** and to **enliven the imagination** of all those taking part.
- To **improve coordination** and **motor skills** within our members.
- To **improve social skills** within a group setting.

Alongside these 5 main aims, First Act 2011 work hard on enhancing other personal skills and qualities within its members.

- **Commitment** - Our members all feel a sense of commitment towards attending weekly workshops. They understand the importance of attending and that this continuous effort will allow them to create a professional standard of show.
- **Teamwork** - First Act 2011 members work closely together to produce each finale production. They are encouraged to work as a team to assist with costumes, scenery and theatrical props, as well as coming together at weekly rehearsals to create a productive yet joyful working environment.





SANDOWN TOWN COUNCIL

## Grant Application - Form B Upper Level Grants - Over £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

### Applicant Details

#### A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

FIRST ACT 2011.
-----------------

#### A2. Name of Contact

This should be the main contact in respect of this application.

LOTTIE LAIDLER. PROJECT MANAGER.
-------------------------------------

#### A3. Address

This should be the address of the organisation or the main address for correspondence.

9 QUEENS ROAD SANDOWN ISLE OF WIGHT PO36 8DT.
--

#### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: /
Mobile: 07368852493.
Email: firstact2011@gmail.com.

#### A5. Club/Organisation Description

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.

**A6. Link to the Sandown Community**

Briefly explain how your organisation is linked to Sandown and supports its community.

OUR CHARITY IS BASED IN SANDOWN (RUGBY CLUB) & USES SHANKLIN THEATRE FOR BI-ANNUAL SHOWS. THERE ARE MANY RESIDENTIAL HOMES IN SANDOWN, OF WHICH WE WORK CLOSELY WITH TO PROVIDE THEIR RESIDENT DAILY ACTIVITIES. OUR COMPANY PROVIDES A SAFE & INSPIRING ENVIRONMENT FOR THOSE WHO ATTEND, WITH OUR SHOWS WIDELY SUPPORTED BY THE GENERAL PUBLIC. SKILLS EXPLORED DURING WORKSHOPS ARE ABLE TO BE TRANSFERRED INTO THE DAILY LIVES OF OUR MEMBERS, WHO IN TURN CAN PROVIDE MORE DIVERSITY TO SANDOWN'S COMMUNITY.

**A7. Membership (if you have one) - number of individuals involved in the organisation/activities.**

Total Membership:	Adults: 48.	Children: N/A
Sandown Residents Membership:	12 OF THE 48 ADULTS MEMBERS LIVE IN SANDOWN.	Children: N/A.

**A8. Registered charity no (if applicable)**

No: 1154218.	Not Applicable:
--------------	-----------------

**A9. VAT Registered**

No:	Not Applicable:
-----	-----------------

**Grant Details**

**B1. Description**

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

OUR COMPANY WILL BEGIN REHEARSALS FOR THE CHRISTMAS PRODUCTION IN SEPTEMBER. ALL GROUPS WILL BE IN THE SHOWS, WITH MEMBERS BEING SUPPORTED BY OUR TEAM OF STAFF. THE FINANCIAL COST HAS SIGNIFICANTLY INCREASED OVER RECENT YEARS, THEREFORE COSTUMES, PROPS & SCENARY TAKE A HUGE AMOUNT OF OUR BUDGET. WE ARE APPLYING FOR A DONATION TO PAY FOR OUR SNOW BACKCLOTUS. THESE HANG AT THE BACK OF THE STAGE, CREATING A PICTURED SCENARY. THE BACKCLOTUS HELP BOTH MEMBERS & THE AUDIENCE FEEL EMERSED IN THE STORY. BACKCLOTUS ARE USED BY PROFESSIONAL COMPANIES & THIS STANDARD OF SHOW IS SOMETHING WE STRIVE TO MATCH.

### B2. Grant Beneficiaries

Please indicate which sections of the community will benefit from your project.

OUR CHARITY MAINLY BENEFITS THE ADULTS THEMSELVES. HOWEVER, WE WORK CLOSELY WITH THEIR FAMILIES, CARE PROVIDERS & RESIDENTIAL HOMES AROUND THE LOCAL AREA.  
MEMBERS - 48. STAFF - 10 VOLUNTEERS - 2 WORK EXPERIANCE - 1

### B3. Timeline

Please indicate when the project will start. Grant funds will not be released earlier than 3 month before the start of the project. This also applies to events.

SEPTEMBER 2024. - DECEMBER 2024.  
SHOW DATES ARE 3RD & 4TH DECEMBER.  
REHEARSALS START SEPTEMBER.

### Funding Details

#### C1. Total Cost

Please use the table below to provide an estimated breakdown of the expenditure for which this grant is being applied.

Item	Cost
SHOW BACKCLOTH.	£180.
SHOW BACKCLOTH.	£180.
Total	£360.

#### C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

NO OTHER FUNDING IN PLACE.

### C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

N/A.

### Additional Information

#### D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

AS STATED WE TRY TO ACHIEVE THE MOST PROFESSIONAL STANDARD AS POSSIBLE. BACK CLOTHS ARE USED TO HELP EMERGE BOTH THE PERFORMERS & AUDIENCE INTO THE STORY BEING TOLD.  
PICTURES OF OUR PREVIOUS SHOWS CAN BE FOUND ON OUR WEBSITE. - [firststagezouk.co.uk](http://firststagezouk.co.uk).  
WE AIM TO CONTINUE TO STRIVE FORWARD DURING THE DIFFICULT TIMES & ENSURE OUR SHOWS REMAIN HIGH QUALITY & INSPIRING TO ALL WHOM CAN ATTEND, ENSURING TO CAPTIVATE THE AUDIENCE WITH OUR TALENTED CAST & CREW, WHOM ARE ALWAYS EXCITED TO SHOW OFF WHAT THEY CAN DO.  
  
OUR WEBSITE IS - [firststagezouk.co.uk](http://firststagezouk.co.uk). PLEASE TAKE A LOOK FOR MORE INFORMATION, GALERIES & EVIDENCE.

#### D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation's constitution or set of rules
- A copy of your bank statement and recent accounts
- A copy of any quotations as specified in section C1 - ATTACHED APRIL'S INVOICE TO SHOW COST PREDICTED FOR DECEMBER.

**Declaration**

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed *Landler.*

Date of Application

18.6.24.

Name (in capitals)

CHARLOTTE LANDLER.

Position in Club/Organisation

PROJECT MANAGER.

Please return completed forms to:

Town Clerk  
Sandown Town Council  
The Broadway Centre  
S1 Broadway  
Sandown  
IW  
PO36 9GG

Email signed forms to: [rfo@sandowntowncouncil.gov.uk](mailto:rfo@sandowntowncouncil.gov.uk)



**First Act 2011 accounts for 2023 - 2024**

Expenses	Totals	Income	Totals
Tutors	£ 62,910.50	Clients	£ 74,948.96
Musical director and script	£ -	Donations	£ 3,443.14
Dressmaker	£ -	Raffle and programmes	£ 446.60
Auditor	£ -	Theatre tickets	£ 885.30
Outside services (file, van, etc)	£ 325.00	DVDs	£ 230.00
Theatre hire	£ 2,900.00	Theatre trips	£ -
Hire of other halls	£ 14,200.00	Net savings interest	£ 216.38
Costumes/props	£ 1,743.49	Meals out	£ -
Fuel	£ -	Bank charges	£ -
Insurance	£ 522.97	Sale of props	£ -
Website	£ 22.20	Donations	£ -
Noda Subscription	£ 88.00		
FOST membership	£ 100.00		
PRS	£ -		
Stationery/stamps/printing	£ 177.84		
Repairs/renewals	£ 22.98		
Advertising	£ 417.83		
PPE and cleaning	£ -		
Raffle	£ 35.00		
Coffee, milk, etc	£ 442.08		
Theatre trips/tickets	£ -		
Meals out	£ -		
Gifts and cards	£ 121.91		
Charges	£ 103.94		
Sundries	£ 757.74		
Assets	£ 279.00		
<b>Total</b>	<b><u>£ 85,170.48</u></b>		<b><u>£ 80,170.38</u></b>

Current account balance B/F on 31.03.23	£ 8,422.27
Petty cash B/F on 31.03.23	£ -
Savings account B/F on 31.03/23	£ 12,267.97
Donations account B/F on 31.03.23	£ 4.77
Donations petty cash account B/F on 31.03.23	£ 0.95
Plus total income from above	£ 80,170.38
Less total expenses from above	-£ 85,170.48
<b>Total</b>	<b><u>£ 15,695.86</u></b>

Current account balance C/F 31.03.24	£ 3,184.95
Petty cash balance C/F 31.03.24	£ 20.84
Savings balance C/F 31.03.24	£ 12,484.35
Donations balance C/F 31.03.23#4	£ 4.77
Donations petty cash balance C/F 31.03.24	£ 0.95
<b>Total</b>	<b><u>£ 15,695.86</u></b>

check £ 0.00



EVIDANCE FOR COSTS. (CI).

- THIS IS WHAT WE PAID FOR OUR LAST BACKLITTH.



# Invoice

First Act 2011 Theatre Group  
9 Queens Road  
Sandown  
Isle of Wight  
PO36 8DT  
UNITED KINGDOM

Invoice Date  
29 Jan 2024

Invoice Number  
~~818008~~

Reference  
Cloth Hire (Web Order 6829)  
(4819)

VAT Number  
~~100800814~~

Scenery Solutions Trading Ltd  
Unit 2  
Barton Farm Industrial Estate  
Chickenhall Lane  
Eastleigh  
Hampshire  
SO50 6RP  
Tel: 023 8064 1496

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Ruined Church 34' x 18' (SC533) (HW415)	1.00	150.00	0.00%	20%	150.00
				Subtotal	150.00
				TOTAL VAT 20%	30.00
				TOTAL GBP	180.00
				Less Amount Paid	180.00
				AMOUNT DUE GBP	0.00

~~DUPLICATE FOR 2024.~~

Make all cheques payable to Scenery Solutions Trading Ltd or alternatively you can make payments into our account:

~~Bank Name~~  
~~Bank Code 404149~~  
~~Account No 12888888~~

For any queries please email [accounts@scenerysolutions.co.uk](mailto:accounts@scenerysolutions.co.uk)





First Act 2011  
9 Queens Road  
Sandown  
Isle of Wight  
PO36 8DT

Tel: 01983408184 // 07814683502  
Email: firstact2011@gmail.com

Registered Charity No. 1154218

## OUR AIMS

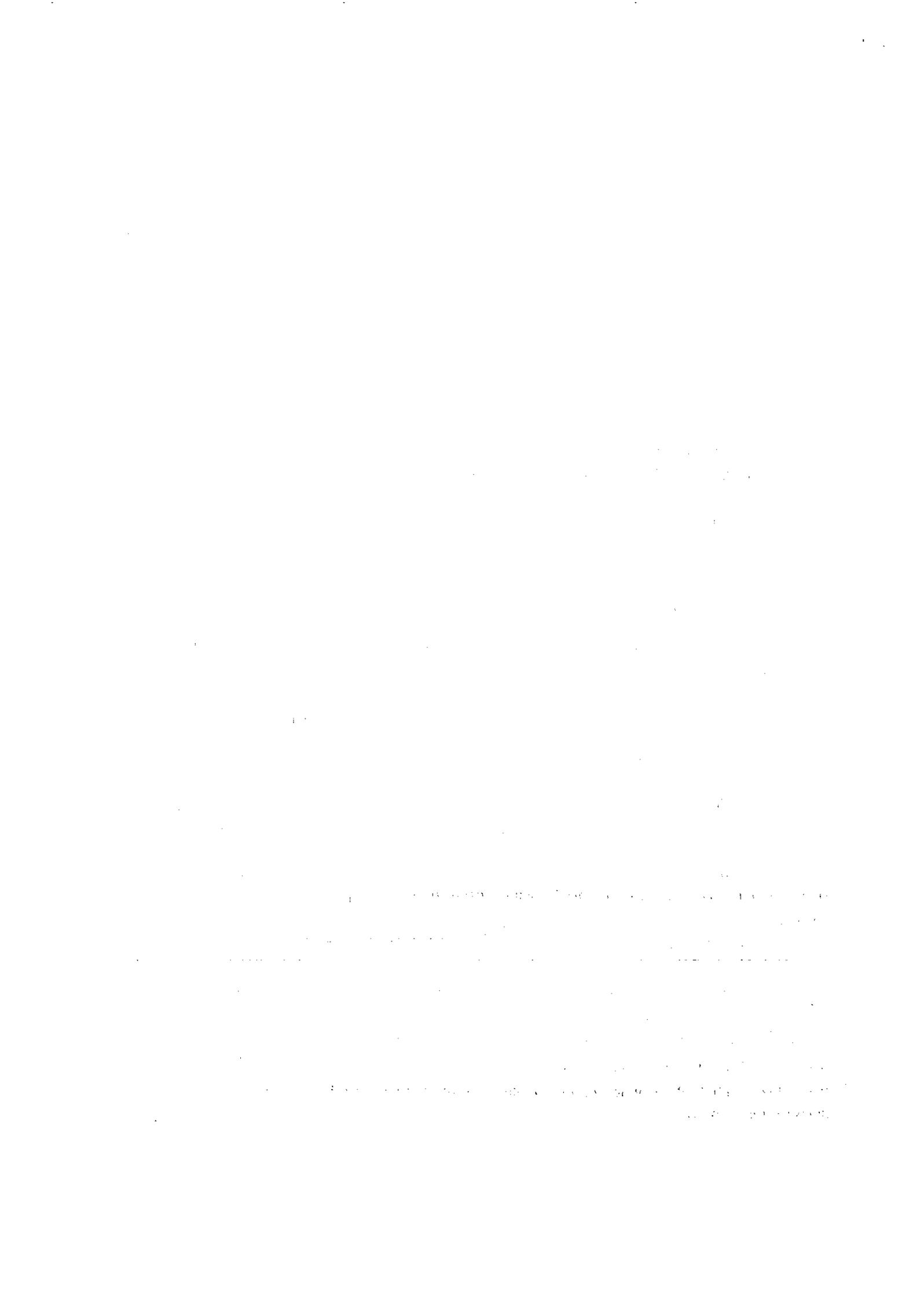
Since reforming in 2011, First Act have run in conjunction with a list of aims that highlight the purpose of the service.

These aims are -

- To create a **sense of belonging** for all our members.
- To **build confidence** and **create a sense of purpose** in all those who take part.
- For workshops to be **energising** and to **enliven the imagination** of all those taking part.
- To **improve coordination** and **motor skills** within our members.
- To **improve social skills** within a group setting.

Alongside these 5 main aims, First Act 2011 work hard on enhancing other personal skills and qualities within its members.

- **Commitment** - Our members all feel a sense of commitment towards attending weekly workshops. They understand the importance of attending and that this continuous effort will allow them to create a professional standard of show.
- **Teamwork** - First Act 2011 members work closely together to produce each finale production. They are encouraged to work as a team to assist with costumes, scenery and theatrical props, as well as coming together at weekly rehearsals to create a productive yet joyful working environment.





## Town Clerks Report

**Date** 29 July 2024  
**Prepared by** Town Clerk

### **1. ADMINISTRATION**

- 1.1. Update of all policies reaffirmed and approved at May-24 Council meeting on website per Internal Audit recommendation.
- 1.2. Extensive follow-up emails (with no response) with auditors in relation 2022-2023 Audit. Closure following enquiry regarding escalation.
- 1.3. Back Office Support to Lake PC (Submission of VAT return and materials to External Auditor, Period for the Exercise of Public Rights completed, advice on recordings policies, reaffirmed policies to website, New Road and Slipway W.C. Projects)
- 1.4. Submission of materials to External Auditor. Responses to questions.
- 1.5. Period for the Exercise of Public Rights completed.
- 1.6. Meeting with Police and other partner agencies regarding on-going anti-social behaviour.
- 1.7. Commissioning of CCTV across all sites following increase in anti-social behaviour.
- 1.8. Application process for Yaverland PWL completed and loan drawn down.
- 1.9. Renewal of insurance policies.
- 1.10. Secured additional funding for Changing Places.
- 1.11. Changes to banking arrangements due to closure of branch on Friday.
- 1.12. Correspondence with IWC re Eastern Gardens Platform.

### **2. ADVERTS, PUBLICITY AND EVENTS**

- 2.1. D-day at 80 events
- 2.2. Draft of planning application for Library Information Board
- 2.3. Pier Street Briefing.
- 2.4. Southern Water Briefing
- 2.5. Replacement of War Memorial Flags.
- 2.6. Isle of Wight Conservation Award (Bench and Memorial).
- 2.7. Repair of Flagpole

- 2.8. Environment Agency Briefing
- 2.9. Support of Railings Voluntary Project
- 2.10. Youth Event at Centre

### **3. BEACHES**

- 3.1. Soft opening of Changing Places with Wave Project
- 3.2. Order Placed for accessible matting.
- 3.3. Correspondence with Island Roads regarding accessible parking bays close to Changing Places.
- 3.4. Beach base lifted onto beach for the season.
- 3.5. Trial of mechanical raking and litter arrangements and alterations to service as a result.

### **4. BROADWAY CENTRE**

- 4.1. Repair of damaged kitchen equipment.
- 4.2. Planting of outside space, repainting of wood items.
- 4.3. Dental Bus repeat visit.
- 4.4. Weekend Youth Arts Festival
- 4.5. General Election polling station arrangements
- 4.6. Reduction of hedge blocking Old Reservoir Lane
- 4.7. Resilience Project Application

### **5. CIVIC SPACE**

- 5.1. Installation of Hanging Baskets and start of watering.
- 5.2. Reinstatement of meetings with Isle of Wight Council regarding Public Realm.
- 5.3. Railing Repainting Project
- 5.4. Support battery gardens project, with probation, Men in Sheds, Green Town Volunteers, Police and other partner agencies.

### **6. SANDHAM GROUNDS**

- 6.1. Maintenance repairs following report regarding Roundabout wet pour.

- 6.2. Site visit and review of new inspection reporting format with Environment Officer.
- 6.3. Annual Inspection commissioned and reports received.
- 6.4. Revised schedule of repair and maintenance drafted.
- 6.5. Replacement parts for equipment specified and ordered.
- 6.6. Further reporting of more instances of antisocial behavior in skate park.
- 6.7. Repainting of skate park following graffiti on 60% of ramps in one night.
- 6.8. Football Foundation application drafted.
- 6.9. Liaison with Bowling Club on Site Issues.

## **7. TOILETS**

- 7.1. Further correspondence with IWC regarding attachments and licences at old Eastern Gardens site.
- 7.2. Ongoing antisocial behaviour and vandalism at Eastern Gardens – PSPO Correspondence.
- 7.3. Liaising with contractors in response to antisocial behaviour and arrangements for repairs.
- 7.4. Work with partners regarding itinerant individual frequenting toilets overnight (no antisocial behaviour instances were related)
- 7.5. Increased coin collections inline with increased use.
- 7.6. Arrangements for Pier Street opening for summer with IWC.
- 7.7. Arrangements for opening for summer events.
- 7.8. Eastern Gardens site visit with Councillors, weekend drainage issues at Yaverland and Eastern Gardens.

# Local Planning Enforcement Progress Report

JULY 2024

Item 8(b) - Paper I



SANDOWN TOWN COUNCIL



Allocated Senior Planning Enforcement Officer: Mrs Sarah Thorne, BA (HONS) MSC



Effectiveness



Quantify



Monitor

## INTRODUCTION

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Sandown Town Council has requested the assistance of a senior planning enforcement officer for 1 day a week to proactively address breaches of planning control within the High Street, the Esplanade and Culver Parade, together with link through roads, such as Pier Street.

The primary focus for the additional planning enforcement resource is to target land and buildings which are in poor external condition and that are adversely affecting the amenities of the local area.

The Senior Planning Enforcement Officer will investigate, consider and report on alleged breaches of planning control so to deliver important, tangible and lasting improvements to the local area.

## ACTION PLAN

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Sandown Town Council has identified the geographical area of focus for planning enforcement would be effectively used to preserve and enhance the character and appearance of Sandown's commercial resort centre, namely within the High Street, the Esplanade and Culver Parade, together with link through roads, such as Pier Street.

Planning Enforcement action will be focused on identifying land and buildings in poor condition that are harmful to the visual amenity of the local area. We will be requesting remedial works are undertaken to improve their condition in accordance with Section 215 of The Town and Country Planning Act (1990) as amended. The scope of works that can be required under Section 215 powers is wide and can include anything from vegetation removal to demolition.

Improving the town's High Street and Esplanade area is considered to have the greatest level of impact for the greatest number of people, and where intervention would result in wider public benefit.

*'Run-down and derelict buildings convey all sorts of negative impressions. If an LPA combats them with comprehensive remedial action, people will feel better about the area, whether they are residents, businesses or tourists. There is an important economic issue in favour of comprehensive s215 action: if a town is presentable, people will want to visit or live there, and businesses will want to locate there.'*

*Section 215 - Good Practice Guidance, Office of The Deputy Prime Minister 2005*

Following discussions with Sandown Town Council and a survey of the local area, an Action Plan was subsequently drawn up in May 2024, identifying the primary areas of concern with the geographical area identified above. The Action Plan is attached as Appendix 1.

## **SCOPE OF WORK**

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The Senior Enforcement Officer will carry a caseload comprising of the most significant and harmful breaches of planning control local to Sandown and will conduct investigations in accordance with the Councils Planning Enforcement Strategy and good practice guidance.

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The primary focus of the resources will be on addressing the larger and more prominent buildings and associated land which appear untidy. However, to bring about noticeable change to the core of the town, smaller properties which are untidy will also be investigated.

If remedial action is sought this will always initially be through negotiations, dialogue and correspondence with landowners. Whilst this approach is undeniably a valuable tool, it must be stressed that in order to produce the prompt, tangible and good quality results being desired by Sandown Town Council, that discussions will not be allowed to result in undue delay in terms of yielding results. A hardline approach intolerant of delay will inevitably utilise the Planning Enforcement resource to its maximum potential within the one year timeframe available.

## **MONITORING**

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It is important that both parties, but especially Sandown Town Council, can demonstrate that the local planning enforcement agreement is effective and that it generates a positive benefit to Sandown's local community by improving the appearance of the area.

To support Sandown Town Council, the LPA will provide progress reports throughout the one-year agreement period which will set out the number of planning enforcement cases open to investigation together with the nature of the breach of planning control. Due to the confidential nature of planning enforcement cases, the report will NOT identify what action has been undertaken on individual open planning enforcement cases but will summarise cases which have been closed / remedied.

It is anticipated that as the year progresses, the reports will demonstrate that the extra capacity provided by the planning enforcement scheme creates noticeable change to the appearance of various buildings / land within the commercial core of Sandown, which will subsequently produce a positive impact on the visual amenity of the area.

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## **PROGRESS UPDATE (June – July 2024)**

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- 16 planning enforcement cases are currently under investigation for untidy condition of land
- 10 cases have been raised through proactive planning enforcement action within June – July 2024
- Legal instructions for the service of a Section 215 notice have been raised for one case
- Direct action is being initiated for one case

The enforcing officer is initiating contact with all relevant land owners accordingly with a list of remedial works being required. Whilst we will try and negotiate with landowners to restore the condition of such buildings, we will ensure appropriate enforcement action is taken to bring them to an acceptable standard and will use legal notices if justified.

## **COMMITMENT TO SANDOWN TOWN COUNCIL**

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We will continue to work proactively to remedy the poor condition of buildings located in Sandown`s commercial core centre.

As planning enforcement is often complex and dynamic, planning enforcement cases are constantly changing and progressing. We will continue to ensure we are responsive and update the Councillors of such changes. We will continue to reassess ongoing planning enforcement cases, and work cross departmentally to address local issues and concerns which may intertwine with planning enforcement investigations for the best possible outcome.

Regarding planning enforcement investigations that have not resulted in a breach of planning control, we will ensure Councillors are informed of the findings and the reasonings as to why such a matter hasn't resulted in a breach of planning control. We will additionally try and assist with redirecting Councillors to an appropriate service area that may be of assistance with an enquiry.

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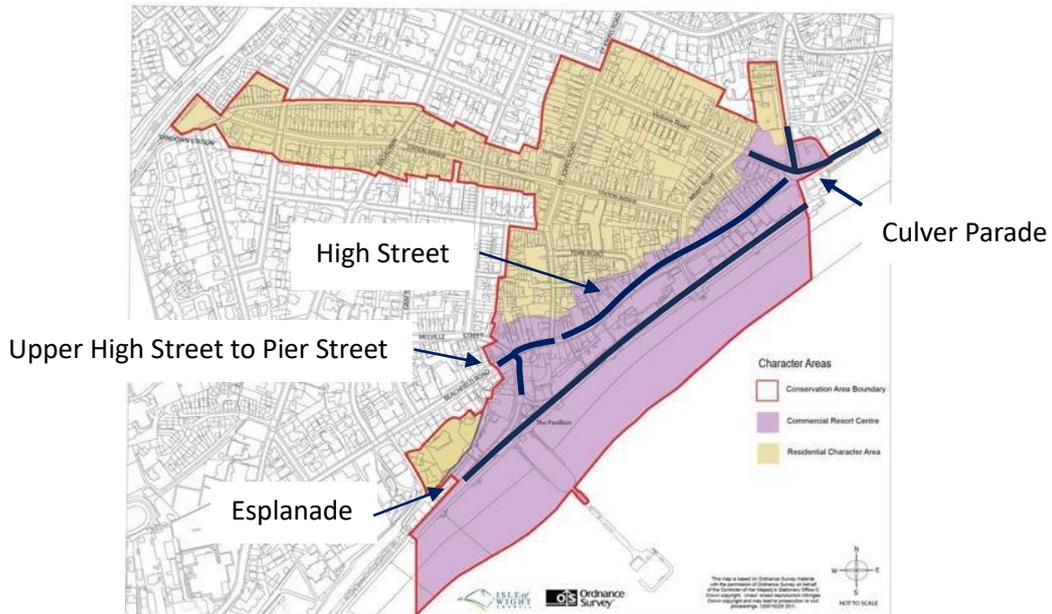
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**Action Plan – Sandown Town Council & Isle of Wight Council Planning Enforcement**

- May 2024 -

Sandown Town Council have identified that the geographical area to be the focus of additional planning enforcement capacity should relate primarily to the Commercial Resort Centre of the Sandown Conservation Area, and as highlighted purple below. There will however be exceptions to this approach, for example sites which lie adjacent to the boundary.

A Senior Planning Enforcement Officer will provide 1 day a week to proactively address breaches of planning control concerning untidy condition of land/buildings within the commercial centre of the town, including the High Street, the Esplanade and Culver Parade, together with link though roads, such as Pier Street.



Specific sites of concern were also identified as a key priority for planning enforcement within the geographical area of focus, including several large and redundant hotels which are falling into significant disrepair together with sites with stalled redevelopment plans that are subsequently falling into an untidy condition.

**Action Plan for Upper High Street leading into Pier Street:**

The upper section of the High Street retains many buildings of architectural interest, however, their value is overshadowed due to their poor condition following years of neglect and lack of maintenance.

The priority for this commercial heart of the town is to enhance the external condition and overall visual amenity of the buildings fronting the High Street and leading down Pier Street, primarily through the use of Section 215 powers (Untidy state of land) of the Town and Country Planning Act (1990 as amended). Required works will include general maintenance and repair of defective joinery, render / paintwork, defective rainwater goods, and so forth.

The primary focus for this specific area is to ensure the architectural features of the commercial heart of the town is respectfully restored, including the retention and restoration of the traditional ground floor shop fronts and repairs to of the upper floor/s so to contribute positively to the character of the designated conservation area.



**Action Plan for The Esplanade:**

The Esplanade provides the frontage to arguably the towns largest asset – the coastline. Unfortunately, however there are a number of large sites which occupy this frontage that are in considerable states of disrepair. Sites of note include the former Zanies nightclub building, Pier Street Toilets, Kings Bar, Ocean Hotel and Esplanade Hotel.

Standing empty and redundant for several years with little to no level of maintenance and upkeep the buildings are giving rise to unauthorised entry and vandalism, further exacerbating their deteriorating and unmaintained condition.

Whilst planning enforcement action is already active on some of these sites, additional planning enforcement dedicated to the area will increase the momentum of achieving a remedy for the untidy conditions of land. Planning enforcement action will therefore seek to enhance the visual amenity of the redundant sites which occupy large proportions of the Esplanade frontage whilst supporting STC enhancements towards council owned land and buildings.



**Action Plan for Culver Parade to the High Street:**

Similar to that of The Esplanade, a couple of large sites stand derelict following fire damage several years ago or through demolition and stagnation of redevelopment of the land. The sites present as eyesores within the wider landscape and require remediation so to improve their appearance / redevelopment. Sites of particular note include the Tarvic 2 Hotel and St Moritz Hotel on Culver Parade and the former Savoy Hotel.

Planning enforcement will also seek to support STC enhancements surrounding the Southern Water Pump station.



**Action Plan for eastern / Lower section of the High Street:**

The double fronted buildings which are visible from the Esplanade also adversely affect the visual amenity of large sections of the High Street. Alongside these former hotels, many commercial shop frontages are in poor condition, vacant and displaying signs of lack of maintenance and repair. Upper floors which are used for residential accommodation are poorly maintained with blown render, loose brickwork, flaking paintwork and so forth. Planning enforcement attention will be focused on the larger and more harmful sites initially as they pose the greatest harm to the main throughfare of the High Street.

