



SANDOWN TOWN COUNCIL

Tina Bailey

Locum Town Clerk

Business Hub, College Close, Sandown PO36 8EB

Telephone 01983 408287 email: townclerk@sandowntowncouncil.gov.uk

DRAFT

Minutes of a Meeting of Sandown Town Council that was held on Monday 27th November 2017 at 7.00 pm in Room 2, Sandown Business Centre, College Close, Sandown.

PUBLIC FORUM – There was 6 Members of the public present.

A question was raised by Sandown Business Association asked for help with funding Sandown Fun Day. It was reported that it is was put together and run by 5 people last year which was not enough to do it all and asked if Sandown Councillors could run the tombola for them.

MEMBERS PRESENT:- Cllr Patel (Mayor) Cllr Cowley, Cllr Mereweather, Cllr Dupré, Cllr Grandchamp, Cllr Teasdale, Cllr Humby MBE, Cllr Young, and Cllr Brading.

CLERK IN ATTENDANCE : Mrs Valerie Taylor

1577/17 APOLOGIES FOR ABSENCE

Apologies for absence were received by the Meeting's Clerk from Cllr Ward. Cllr Andre and Cllr Lawson sent their apologies via Councillors. The Clerk said she would record them this time but apologies must be sent to the Clerk or go through the office or they would not be recorded. This was an aid memoire.

1578/17 DECLARATIONS OF INTEREST

- 1 To receive declarations of pecuniary or other interests relating to items on the agenda
Cllr Brading declared an interest on any matters appertaining to the Isle of Wight Council
- 2 To consider requests and grant dispensations if appropriate
None received at this moment in time.

1579/17 MINUTES OF THE LAST MEETING

To agree the minutes of the meeting held on 16th October 2017

RESOLVED:-

That the minutes of the meeting held on the 16th October 2017 were agreed and signed as an accurate record.

Prior to the next agenda items, the Mayor informed the Council of the following:-

The Council's lawful business is currently being undertaken by the Locum Clerk Tina Bailey who had a prior engagement and could not attend tonight, but who is working at a reduced no of hours to provide cover for the interim period.

Val Taylor has kindly agreed to Clerk tonight's meeting.

The Council is reminded that the legal signatory of the Agenda is the current Clerk in situ, locum or otherwise, who has the final say on the agenda items. The Annual Return and Transparency Code are both priority for discussion as the Town Council is not adhering to its statutory obligations.

Any pressing matters that have not been reported on this agenda can be put forward to the next meeting or raised under Councillors reports tonight.

1580/17 2016/17 ANNUAL RETURN

1. To discuss the outcome of the qualified opinion from the External Auditor

A qualified report that the auditor has not signed off.

The Locum Clerk reported to the Council that:-

Sandown Town Council has failed to comply with its statutory obligations.

Qualification from the External Auditor means that the Town Council has not received a clean audit report and this can seriously affect the ability to apply for any grant funding or any further loans which will impact on your decisions for the budget and precept for next year. It also means you would not be able to apply for quality status. Your 2017/18 Annual Return will be scrutinised finely, placing responsibility on your replacement Clerk/RF0 to make sure the process is undertaken correctly within the law but the Town Council is reminded that the ultimate responsibility lays with them.

2. To instruct the Locum Clerk to compile an action plan to address issues raised to ensure the Council complies fully with all audit law in future.

An action plan will need to be drafted for the January meeting to ensure these breaches do not happen again but the Council's attention is drawn to their own Financial Regulations (**Section 5 no:s 5.2 -5.5**) which apply to the Annual Return and were not complied with.

It is strongly recommended that the Councils Standing Orders and Financial Regulations are reviewed and updated for presentation as part of the action plan.

RESOLVED:-

- a. That the Clerk drafts an action plan for the January 2018 meeting
- b. That the Standing Orders and Financial Regulations are updated
- c. That the asset register is reviewed and updated.

3 To approve the Annual Return including the certificate.

RESOLVED:-

That the Annual Return including the certificate was unanimously approved.

INTERNAL AUDITORS REPORT

Attention is drawn to the Internal Auditors report

No 7- recommendation to undertake further risk assessments with regard to office moves, new services and commitments.

No 11 Reminder that the council needs to implement the Transparency Code where it is stated that the Transparency Code requirements were being addressed.

Risk assessments need to be undertaken particularly with the move back to the Broadway Centre and there has been no indication towards the Transparency Code being addressed until this point. The issue of risk assessments is raised in the Locum Clerk's report.

It also noted that the Internal Auditor's Report was not undertaken until August which again is a breach of the Council's Financial Regulations and outside the Annual Return Statutory Requirements.

RESOLVED:-

That Councillors unanimously agreed that the Internal Auditors report is noted

That the Council ensure the Internal Auditors report is undertaken within the required timeframe and that it will be included in the action plan.

4. TO APPROVE THE ANNUAL RETURN

RESOLVED:-

That in accordance with requirements the Town Council approve the 2016/17 Annual Return (noting the qualifications)

TRANSPARENCY CODE COMPLIANCE**To note measures for implementation on the Council website, to redress current non-compliance.**

The Local Government Transparency Code 2014 requires information to be published by 1st July. It treats councils with income and expenditure over £200,000 as the same as any large authority and expects the Code to be complied with in full.

As you can see from the copy of the abridged version of the Transparency Code requirement which has been provided to you, all income and expenditure over £500 including tenders, grants and contracts need to be listed on the website including the performance of contracts against key performance indicators.

All relevant information regarding income and expenditure over £500 will be backdated to 2015 as applicable.

To produce the information required will create additional amount of work for both the Clerk and Admin Assistant. In additional information is required regarding Maintenance schedule, and Risk assessments need to be undertaken of all town council facilities

The council need to acknowledge this fact and also take into account the need for additional hours of work each month for updates to be entered on the website. Progress to be reported monthly until completion

RESOLVED:-

That the Council acknowledges this will create additional work for the Clerk and Admin Assistant and additional hours will be needed to be worked each month to address the non-compliance and progress reports will be given monthly to the Council as well as additional hours by the Maintenance man to produce schedules.

RESOLVED:-**The Council agreed to this recommendation**

The Clerk requested that at the end of the meeting exclusion of press and public resulting from this item and the Council agreed.

MODEL PUBLICATION SCHEME

The current Model Publication Scheme which was approved in 2013 and was on view on the old website as legally required will be reinstated on the current website along with a notice stating that it is under review and will be updated. This will ensure compliance and residents will be able to understand what information is available to them.

Some new policies will need to be implemented for the Transparency Code and it is noted that the Town Council actually has few of the policies normally held by a Council some of which are statutory requirements and the others for good practice and governance. A list of Policies was given to the Councillors.

RECOMMENDATION

1. That the Council instruct the Clerk to review and update the current policies accordingly and compile all the policies as listed, for presentation to the council for adoption. This will ensure the Council operates within the law and will also provide a comprehensive provide a framework that the Council can fully understand and work from. Also required is a Review and update of Health and Safety Policy and Safe Working practices of maintenance staff.

RESOLVED

That the Clerk is instructed to review and update the current policies accordingly and compile all the policies as listed, for presentation to the council for adoption
That Records of Financial Expenditure backdated to 2015 be entered onto the website.

The Locum Clerk reported that this is also an opportune moment for a complete review of your current Committee's structure, the appropriateness of the terms of reference and an evaluation of their effectiveness towards Town Council business. It is noted that some of the business of the Environment Committee is actually Town Council business and should be discussed fully at the Town Council meeting. I.e. the toilets are not a specific environmental matter as they are a transfer of discretionary services.

Councillors were shocked and discussed the implications of the qualified audit and the impact it could have on the Council. They asked various questions to which the appropriate answers were given.

RECOMMENDATION

That the Clerk should be instructed to undertake a review of all the council's committees
RESOLVED:-

That the Clerk is instructed to undertake a review of the council's committees and terms of reference.

The Meeting was suspended because Kevin Burton from Island Roads came to inform the Council of the proposed schemes for the Sandown Area commencing on 30th April 2018.

The Council was informed that the following roads were being treated:-

Section of the following roads:- Perowne Way x 2, Fitzroy Street, Central Way, Bishops Close, Brickfields Way, Nunwell Street, Park Mews, Parsonage Road, Station Avenue x2 Victoria Road, Yaverland Road x 3 and York Road. Sections of Albert Road will be done in the winter period.

He also reported on a meeting with Island Roads go through a review the next meeting will be held in March and hope Councillors will come along and questions can be dealt with. Mr Burton reported back on the request he had received from the Council to attend the meeting on a monthly basis and responded by saying he could not possible do that as there was one of him and many Town and Parish Councils.

He was asked if dog bins were in the contract to which he responded by saying Island Roads have provided additional dog bins where there were high levels of dog mess in areas they would have to clean up. Cllr Patel thanked Kevin Burton for attending the meeting and the Council thanked him for getting the benches installed on the Esplanade.

The meeting reconvened.

1582/17 TO DISCUSS THE FOLLOWING MOTIONS PUT FORWARD FROM CLLR MEREWATHER

1. For the Council to consider naming the junior Skatepark the Val Stephenson Junior Skatepark

Cllr Mereweather presented her motion to the Council.

RESOLVED:-

That the Junior Skatepark is named the Val Stephenson Junior Skatepark.

2. For the Council to agree the arrangements for the Lights of Love Service (normally at the Baptist Church as part of their Christmas Tree Festival)

Cllr Mereweather presented her motion to the Council.

RESOLVED:-

To ask the Baptist Church if they would hold the Lights of Love Service.

3. For the Council to re advertise the applications for grants as Sandown Town Council has not complied with the information given in the Sandown Chronicle issues No 124 and in issue 125.

Cllr Mereweather presented her motion to the Council and also informed the Council it did not appear on the website

Cllr Cowley informed the Council that the new grant form had never been an agenda item at the Full Council and has never been approved.

The Locum Clerk informed the Council that there was a problem with the new Grant forms as it impinges on the Councils Standing Orders and was invalid so could not be used. Grants also could not be given outside the electoral area of Sandown and not to Commercial Organisations.

It was reported that some small organisations had been told not to apply because there was no money. Cllr Teasdale also complained that he had heard from some organisations that had been told this when he attended the Remembrance Day Service on the seafront.

Concerns were raised about Sandown Fun Day. Cllr Mereweather thought £500 had been listed under projects in this year's budget and in that case it could be paid.

RESOLVED:-

That the applications for grants would be re- advertised around the town and It can go on the website it would be publicised via village news and other means.

Small organisations will be encouraged to apply.

That the original Grant Application Form would be put on line and used for the applications.

That the project fund would be investigated for Sandown Fun Day money.

That grants will be dealt with at the next meeting of the Council even if a separate meeting has to be called for this item. Agenda item for December Meeting.

1583/17

FINANCES

1. To note the draft minutes of the Finance and General Purposes Committee held on 6th November and ratify any recommendations

RESOLVED:-

That the minutes are noted.

2. To approve the schedule of payments

RESOLVED:-

That the schedule of payments to 24th November 2017 be approved.

THAT the bill for £4,756 payment to Warner Goodman for the toilets be paid.

1584/17

PLANNING

To comment upon any Planning Applications received and note any appeals or IWC decisions.

Tree Preservation Order

Sandown Nursing Home 28 Grove Road Sandown

Permission granted.

Noted.

P/O1340/17 Sandown Snooker Club Leed Street Sandown. Demolition of snooker hall, outline permission for block of 6 flats alterations to vehicle access and parking (revised scheme)

RESOLVED:-

Sandown Town Council would like ask the Isle of Wight Council Planners to consider moving the building a minimum of 2 foot further back and extending the parking spaces by 2 foot which would allow a bin holding container as they have in other parts of the country for 2 bins to be put out of site on every households parking space. This would remove the nuisance to neighbours of obnoxious smells permeating into their property and reduce nuisance to neighbours. If this was done Sandown Town Council would not object to this planning application

DECISIONS TAKEN

P/01026/17 Rycot Yaverland Road Sandown

Approved

P/01127/17 2-4 Melville Street Sandown

Approved

P/01210/17 46 High Street Sandown

Approved

P/01196/17 Chalet 23 Sandown Bay Holiday Centre

Approved

Noted

1585/17

SANDOWN FUN DAY

To discuss request for help and financial assistance.

Councillors were under the impression that £500 had been allocated under Projects in the budget this to be investigated. Discussed under 1582/17

1586/17

TO NOTE THE FOLLOWING REPORTS

The Locum Clerk's report

The Locum Clerk reported on the following:-

A review of committees, the implementation of a full set of policies along with the Transparency Code will provide the Council with a fresh start to go forward in the New Year in a more efficient and cohesive manner with better communication and less misunderstandings and working within the law.

Noted.

- **Email from Kelly Quinn** of Children's Services regarding agreement with Sandown Town Council requesting a meeting. It was agreed that The Locum Clerk, Mayor and Deputy Mayor would meet her to find out the problem.
- **Email received from Alexandra Savage** on behalf of Warner Goodman regarding unregistered land and completion of the transfer of 3 toilets. Agreed.
- **Sandham Gardens Lease.** A small amendment to the lease with the IWC has resulted in slight delay for finalisation.

Agreed

Town Councillors reports

Cllr Cowley raised a question if there was a spare town Notice board for putting outside the shop at Perowne Way would have one. Clerk responded by saying she would see Vickie.

Cllr Mereweather reported on the consultation she attended at Brown's and it was amazing.

Cllr Dupré raised the matter of dredging as longshoremen were raising muddy anchors which looked as though no shingle had been left in that area and he is perusing evidence with a team of people. The Locum Clerk said that Peter Marden has responded in an email but the document was too large to attach. She suggested that she sent him a stick and ask him to download the document onto it so Cllr Dupré could read it. Cllr Brading suggested that he got in touch with Cllr John Gilby at Shanklin who was also dealing with this matter with their longshoreman.

Cllr Grandchamp asked for an update on the Clerk. The Mayor replied that it would come in his report.

Cllr Teasdale reported on the Junior Skatepark as well as the meeting at Sandham Grounds and said things were looking good.

Cllr Humby said it was a sad day to see her school pulled down. She had attended Sandham Gardens presentation and was very impressed most slips in were favourable. Browns consultation was well attended. She would circulate copies. Did not realise this area was a deprived area.

Cllr Young attended the meeting at County Hall Town and Parish Liaison Seminar. Picked up lots of information. Police Commissioner attended. It was a very good meeting.

Cllr Brading reported the meeting at Dinosaur Museum was really good and flip charts were used to gather information and discuss important issues. There will be a follow up meeting. Remembrance Sunday was good. The new vicar said it was the best he had ever attended with so many people there.

Letter from Ashley Curzon replied to Mayors request for details on what is happening to the Dinosaur Museum was received on Friday. It will be passed onto the member of the public who asked for details. This reply was read to the Councillors

Cllr Patel thanked Councillors for attending the Remembrance Day Service. He had also attended the Remembrance Service at Shanklin Theatre. He reported that they had to re-advertise for a new Clerk and have had 5 applications.

Members of outside bodies

Cllr Humby reported on The Forum and the talk that had been given from Chris Ashton on the Regeneration of Sandown. Concerns were raised about the future of the Ocean Hotel.

Written report from IW Councillors.

Cllr Andrea will be circulating her report.

1587/17

TO CONFIRM DATE OF NEXT MEETING. To be confirmed

To Resolve that in accordance with Section 1(2) of the public bodies Admission to Meetings Act) 1960, The public be excluded in view of the confidential nature of the business to be discussed

Due to discussing Staffing/matters

Agreed