



Minutes of the meeting of Sandown Town Council held on Monday 27<sup>th</sup> March 2018 at 7.00 pm at the Methodist Church Hall, Sandown, Isle of Wight.

**Present:** Cllrs: Andre, Cowley, Lawson, Lightfoot, Mereweather, Teasdale  
**In attendance:** Town Clerk Tina Bailey  
**Public & press:** 28  
**Recording:** The meeting was filmed by Cllr Lawson in his capacity as a member of the public and not a Town Councillor or on behalf of the Town Council.

## **APPOINTMENT OF CHAIRMAN**

In the absence of the Mayor and Deputy Mayor, the Clerk requested a Chairman be appointed for the meeting.

### **Proposed**

Cllr Mereweather and Cllr Andre

### **RESOLVED**

That Cllr Mereweather is appointed Chairman.

## **PUBLIC QUESTION TIME**

Issues raised included withdrawal of beach cleaning and the problem of litter removal- further discussion under 1650/18 ; does the Town Council have a Town Plan; Fund Day donation delay and response to questions.

### **1640/18 TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Apologies were received from The Mayor, Cllr Patel and Councillors, Young, Humby, Dupre, Ward and Brading.

### **1641/18 TO WELCOME A NEW COUNCILLOR AND SIGNING OF ACCEPTANCE OF OFFICE.**

Cllr Alex Lightfoot signed the Acceptance of Office and was welcomed to the council.

### **1642/18 DECLARATIONS OF INTERESTS**

- 1 To receive any declarations of pecuniary and non-pecuniary interests  
Cllr Andre declared a pecuniary interest in Christ Church PCC and non pecuniary interest as an IWC Ward Member
- 2 To receive and consider granting any written requests for dispensations. None.

### **1643/18 TO APPROVE THE MINUTES**

To approve the minutes of the previous meeting held on 12<sup>th</sup> March 2018

#### **RESOLVED**

The minutes of the meeting held on 12<sup>th</sup> March 2018 were approved.

### **1644/18 DREDGING ISSUE**

To receive an update on the issue of dredging and agree a £1000 contribution ( as budgeted 2018/19) towards funding an aquatic engineering survey with other local organisations.  
Deferred until Cllr Dupre is in attendance.

### **1645/18 2018/19 IWC NEW GROUNDS MAINTENANCE**

To discuss the provision of a new grounds maintenance contract 2018/19

#### **RESOLVED**

Subject to provision of full costs for individual items:

- Battery Gardens /Ferncliff Gardens -Option 1
- Lost Altos and Community Spaces -Option 1

**1646/18 IWALC SUBSCRIPTION 2018**

To review membership of IWALC with the £1000 subscription fee and discuss whether joining Hampshire Association of Local Councils (HALC) would be more advantageous.

**RESOLVED**

That the £1000 subscription for 2018/19 is authorised for payment and membership will be reviewed again next year.

**1647/18 WEBSITE /TRANSPARENCY CODE -TO DISCUSS PROVISION OF A NEW WEBSITE ( AS BUDGETED 2018/19) AS A PRIORITY TO ENABLE THE COMPLETION OF THE REQUIREMENTS FOR THE TRANSPARENCY CODE.**

The Clerk advised that:

- a) A website is a requirement by law for the provision of Town Council's business and the current website is inadequate for the Town Council to fulfil its legal requirement to provide all the information required in the Transparency Code. The website needs replacing as a priority.
- b) Independent local authority website companies are widely used as they are able to provide websites specifically designed to the Town and Parish Council's legal and administrative requirements. They also automatically update in accordance with changes in legislation. The council's previous local authority website provider has offered a reduced cost of £950 if STC chooses to return to them for a new website.
- c) Under the General Data Protection Regulation (GDPR) commencing the end of May 2018, all Councillors will have to be provided with a Town Council email address which could be included with the new website.

Cllr Lightfoot recommended that as he and Cllr Lawson have experience in websites they should be involved.

**RESOLVED**

That a meeting to discuss a draft specification will be arranged.

That this matter will be returned to a future meeting for a resolution by the Town Council to approve the provision of a replacement website.

**1648/18 BOUNDARY AT SANDHAM GARDENS - TO CLARIFY THE SITE BOUNDARY FOR SANDHAM GARDENS AND THE AREAS RETAINED BY SANDOWN TOWN COUNCIL SPECIFICALLY THE SALTY WILLY CAR PARK AND FORMER GO- KART TRACK.**

Copy of the boundary was provided, which confirmed that the Adizone area is fully retained by the Town Council. It was clarified that further changes to any part of the boundary and lease with Heritage UK, could only be undertaken with the full agreement of the Town Council and would have to be legally transferred.

**RESOLVED**

That the Clerk clarifies the matter with Heritage UK.

**1649/18 TO APPROVE THE UPDATED ASSET REGISTER.**

**RESOLVED**

The Asset Register was approved.

**1650/18 BEACH CLEAN - TO DISCUSS OPTIONS FOR PURCHASE AND DEPLOYMENT OF '2MINUTEBEACHCLEANBOARDS'.**

Provision as agreed in the budget. The boards may be able to be made locally and noted that the Town Council will have to provide an ongoing supply of black sacks. Further details of the locations of these boards and how the litter will be removed for disposal will be confirmed to the council by Cllr Lawson at the next meeting.

Beach cleaning – local businesses raised their serious concerns, that the cessation of mechanical beach cleaning has left the beaches without litter bins ( 22 hoops) for rubbish

disposal, as this was also part of the beach cleaning contract and requested that provision from the budget is found to provide full litter picking and disposal.

**RESOLVED**

Cllr Andre, as IW Ward Councillor offered to discuss current litter bin provision with Amey and report back.

**1651/18 FINANCES- TO approve payments**

To approve the payments list as presented.

**RESOLVED**

Payments approved.

**1652/18 PLANNING - none**

**1653/18 2017 YOUTH PROVISION – TO DISCUSS THE DEMAND FOR £2500 FOR THE PROVISION OF YOUTH SERVICES BY CEYP.**

The Clerk reported that Cllr Brading had forwarded email correspondence from a previous Town Councillor regarding the above and referred to minute 1611/18. The Clerk also confirmed that the Town Council has not received any correspondence or invoice directly from CEYP requesting any such payment.

**RESOLVED**

In the absence of any invoice or details, the matter is dismissed.

**1654/18 TO RECEIVE REPORTS FROM:-**

**Town Clerk**

- The annual lifeguard unit installation on the beach is planned for June – clarification requested as to what this involves and will it cause any disruption during installation?
- Painting of toilets – 2 quotes provided. This needs to be actioned asap to ensure the toilets are freshly repainted for the start of the season. Cllrs. asked for details of which toilets in Ryde were painted by one of the companies, as they will visit to view the finish. Future agenda item for the council to make a decision.
- Email from IWC regarding Culver Parade bus stop Taxi rank- the council confirmed they have no problem with the suggestion
- Audit – the Annual Return has not been received from the new Auditors yet.
- Broadway Centre – the hand over date for the building has been deferred to 23rd April. Both the office and unit have to be vacated and the office walls have to be repainted as per terms of the lease. Details of the disposal of council owned items stored in the maintenance unit have yet to be confirmed by the Town Council.

**Councillors**

- Request for future agenda items a) Pier Street Toilets) and b) the need for a Town Plan. The Clerk reminded that all motions from councillors need to be put in writing and signed; that the number of the items on the agenda is limited by priority and time constraint of the length of the meeting; and the Clerk, as the legal signatory, has the full and final say of the contents of any agenda.
- Town Meeting minutes– The Clerk reported she had asked advice from the Society of Local Council Clerks (SLCC) to double check her understanding of this matter and explained why the Town Meeting is a separate entity to a Town / Parish Council Meeting and the minutes are not received at a Town Council meeting and the difference between a Town Meeting and the Annual Town Council meeting.
- The junior skate park problems have been resolved and new equipment will be installed shortly.
- Skate park – the Clerk advised that free equipment may be available- transport and installation is being followed up by Cllr Lightfoot, who will report back.
- Stephen Jenkins playground needs to be painted before the new surface is installed and Wickstead will be asked to supply the paint.

**Outside Bodies** – Health and Wellbeing forum meeting noted.

**IW Councillor written reports – noted.**

**1655/18 ANNUAL TOWN MEETING AND TOWN COUNCIL MEETING IN APRIL**

16<sup>th</sup> April – monthly meeting  
30<sup>th</sup> April - Town Meeting  
21st May - Annual Town Council meeting.

**1656/18 VAT ISSUE.**

Two separate letters were discussed with letter 2 impacting on letter 1

**Letter 2.**

The Clerk advised that it transpires that in the course of investigating the matter of the VAT implications for the Broadway Centre, the VAT advisor identified that the Council should have been paying VAT on the annual income from Sandham Gardens crazy golf etc and have been VAT registered a long time ago.

HMRC cannot make an assessment for any financial year that ended more than four years ago but can require payment of tax from the last four financial years and charge penalties. It was estimated that the amount due for the past 4 years is approx £33087 and the Clerk also advised that further income made from the Chronicle and previous hiring of the Broadway Centre may also need to be added, bringing an approximate amount of £35 - £40,000 owing to HMRC.

**Letter 1.**

The VAT advice regarding the Broadway Centre and options to minimise unrecoverable VAT were provided.

**RESOLVED**

**Letter 2.** That the Council undertakes VAT registration asap

**Letter 1.** That the VAT advisor is re-appointed to deal with changing the Option to Tax on the Broadway Centre ( option 6 letter 1 )

**Option 6**

Under the Capital Goods Scheme (CGS) the council might still be able to changes its intentions, make an option to Tax, apply for backdated VAT registration and recover VAT on construction costs. The Council acknowledges that this could take some time and might need HMRC agreement and that the council would not be able to charge use of hire for the building in the meantime to avoid making any VAT exempt sales.

**1657/18 EXCLUSION OF PUBLIC AND PRESS**

To resolve that in accordance with Section 1(2) of the public bodies Admission to Meetings Act) 1960, the public and press be excluded in view of the confidential nature of the business to be transacted to discuss possible legal matter.

**RESOLVED**

That in accordance with Section 1(2) of the public bodies Admission to Meetings Act) 1960, the public and press be excluded in view of the confidential nature of the business to be transacted to discuss possible legal matter.

As members of the public left, some expressed their concerns regarding the earlier interruption of the meeting by a small number of people and their disgust at the gesticulations and language that had been used.

Chairman.....

Date .....

