

SHANKLIN TOWN COUNCIL

Minutes of a Meeting of the Town Council held at Falcon Cross Hall, Shanklin, Isle of Wight on Thursday 29th February 2024 at 19.00.

PRESENT: Town Mayor Councillor R. May (in the Chair)
Deputy Town Mayor Cllr. S. Sheath. Councillors: D. Larner, W. Hilton-How, S. Parkes, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, P. Barry, D. Miller, S. Knight. Town Clerk RFO. 1 member of the public & Cllr. P Brading.
Councillor S. Parkes recorded the meeting.

PUBLIC FORUM

Points raised: None.

1. APOLOGIES FOR ABSENCE

Councillors' A. Whittaker, D. Cable.

2. DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 S.106 LOCAL GOVERNMENT FINANCE ACT 1992

The onus is on the individual member to declare at the start of the meeting. This restriction is absolute and cannot be removed by a dispensation.

2.2 DECLARATIONS OF INTEREST – Members were invited to declare any interest, including the nature & extent of such interests, that they may have in any items to be considered at the meeting. (If the interest was pecuniary, members should have left the meeting at the appropriate time). Members' to declare by voicing and/or completing the form distributed at the meeting or emailing the Town Clerk RFO before the meeting.

2.3 DISPENSATIONS TO RECEIVE WRITTEN REQUESTS FOR DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS (If any).

2.4 TO GRANT REQUESTS FOR DISPENSATIONS AS APPROPRIATE

Councillors C. Quirk & M. Beston have dispensations to participate (speak & vote) granted to them until May 2025 (or until the next election if sooner) with regard to IW Council items, & Shanklin theatre & community trust.

2.5 TOWN CLERK'S DISPENSATION

Town Clerk RFO granted a dispensation to Councillors present who required a dispensation for items 8 budget & 9 precept. The dispensation form is appended to the filed minutes.

3. REPORT OF THE TOWN MAYOR

I attended Shanklin hotel associations dinner and dance it was nice to see residents there. Green Towns benefited from the raffle. I am continuing my surgery in the library on a Monday morning. I have been invited to an assisted living complex to meet the residents.

Councillor C. Quirk joined the meeting.

4. MINUTES TOWN COUNCIL MEETING 25th JANUARY 2024

That the minutes of the meeting held on Thursday 25th January 2024 having been previously circulated be approved and signed & to note matters arising that do not require formal resolution.

Members duly proposed, seconded and voted thus: Councillors R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, D. Miller, S. Knight voted to approve the minutes. Cllr. P. Barry abstained & Cllr. S. Parkes voted against.

RESOLVED: To approve the minutes from the meeting of 25th January 2024.

MATTERS ARISING: None.

5. ACCOUNTS:

5.1 ACCOUNTS FOR APPROVAL JANUARY 2024

Members duly proposed, seconded and voted unanimously to approve the accounts.

RESOLVED: To approve the accounts for January in the sum of £23060.10

5.2 BANK RECONCILIATION JANUARY 2024

Town Mayor Cllr. R. May confirmed the bank reconciliation for January 2024 correct.

6. BUDGET REPORT 2024-2025

Members noted the budget report. Members further noted that Town Improvement monies may be used towards a referendum re Bay place plan if that should arise & members pass a resolution in the future to that effect. In Town improvements also is the monies previously allocated £694.57 for signage & £1346.19 for road markings.

RESOLVED: Members noted the above.

7. FINANCE COMMITTEES RECOMMENDATIONS – TO AGREE & ADOPT

Members duly proposed, seconded and voted thus:

7.4 TO RE-ADOPT GRANT APPLICATION FORM & POLICY TO ASSESS REQUESTS FOR GRANTS

Members duly proposed, seconded and voted unanimously to re-adopt the grant application form & policy to assess requests for grants.

RESOLVED: To re-adopt the grant application & policy to assess requests for grants with no changes to either form.

- 7.5 TO RE-ADOPT FALCON CROSS HIRE FORM & POLICY TO ASSESS REQUESTS FOR FREE/REDUCED HIRE**
Members duly proposed, seconded and voted unanimously to re-adopt Falcon Cross hire form & Policy to assess requests for free/reduced hire.
RESOLVED: To re-adopt Falcon Cross Hall, hire form & policy to assess requests for free/reduced hire with no changes to either form.
- 7.6 TO RE-ADOPT STANDARD CONDITIONS OF HIRE OF FALCON CROSS HALL**
Members duly proposed, seconded and voted unanimously to re-adopt Standard Conditions of hire of Falcon Cross Hall
RESOLVED: To re-adopt Standard Conditions of hire of Falcon Cross Hall.
- 7.7 TO AGREE THE RAISING OF FALCON CROSS HALL HIRE CHARGES**
Members duly proposed, seconded and voted unanimously to raise the hire charge to £30 in respect of the first two hours (two hours minimum hire); each additional hour, or part thereof charged at £12 per hour. To take effect from 1st April 2024.
RESOLVED: To increase the hire charge to £30 in respect of the first two hours (two hours minimum hire); each additional hour, or part thereof charged at £12 per hour. To take effect from 1st April 2024.
- 7.8 FALCON CROSS HALL – FREE/REDUCED HIRE REQUESTS s.144 LOCAL GOVERNMENT ACT 1972**
- 7.8.1 HISTORY SOCIETY**
To charge 10 sessions for the price of 9.
Members duly proposed, seconded and voted unanimously to charge 10 sessions for the price of 9.
RESOLVED: To charge 10 sessions for the price of 9.
- 7.8.2 SHANKLIN EVENING TOWN WOMEN’S GUILD**
To give free hire for December
Members duly proposed, seconded and voted unanimously to give free hire for December.
RESOLVED: To give free hire for December.
- 7.8.3 MONDAY GROUP**
To agree Monday group, pay the monies they receive from entrants to the group over to the Town Council as payment every month for Falcon Cross Hall hire up to a maximum of £20 per session for 2024-2025 from 1st April 2024.
Members duly proposed, seconded and voted unanimously to receive entrance monies as payment up to a maximum of £20 per session for 2024.2025 from 1st April 2024.
RESOLVED: That Monday group pay the monies they receive from entrants to the group over to the Town Council as payment every month for Falcon Cross Hall hire up to a maximum of £20 per session for 2024-2025 from 1st April 2024.

7.8.4 FOSCL – S. 144 LOCAL GOVERNMENT ACT 1972

7.8.4.1 FREE HIRE OF FALCON CROSS HALL 20 APRIL 2024 FUNDRAISER

To agree to waive the hire fee for Falcon Cross Hall for 20 April 2024
Members duly proposed, seconded and voted unanimously to waive the hire fee for 20 April 2024.

RESOLVED: To waive the hire fee for Falcon Cross Hall for 20 April 2024.

7.8.4.2 FREE HIRE OF FALCON CROSS HALL 10 AUGUST 2024 COFFEE MORNING FUNDS FOR LIBRARY

To agree to waive the hire fee for Falcon Cross Hall for 10 August 2024
Members duly proposed, seconded and voted unanimously to waive the hire fee for 10 August.

RESOLVED: To waive the hire fee for Falcon Cross Hall for 10 August 2024

7.8.4.3 FREE HIRE OF FALCON CROSS HALL 26 OCTOBER 2024

To agree to waive the hire fee for Falcon Cross Hall for 26 October 2024
Members duly proposed, seconded and voted unanimously to waive the hire fee for 26 October 2024.

RESOLVED: To waive the hire fee for Falcon Cross Hall for 26 October 2024

7.9 NATIONAL AGREEMENT PAY CLAIM & SCALE INCREMENTS AS PER INDIVIDUAL CONTRACTS AS AND WHEN THEY ARISE FOR 2024/2025

Members duly proposed, seconded and voted unanimously for Town Clerk RFO to implement the National pay claim & scale increments as per individual contracts as & when they arise for 2024/2025.

RESOLVED: To delegate to the Town Clerk RFO the implementation of the National agreement pay claim & scale increments as per individual contracts as and when they arise for 2024/2025.

7.10 2024-2025 IWC COUNCIL REVISED TAX BASE LETTER

RESOLVED: Members noted IW Council approved the tax base for Shanklin Town Council at 3607.1 an increase of 28.0.

RESOLVED: Members noted the document.

7.11 TRANSPARENCY CODE

To re-adopt the Transparency Code

Members duly proposed, seconded and voted unanimously to re-adopt the Transparency Code.

RESOLVED: To re-adopt the Transparency code.

7.12 INVESTMENT STRATEGY

To adopt the Investment Strategy

Members duly proposed, seconded and voted unanimously to adopt the Investment Strategy.

RESOLVED: To re-adopt the Investment Strategy.

7.13 RESERVE POLICY

To adopt the Reserve Policy

Members duly proposed, seconded and voted unanimously to adopt the Reserve Policy.

RESOLVED: To adopt the Reserve Policy.

7.14 BUDGET REPORT & DRAFT BUDGET 2024-2025 S. 151 LOCAL GOVERNMENT ACT 1972

To adopt the budget as presented in its entirety.

Members duly proposed, seconded and voted unanimously to adopt the budget in its entirety.

RESOLVED: To adopt the budget in its entirety.

7.15 PRECEPT 2024-2025 – S.41 LOCAL GOVERNMENT ACT 1992

To adopt the recommendation to set the precept at £360,000 for 2024-2025 this results in Band D council tax of £99.80, the increase equates to 20 pence per week.

Members duly proposed, seconded and voted unanimously to set the precept at £360,000 for 2024-2025.

RESOLVED: To request a precept of £360,000 for 2024-2025.

7.16 ANY OTHER MATTER THAT MAY PROPERLY ARISE

7.16.1 FLORAL CONTRACTS S.111 LOCAL GOVERNMENT ACT 1972

7.16.1.1 FLORAL PLANTING s.111 LOCAL GOVERNMENT ACT 1972

To accept the quote in the sum of £4918.00.

Members duly proposed, seconded and voted unanimously to accept the quote in the sum of £4918.00.

RESOLVED: To accept the quote in the sum of £4918.00.

7.16.1.2 FLORAL WATERING S.111 LOCAL GOVERNMENT ACT 1972

To accept the quote in the sum of approximately £2710.40.

Members duly proposed, seconded and voted unanimously to accept the quote in the sum of £2710.40 approximately.

RESOLVED: To accept the quote in the sum of £2710.40.

7.16.2 PLANTERS TOWN SQUARE S.111 LOCAL GOVERNMENT ACT 1972

To accept the quote in the sum of £4695.12 for planters made of sleepers, treated and installed.

Members duly proposed, seconded and voted unanimously to accept the quote in the sum of £4695.12. Members were informed that we will be in receipt of a grant of £3552 from the Regeneration fund towards the cost of the planters. Town Clerk RFO notes thanks to Jon for liaising with Laura on the grant.

RESOLVED: To accept the quote for planters in the sum of £4695.12.

7.16.3 SHANKLIN TOWN COUNCIL 40 YEARS

7.16.3.1 SCHOOL PROJECT

To accept Richard's offer of contributing to the school project in the sum of £100 s.19 Local Government (Miscellaneous Provisions) Act 1976 applies.

Members duly proposed, seconded and voted unanimously to accept Richard's offer and contribute £100.

RESOLVED: To contribute £100.

7.16.3.2 ROSE BUSH PLANTING & SMALL PROJECTS

To accept Richard's offer of contributing to the planting of rose bush & other small projects to mark the occasion budget amount £400 s.111 Local Government Act 1972 applies.

Members duly proposed, seconded and voted unanimously to accept Richard's offer and contribute accordingly.

RESOLVED: To contribute to the rose bush planting & small projects.

7.16.4 CHRISTMAS TREES – S.144 LOCAL GOVERNMENT ACT 1972

To agree to have just one largish tree in the Town square.

Members duly proposed, seconded and voted unanimously to have one largish tree in the Town square.

RESOLVED: To agree to purchase on largish tree for the Town square.

7.16.5 TOWN CLERK RFO'S ADDITIONAL PENSION CONTRIBUTIONS – S.5 LOCAL GOVERNMENT (FINANCIAL PROVISIONS) ACT 1963

To authorise Town Clerk RFO to liaise with IW Council pensions department to transfer her gratuity currently in reserves to her IW Council pension in the sum of £12021.00.

Members duly proposed, seconded and voted unanimously to authorise Town Clerk RFO to liaise with IW Council pensions department to transfer her gratuity currently in reserves to her IW Council pension in the sum of £12021.00.

RESOLVED: Town Clerk RFO to liaise with IW Council pensions department to transfer her gratuity currently in reserves to her IW Council pension in the sum of £12021.00.

7.16.6 MODEL FINANCIAL REGULATIONS

To note that the Model Financial Regulations are being updated by NALC & SLCC & will be included in the 2024 version of Joint Panel on Accountability & Governance Practitioners Guide in April.

RESOLVED: Members noted the changes to come.

8. BUDGET 2024-2024 S.151 LOCAL GOVERNMENT ACT 1972

To agree & adopt the budget as presented

Cllr. S. Sheath thanked Town Clerk RFO & Finance Committee for their work on the budget.

As previously noted, Town Improvement monies may be used towards a referendum re Bay place plan if that should arise & members pass a resolution in the future to that effect. In Town improvements also is the monies previously allocated £694.57 for signage & £1346.19 for road markings.

Members duly proposed, seconded and voted unanimously to agree & adopt the budget in its entirety.

RESOLVED: To agree & adopt the budget in its entirety.

9. PRECEPT 2024-2025 S.41 LOCAL GOVERNMENT FINANCE ACT 1992

To agree the monies requested from the IW Council be set at precept of £360,000
Cllr. C. Quirk informed members that the current IWC administration plan to change the way the precept is paid, historically we have been paid 100% of the precept requested they plan to only give the % that they collect so if IWC collect 90% from Shanklin residents we will only receive 90% of our request. Town Clerk RFO she has not been informed of this, IWC should have put any proposed changes in the Tax Base letter.

Members duly proposed, seconded and voted unanimously to request a precept of £360,000 from the Isle of Wight Council.

RESOLVED: To request a precept of £360,000 from the Isle of Wight Council.

10. MINUTES FINANCE COMMITTEE 19 FEBRUARY 2024

To approve & adopt the minutes of the meeting of the Finance Committee held on 19th February 2024 and to note matters arising that do not require formal resolution
Members duly proposed, seconded and voted thus: Councillors R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, D. Miller, S. Knight voted to approve the minutes of the Finance Committee. Cllrs. P. Barry & Cllr. S. Parkes abstained.

RESOLVED: To approve & adopt the minutes of Finance Committee.

11. RISK MANAGEMENT

To agree the adoption of the updated risk management/assessment & signing thereof by the Town Mayor. Cllr. Parkes was passed a copy of the document.

Members duly proposed, seconded and voted thus: Councillors R. May, S. Sheath, D. Larner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, P. Barry, L. Fleming, D. Miller, S. Knight voted to adopt the updated risk management/assessment & signing thereof. Cllr. S. Parkes abstained.

RESOLVED: To adopt the updated risk management/assessment & signing thereof.

12. STANDING ORDERS

To re-adopt the Standing Orders

Members duly proposed, seconded and voted unanimously to re-adopt the Standing Orders.

RESOLVED: To re-adopt the Standing Orders.

13. GRANT APPLICATION – LIFE EDUCATION WESSEX & THAMES VALLEY

To consider a grant s.234 Public Health Act 1936.

Members duly proposed, seconded and voted unanimously not to give a grant.

RESOLVED: Not to give a grant.

14. CONSULTATION – IW COUNCIL SCHOOL TRANSPORT POLICY 2024

To comment as deemed appropriate.

RESOLVED: Members noted the document & will submit comments individually if they so wish.

15. CONSULTATION IW COUNCIL DRAFT SUSTAINABLE DRAINAGE SYSTEMS

To comment as deemed necessary.

RESOLVED: Members noted the document & will submit comments individually if they so wish.

16. BAY PLACE PLAN

16.1 TO ADOPT THE BAY PLACE PLAN

Members duly proposed, seconded and voted unanimously to adopt the Bay Place Plan.

RESOLVED: To adopt the Bay Place Plan.

16.2 TO APPOINT TOWN MAYOR CLLR. R. MAY & CLLR. C. QUIRK TO THE BAY PLACE PLAN STEERING GROUP

Members duly proposed, seconded and voted unanimously to appoint Cllr. R. May & Cllr. C. Quirk to the Bay Place Plan Steering Group.

RESOLVED: Cllr. R. May & Cllr. C. Quirk to join the Bay Place Plan Steering Group.

**17. STAFFING COMMITTEE MEETING 19 FEBRUARY 2024
TO AGREE & ADOPT THE STAFFING GROUPS RECOMMENDATIONS AS
CIRCULATED BELOW:**

17.1 OPERATIONS MANAGER & ASSISTANT TO TOWN CLERK RFO MR. J. GILBEY. BEM.

**17.1.2 TO CONSIDER CHANGING JON'S TITLE FROM OPERATIONS
MANAGER & ASSISTANT TO THE TOWN CLERK RFO TO DEPUTY
TOWN CLERK & FACILITIES MANAGER**

Members duly proposed, seconded and voted unanimously to change Jon's title to Deputy Town Clerk & Facilities Manager.

RESOLVED: To change Jon's title to Deputy Town Clerk & Facilities Manager.

**17.1.3 TO CONSIDER INCREASING JON'S HOURS OF WORK BY ONE HOUR
TO 23 HOURS**

Members duly proposed, seconded and voted unanimously to increase Jon's hours to 23 a week.

RESOLVED: To change Jon's hours of work to 23 a week.

17.1.4 TO CONSIDER INCREASING JON'S SALARY TO SCP 29 WITH EFFECT FROM 1 APRIL 2024

Members duly proposed, seconded and voted unanimously to increase Jon's salary to SCP 29.

RESOLVED: To increase Jon's salary to SCP 29.

17.1.5 TO AGREE FOR TOWN CLERK RFO TO WRITE THE VARIATION OF CONTRACT DOCUMENT AS AGREED WITH JON TO REFLECT THE ABOVE

Members duly proposed, seconded and voted unanimously for Town Clerk RFO to write the variation of contract to reflect the changes.

RESOLVED: Town Clerk RFO to write the variation of contract to reflect the changes.

17.2 STAFFING COMMITTEE MINUTES

To approve & adopt the minutes of the meeting of the Staffing Committee held on 19 February 2024 and to note matters arising that do not require formal resolution

Members duly proposed, seconded and voted thus: Councillors R. May, S. Sheath, D. Lerner, W. Hilton-How, D. Williams, C. Quirk, S. Godden, M. Beston, L. Fleming, D. Miller, S. Knight voted to approve & adopt the minutes of the Staffing Committee held on 19th February 2024. Cllr. S. Parkes & Cllr. P. Barry abstained.

RESOLVED: To approve & adopt the minutes of the Staffing Committee of 19 February 2024.

No matters arising.

18. MEMBERS UPDATE

Members discussed residents concerns regarding the license application for Shanklin Stores. (Cllr. M. Beston declared an interest being Chairman of the IWC licensing committee). It was agreed members would submit their comments individually if they so wish.

Thanks were given to Green Towns for the planting of plants outside Falcon Cross Hall. Green Towns will plant with a red theme for the 40th anniversary.

Town Square notice board.

Carter Avenue special needs home.

Cllr. Parkes has joined the bus & rail users group.

Esplanade clock IWC have said work will start in the Spring.

Thanks to Jon for working with IWC to sort location for Deep sea diving club.

19. ISLE OF WIGHT COUNCILLOR/S' UPDATE

Cllr. Beston updated Members thus: **Paving Slabs Regent St** Update from Island Roads: Whilst the District Steward did not consider there to be any actionable safety defects, the profile of the footway needs addressing following Wight Fibre's reinstatement. The Street works inspector has taken this up with Wight Fibre. I have again requested an update from Island Roads as to the progress of these works.

Grazing Field adjacent to Carter Ave Update The Council's Estates Surveyor is looking at options regarding resolving the issue of the overgrowth. This is complicated a little further as there is a SINC designation (Sites of Importance for Nature Conservation) on this part of this land. Also, the Council needs to understand what this enables them to do with regards to cutting back the trees before they do any such work. This is especially significant as we are heading towards the nesting season. (In between March & September).

Cllr. C. Quirk – Osborne Steps Mike & I met with Phil Jordan. £500,000 in IW Council budget last night. Military Rd is 2 metres away from the cliff. Ventnor has only one road leading into it, the Old Village is being impacted. Flooding by the stream enforcement is now involved. Landslip at the Chine hotel turret hanging over the cliff at risk of cliff fall.

Members were in receipt of a written report by Cllr. Paul Brading (a copy of which is appended to the filed minutes).

Thursday 25th April 2024