

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 APRIL 2024

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

CONTENTS

	Page
Charity Information	1
Trustees Annual Report	2 - 3
Accountant's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Accounts	7 -10

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

CHARITY INFORMATION FOR THE YEAR ENDED 30 APRIL 2024

President Ms G Minghella

Executive Committee

Mrs C Booth	(Chair)
Mrs E Weeks	(Vice Chair)
Mrs J P Gill	
Mr C Hartley	
Miss A M Kitcher	
Mr J Lewis	(Treasurer)
Ms SJ Sheath	

**Hon Secretary, and Syllabus
and Programme Secretary** Mrs J Coates

Correspondence Address 26 The Willows
Newport
Isle of Wight
PO30 5YR

Registered Charity Number 293658

Bankers Lloyds Bank Plc
St Thomas Square
Newport
Isle of Wight

Independent Accountant K R Cooper BA FCA DChA
Moore (South) LLP
9 St Johns Place
Newport
Isle of Wight
PO30 1LH

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 30 APRIL 2024**

Aims and Objectives

The objects for which the association are established are:

To advance promote and encourage generally and by means of the competition festival movement in particular, the study and practice of the arts of music, dancing, elocution, literature and acting in all their branches.

To be affiliated to the British Federation of Festivals, and to carry out as far as possible the objects of the Federation.

To do all such other lawful things as are incidental or conducive to the attainments of the above objects.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus of our activities remains the staging of an annual festival, in which every performance is professionally assessed and marked. This benefits the children, young people and adults by their participation in cultural activity, adding to their education in the arts, developing their self-confidence and increasing their social skills.

We welcome all children, young people and adults regardless of personal background, faith, gender or personal circumstances and we believe this philosophy of openness to all enriches everyone through the sharing of talents, skills, aptitudes and life experiences of our children and young people aged from 3 to 18 and adults and volunteers.

Structure, Governance and Management

The structure, governance & management of the Association is set out in the Constitution. Appointment of officers is open to all volunteers & decided at an Executive Meeting of existing officers. Additional policies relate to financial and management controls and procedures.

The Charity is governed by the Constitution dated 1985 and is affiliated to the British Federation of Festivals for Music, Dance & Speech.

The officers and committee are elected on an annual basis at the Annual General Meeting and serve as Trustees of the Charity. Honoraria is paid to the Hon. Secretary and Programme Secretary totalling £900 (2023: £900) for services rendered (as permitted by the constitution). Otherwise, the festival is wholly run by volunteers.

Achievements and Performance – Review of the Year

We enjoyed a mainly smoothly running festival with some excellent feedback from entrants, volunteers, and adjudicators, particularly in regard to the dance and drama sections. The music section ran without a music coordinator, which was the root of some difficulty experienced along the way, however, despite this, the music entrants gave some great feedback, and adjudicators were pleased with the quality of the entrants.

Although the festival ran well for the most part, entries were down in both drama and music, and associated costs were not covered by the income from entry fees, donations, and programme and lanyard sales. We again used some of our reserves to help pay for the festival.

I am hoping for ideas to improve these matters from the committee and volunteers going forward ready for next year. The music committee has been meeting to come up with ideas, and, as mentioned, we need a music coordinator, and additionally, a new music steward coordinator to enable the music section to continue in a well ordered and cost-effective way.

TRUSTEES ANNUAL REPORT (Continued)
FOR THE YEAR ENDED 30 APRIL 2024

Achievements and Performance (continued)

This year we had to work hard to ensure full diligence in regard to child licensing. It is disappointing to see the proposed changes by the National Network for Children in Employment and Entertainment (N.N.C.E.E.) last September were not implemented although supposedly still in the pipeline. I am due to have a meeting with the Isle of Wight Council in September this year to see how things stand. There is a potential implication for how the festival is run next year, as if we are not able to apply for licences, classes impacted by this will have to be outside school hours, apart from the private and academy schools.

I would like to note that we have received confirmation from the British and International Federation of Festivals (B.I.F.F.), of which we are a member festival, that they are not on the list to receive a replacement patronage for the late Queen.

I am pleased to report that several of the entrants to the dance section have progressed to the finals of All England Dance.

My sincere thanks to the committee and all our volunteers for the hard work put in to run the festival. It cannot be done without volunteers, and we urgently need more people to come forward to ensure our future success.

Financial Review

The Association recorded a deficit of £6,142 for the year (2023 - £3,486). As last year the deficit has been funded from the Charity's general funds. This Association remains in a healthy financial position for the future.

The financial results for the year are set out in the accompanying accounts and notes.

The accountants, Moore (South) LLP, have attached their report and a resolution to reappoint them as independent accountants will be put to the annual meeting.

Reserves Policy

The Association currently holds reserves in Lloyds Bank. The Trustees are mindful of the reserves necessary to commit to a festival each year and are looking to develop the event. The Trustees believe that the reserves currently held are adequate to provide for the medium-term continuation of an annual festival and also the development of the festival event.

Free reserves are funds excluding those held in restricted or designated funds, or those represented by fixed assets, and they amounted to £42,641 (2023 - £48,783). The costs to run a festival year would normally amount to circa £24,000, so the reserves are considered at an adequate level to allow the Trustees to plan with confidence; and also to meet any annual deficits as they arise. The Trustees are looking to provide more workshops for the benefit of participants.

Approved by the Trustees on 20 June 2024 and signed on their behalf:

274 +


Mrs C Booth
Chairman

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

CHARTERED ACCOUNTANT'S REPORT TO THE TRUSTEES OF THE ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL ASSOCIATION

FOR THE YEAR ENDED 30 APRIL 2024

This report is made solely to the Trustees of the Isle of Wight Music Dance and Drama Festival. We have prepared the attached accounts of the unincorporated charity, which comprise the statement of financial activity and balance sheet and accompanying notes for the year ended 30 April 2024.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <https://icaew.com/regulation>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you for our work or for this report.

As the charity's income is below £25,000, the charity is not required to undertake either an independent examination, or an audit. Having established that, our work has been undertaken solely to prepare for your approval the accounts which are prepared in accordance with the guidance provided by the Charity Commission in England and Wales and the Statement of Recommended Practice for Charities applicable from 1 January 2019.

You have approved the accounts and are responsible for them. We have not carried out either an audit or an independent examination; and consequently, do not express an opinion on the accounts.



Moore (South) LLP
9 St Johns Place
Newport
Isle of Wight
PO30 1LH

Dated: 1 July 2024

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2024

	Note	Total Funds <u>2024</u>	Total Funds <u>2023</u>
Income		£	£
Donations and legacies	2	2,543	1,456
<i>Income from charitable activities:</i>			
Operation of the Isle of Wight Music Dance and Drama Festival	3	14,949	16,278
Investment income	4	<u>89</u>	<u>20</u>
Total Income		<u>17,491</u>	<u>17,754</u>
Expenditure			
<i>Charitable activities:</i>			
Operation of the Isle of Wight Music Dance and Drama Festival	5	<u>23,633</u>	<u>21,240</u>
Total expenditure		<u>23,633</u>	<u>21,240</u>
Net Deficit of Expenditure over Income		<u>(6,142)</u>	<u>(3,486)</u>
Transfer between funds		-	-
Net Movement in Funds		<u>(6,142)</u>	<u>(3,486)</u>
Funds - Balance brought forward		<u>48,983</u>	<u>52,469</u>
Funds carried forward		<u>42,841</u>	<u>48,983</u>

All funds are classified as unrestricted.

Of the comparative balances expenditure on restricted funds amounted to £Nil.
No full comparative statement of financial activities is provided.

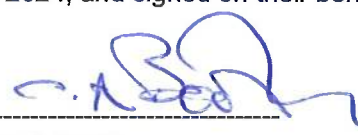
ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

BALANCE SHEET AS AT 30 APRIL 2024

	Note	2024	2023
		£	£
Fixed Assets			
Tangible fixed assets	7	200	200
Current Assets			
Debtors – accrued income		-	100
Investments		25,000	-
Cash at Bank - Flexible Savings		8,122	8,033
- Current account		<u>13,563</u>	<u>43,399</u>
		46,685	51,533
Current Liabilities			
Accruals		<u>(4,044)</u>	<u>(2,750)</u>
		(4,044)	(2,750)
Net Current assets		<u>42,641</u>	<u>48,783</u>
Total assets less current liabilities		<u>42,841</u>	<u>48,983</u>
Represented by:			
Unrestricted Funds		<u>42,841</u>	<u>48,983</u>

These accounts were approved by the Trustees on 20 June 2024, and signed on their behalf.


Mr J Lewis
Treasurer


Mrs C Booth
Trustee

The notes on pages 7-10 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2024

Summary of significant accounting policies

(a) General information and basis of preparation

Isle of Wight Music Dance and Drama Festival is a charitable organisation in the United Kingdom. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are detailed on page 2 under the heading "aims and objectives".

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

(c) Income recognition (cont)

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through bank deposits. Interest income is recognised on receipt.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

(f) Tangible fixed assets

The only assets which the charity holds are trophies. These trophies are shown at nominal value as they are heavily engraved and considered to be of limited market appeal. No depreciation is provided.

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 30 APRIL 2024

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Donations and Legacies

	Total Funds 2024 £	Total Funds 2023 £
Donations	1,453	246
Grants – Parish Councils	1,000	1210
Legacies	—	—
	<u>2,453</u>	<u>1,456</u>

3. Income from Charitable Activities

	Total Funds 2024 £	Total Funds 2023 £
Festival class entry fees	12,695	10,554
Donations at the door	-	3,288
Sale of old cups & trophies	-	1,999
Patrons	-	50
Festival Tickets	-	-
Syllabus & programme	381	81
Advertising	-	240
Lanyards	<u>1,873</u>	<u>65</u>
	<u>14,949</u>	<u>16,278</u>

4. Investment Income

	Total Funds 2024 £	Total Funds 2023 £
Bank interest receivable	<u>89</u>	<u>20</u>
	<u>89</u>	<u>20</u>

ISLE OF WIGHT MUSIC DANCE AND DRAMA FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 30 APRIL 2024

5. Charitable Expenditure

Adjudicators' Fees & Expenses	6,136	6,136	6,973
Halls	10,184	10,184	9,238
Syllabus and programme	-	-	-
Music & Trophy Expense	1,626	1,626	328
Conference	-	-	378
Printing, Stationery & Publicity	1,144	1,144	757
Insurance	350	350	290
Travel and steward subsistence	744	744	741
Federation Membership	378	378	-
Equipment and website costs	767	767	693
<i>Governance costs:</i>			
- Administration (see note 6)	900	900	900
- Accountancy	1,044	1,044	942
- Under provision prior years	<u>360</u>	<u>360</u>	<u>-</u>
	<u>23,633</u>	<u>23,633</u>	<u>21,240</u>

6. Administration

	2024 £	2023 £
Hon. Secretary honorarium	450	450
Programme Secretary honorarium	<u>450</u>	<u>450</u>
Total	<u>900</u>	<u>900</u>

Staff costs

There were no staff costs incurred in the year (2023 - £nil).

Trustees Expenses

Other than the above, no Trustee received any remuneration (2023 - Nil) apart from expenses for work carried out on behalf of the Charity. Trustees were reimbursed £553 (2023 - £836), in respect of festival expenses incurred on behalf of the charity.

7. Tangible Fixed Assets

	2024 £	2023 £
Trophies At nominal value	<u>200</u>	<u>200</u>

SHANKLIN TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General	2-3
2. Risk management and internal control.....	3-4
3. Accounts and audit.....	4-5-6
4. Budget and precept.....	6-7
5. Procurement.....	7-8-9-10
6. Banking and payments	10-11
7. Electronic payments.....	11-12-13
8. Cheque payments	13
9. Payment cards.....	13
10. Petty Cash	14
11. Payment of salaries & Allowances	14-15
12. Loans and investments	15
13. Income	15-16
14. Payments under contracts for building or other construction works	16
15. Stores and equipment	17
16. Assets, properties and estates	17
17. Insurance	18
18. Charities	18-9
19. Suspension & revision of Financial Regulations.....	20
20. Absences	20
Appendix 1 - Tender process	21

These Financial Regulations were adopted by the council at its meeting held on 27 February 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, S.151 Local Government Act 1972 appointed by the council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

- 2.3. When considering any new activity, the Deputy Clerk with the RFO may prepare a draft risk assessment including risk management proposals for consideration by the council if deemed necessary.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. Monthly and at each financial year end, the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council; (January meeting)
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; (January meeting) and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Council at least annually in February for the following financial year and the final version this is done as part of the annual budget & resolved by finance committee & then full Council.

4.3. No later than February each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may

only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the full council.
- 4.6. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of February for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget. This can be accessed the website.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.** The Procurement Act 2023 comes into force 25 February 2025.
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) & unless the contract is an extension of a contract or a supplier known to the Council & approved by them, obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk may seek formal tenders from at least three suppliers. OR if the RFO deems it necessary advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.** (These rules change at the end of February 2025)
- 5.8. For contracts greater than £5,000 excluding VAT the RFO may seek at least 2 fixed-price quotes;
- 5.9. where the value is between £1000 and £5000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk/RFO, under delegated authority, for any items below [£2000] excluding VAT.
 - the Clerk/RFO, in consultation with the Chair of the Council, for any items below £5,000 excluding VAT.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute in the case of council or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is

satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds & Co-Op. The arrangements shall be reviewed as & when necessary for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. The RFO has delegated authority along with the Deputy Town Clerk or one other authorised signatory to make payments out of meetings, either by cheque, electronic & any necessary transfers, such a list of

payments shall be submitted to the next appropriate meeting of the Council.

6.7. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary interest (the onus if on the Councillor) unless a dispensation has been granted.

6.8. The RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £2000 excluding VAT, within an agreed budget.
- ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
- iv. Fund transfers within the councils banking arrangements up to the sum considered necessary.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be signed by the RFO & Town Mayor. The Mayor shall also initial the box on every invoice attached to the schedule. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and

a minimum of two people will be involved in any online approval process usually the RFO & Deputy Town Clerk in the absence of one or the other or both then 2 authorised signatories.

- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council.
- 7.3. Evidence shall be retained showing that the RFO & Deputy Town Clerk or other approved the payment online by them initialling the bank printout of the transaction confirming that the payment has been made & this shall be appended to the invoice for audit purposes.
- 7.4. A full list of all payments made in a month shall be provided to the next council meeting and appended to the filed minutes.
- 7.5. Regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by the RFO & Deputy Town Clerk. The approval of the use of each variable direct debit shall be reviewed by RFO as & when necessary.
- 7.6. Payment may be made by BACS or CHAPS provided that each payment is approved online by RFO & Deputy Town Clerk evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by RFO as & when necessary.
- 7.7. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by RFO & Deputy Town Clerk evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by RFO as & when necessary.
- 7.8. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO & Deputy Town Clerk or in their absence 2 authorised signatories. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

7.9. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.10. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by RFO & Deputy Town Clerk or 2 authorised signatories.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. The RFO has delegated authority along with the Deputy Town Clerk or an authorised signatory to make payments out of meeting, either cheque, electronic or transfers, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the RFO & Deputy Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by finance committee then the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO & Deputy Town Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £750 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO, Deputy Town Clerk, Library Co-ordinator (for example for postage or minor stationery items) shall be refunded on a regular basis, on receipt of the completed form at least quarterly. The library maintains a cash float of £40 for the purposes of giving change for payment of services.

11. Payment of salaries & allowances

- 11.1 **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3 Salary rates are paid as agreed in individual contracts & pay increases (payment thereof delegated annually to the RFO at the annual finance meeting).
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the internal auditor to ensure that the correct payments have been made.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

- 11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually in February.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.

13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

13.6 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted within the software by the due date.

13.7 Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by RFO or Deputy Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements, unless a discount or saving is made.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council if considered necessary at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Deputy Town Clerk. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the RFO & or Council.

18. Charities

- 18.1 Where the council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO & Deputy Town Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1 The council shall review these Financial Regulations annually and following any change of RFO. The RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

20. Absences

The RFO's duties in the event of the RFO's prolonged absence become the Deputy Clerk's duties.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the RFO or Deputy Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the RFO & Deputy Town Clerk.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

SHANKLIN TOWN COUNCIL

FEBRUARY 2025

FINANCE GROUP BUDGET & PRECEPT 2025/2026

REPORT OF THE TOWN CLERK RFO

The Town Council has a statutory duty to prepare an annual budget under s.50 of the Local Government Finance Act 1992. We must take the following into account when setting the annual budget.

- £ The expenditure we will incur in the year
- £ An allowance for contingences in relation to expenditure
- £ The financial reserves it will be appropriate to raise for meeting its future expenditure
- £ The sums which will be payable to us for the year
- £ The amount of financial reserves which we estimate we will use

This year's budget setting has once again been challenging.

The Ministry of Housing, Communities & Local Government previously confirmed that any extension of council tax referendum principles to Town & Parish Councils would be deferred until the end of 2025.

The projected end of year figures to 31st March 2025 are a 'best guess' and not a prediction.

COUNCIL TAX SUPPORT GRANT 2025/2026

Once again, we will not receive a grant from the Isle of Wight Council.

EMPLOYER'S RISE IN NATIONAL INSURANCE CONTRIBUTIONS

The Treasury has confirmed that Town & Parish Councils will not be included in a package to compensate public sector bodies for the recent increase in employer national insurance contributions. (Principal Councils are included).

The budget takes into account the additional NI payments that will be needed for staff paid above the new threshold of £5000. Also be aware that the employer's NI rate is increasing from 13.8% to 15%.

COUNCIL TAX BASE DETAILS

The Council Tax Base quantifies the equivalent number of properties from which the IWC, on our behalf is able to collect council tax.

The tax base is presented as an equivalent number of domestic properties in council tax band D after adjusting for relevant discounts and exceptions.

The tax base is affected mainly by:

- £ New residential development in the area
- £ Fluctuations in the number of discounts awarded
- £ Discounts for empty properties

Isle of Wight Council approved the 2025/2026 tax base for Shanklin Town Council at 3795.70.

INCOME

Bookings at Falcon Cross Hall are increasing.

Toilet income continues to go well with takings always above what they should be.

FALCON CROSS HALL HIRE CHARGES

The Hall Keeper like all staff was awarded a Local Government Pay Claim in 2024 back dated to April of £1290.00 over the year. I have guesstimate that if the NJC pay claim is the same as last year his salary per hour will rise to approximately £13.91 per hour. So, hire charges should be increase (Agenda item).

NOTES TO THE DRAFT BUDGET

At the time of writing, we have received no formal requests from the IWC about any new devolution of services or of funding towards services or projects currently delivered by the IWC that we have not already discussed and or agreed.

TOWN IMPROVEMENTS

This includes £10000 for the clock tower if we decide to take it on once the IWC have put it in to a good state of repair. We have this week received an updated report from the IWC but that did not include any costings to the tower or the clock mechanism, we are still awaiting those from the IWC.

GRANTS

Traditionally give £5000, to Carnival, Regatta and Town brass band.

STAFFING COSTS

This includes salaries, pensions, employer national insurance contributions.

The Local Government Pay Award for 2024/2025 was approx. £1290 per member of staff. 2025/2026 has not yet been agreed between the NJC & the local government unions. Increases in pay scales, increases in national insurance & pension contributions have been budgeted for as have any additional hours agreed for the Deputy Town Clerk (Agenda item).

The National Living Wage will increase from the 1 April to £12.21 (over 21) this will have no impact on the final outcome of the pay negotiations as the lowest local government pay rate is higher than the increased National Living Wage. We have not received any notification from the IWC of any changes to the employer's pensions contribution rate, so I have budgeted for the current rate of 23.5%.

INSURANCE

We negotiated a great deal with a specialist Town & Parish Council insurance broker, the deal ends in October 2027 & will then negotiate accordingly.

TOILETS

Our current cleaning contract ends at the end of March with an option to extend for a further two years. We have had no issues with our current contractor and have won awards for the cleanliness of our toilets. (cleaning contract is an item on the agenda).

UTILITY COSTS

We negotiated a three-year contract which has seen our costs significantly reduce. Contract is up for renewal in April we are currently negotiating. Costs will rise but not as much as most providers.

CHINE BLUFF TOILET

We have had two reports on this site am awaiting last report to enable us to make a decision on its future. Refurbishment of the site does not look to be feasible, selling the site and using the monies to maybe locate a facility else where is an option. There is someone potentially interested in buying the site.

BUILDING THE BAY

Two separate Agenda items financial implications totalling: approx. £18000.

CONFIDENTIAL NOTE

SHANKLIN TOWN COUNCIL
RECOMMENDATIONS OF FINANCE GROUP TO FULL COUNCIL
27 FEBRUARY 2025

The Finance Group recommends to full Council to agree & adopt the following:

4. Finance Group recommends to full Council the adoption of the reviewed grant application form & policy to assess requests for grants form with no changes to either form.
5. Finance Group recommends to full Council the adoption of the reviewed Falcon Cross hire form & policy to assess requests for free/reduced hire with no changes.
6. Finance Group recommends to full Council the adoption of the reviewed Standard Conditions of Hire form for Falcon Cross Hall with no changes.
7. Finance Group recommends to full Council the adoption of the reviewed charges for Falcon Cross Hall: £35 first two hours minimum thereafter £14 per hour or part of
8. Finance Group recommends to full Council to agree the following:
Falcon Cross Hall free/reduced hire requests:
 - 8.1 History Society – Finance Group recommends to full Council to agree the charge of 10 sessions for the price of 9. s.144 Local Government Act 1972 applies
 - 8.2 Shanklin Evening Town's Women's Guild – Finance Group recommends to full Council to agree free hire for December s.144 Local Government Act 1972
 - 8.3 Monday Group
 - 8.3.1 Finance Group recommends to full Council to agree when using Falcon Cross Hall (when more members) to charge up to a maximum of £15 per session s.144 Local Government Act 1972 applies

8.3.2 Finance Group recommends to full Council to agree when less members allow use of the library on a Thursday 10-12 at a charge of £10 per session s.144 Local Government Act 1972 applies

9. Finance Group recommends to full Council to delegate to Town Clerk RFO the Implementation of any agreed National agreement pay claim & scale increments as per individual contracts as & when they arise for 2025.2026
10. Finance Group recommends to full Council to note 2025-2026 IW Council Tax base letter
11. Finance Group recommends to full Council the adoption of the reviewed Transparency Code with no changes
12. Finance Group recommends to full Council the adoption of the reviewed Investment Strategy with no changes
13. Finance Group recommends to full Council the adoption of the reviewed Reserve Policy with no changes

14. **BUDGET REPORT & DRAFT BUDGET 2025/2026 - s.151 LOCAL GOVERNMENT ACT 1972**

Members' congratulated the Town Clerk RFO on the budget, discussed the budget alongside item 16 and agreed the budget in its entirety.

Items from discussion:

Mayoral allowance – Members discussed duly proposed, seconded & voted unanimously not to increase the Mayor's allowance.

Mayor's reception – There will be no Mayor's reception for 2024-2025 members feel it would be inappropriate to hold one in the current economic climate.

Finance Group unanimously recommend to full Council that the budget as presented be adopted in its entirety.

15. Precept 2025 – 2026 – Members discussed the precept & agree with the Town Clerk RFO's recommendation to increase the precept by £65000 to £425,000
16. Finance Group recommends to full Council the following:
 - 16.1.1 VE Day 80 & VJ Day 80 events organised by Richard Priest church service, parade, bulb planting, mug competition etc (members thank Richard for his work on this)

Finance Group recommends to full Council we contribute up to £2500 towards the VE & VJ Day 80 events s.144 Local Government Act 1972 applies

- 16.1.2 Financial Regulations Finance Group recommends to full Council the adoption of the reviewed Financial Regulations
- 16.1.3 Esplanade Clock Tower – Finance Group recommends to full Council that we increase our contribution to the IW Council’s renovation of the clock tower to £20,000.
- 16.1.4 **Under s.100A of the Local Government Act 1972, the public & press may be excluded from the meeting for the following items of business on the grounds that it may involve the disclosure of exempt information as defined in Part 1(3) of Schedule 12 of the Act.**
- 16.1.5 Town Clerk RFO’s additional pension contributions – Finance Group recommends full Council authorises Town Clerk RFO to liaise with IW Council pension department to pay her pension monies residing in reserves into her IWC pension. s.112(1) Local Government Act 1972 applies.
- 16.1.6 Toilet Cleaning Contract Renewal – Finance Group recommends to full Council extending our current cleaning contract for 2 years in the sum of £56467.18 per annum plus VAT RPI linked s. 87 Public Health Act 1936 applies
- 16.1.7 Building the Bay – Bay Place Plan Projects:
 - s. 144 Local Government Act 1972 applies
 - 16.1.7.1 Finance Group recommends to full Council contributing £3333 to the Promenade Art Festival
 - 16.1.7.2 Finance Group recommends to full Council contributing £1000 to the Business Association website & for steering group/place plan on condition a tourist application is included along with QR codes
 - 16.1.7.3 Finance Group recommends to full Council contributing £666 or up to £1000 if Lake & Sandown contribute £1000

towards the tourism leaflet on condition the name of the leaflet is changed to: "Shanklin, Lake, Sandown"

16.1.7.4 Finance Group recommends to full Council contributing £1000 to Promotions video

16.2 IW Council Regeneration Officer
Finance Group recommends to full Council contributing £12000 for 2025-2026 on the following conditions:

1. The £12000 is performance based for 2025-2026
2. If the £12000 is not required for 2025.2026 it is returned to us
3. Newport, Ryde & Cowes give IW Council funds for their Regeneration Officers
s.111(2) Local Government Act 1972 applies.



SHANKLIN TOWN COUNCIL

GRANT APPLICATION FORM

FINANCIAL YEAR ENDING:

Request must be for the current financial year April 2024 – March 2025

NAME OF ORGANISATION: Isle of Wight Music Dance and Drama Festival

NAME OF CONTACT: Jonathan Lewis

ADDRESS: 26, The Willows, Newport, PO30 5YR

TELEPHONE/EMAIL: 07724696931

Please give details of purpose of the request, the amount requested, the proposed usage of the grant monies, the total cost of the project (if appropriate), the timescale within which the monies will be spent and how the monies will have an impact on the well-being of the community of Shanklin: Continue on a separate sheet if necessary.

The purpose of the request is to support The Isle of Wight Music, Dance and Drama Festival, a registered charity, which celebrated 100 years since its first festival in 1924. The festival, then known as the Isle of Wight Musical Competition Festival, has been inspiring many in the community to participate in the Performing Arts ever since with its competition over three weeks every March. The festival is the only one of its kind on the Island and provides a platform for amateur performance in a supportive environment combined with an educational element from professional musicians, dancers and speakers.

The amount requested is £250.00 to be used to help cover the costs involved in running the three-week 2025 festival, which last year amounted to £23,633. I would estimate a similar figure for the total cost of running the festival this year.

A substantial number of classes will be held in Shanklin Theatre, our venue for dance, pop and rock, and musical theatre. We value the link we have with Shanklin and believe our involvement in the town has a positive impact on the well-being of the community of Shanklin, from the theatre itself, the local volunteers and managers who help run the theatre, the professional fee we pay to hire the venue, which is a support to the theatre, and the entrants who live locally, who have benefited from the platform provided for their personal development in the Performing Arts. Some excel and go on to careers in the performing arts, others develop a life-long love of their discipline, enhancing their own lives and the lives of others. The IWMDDF knows of children who are taking part whose parents and grandparents also entered.

In 2020 the festival was honored to receive the Queen's Award for Voluntary Service. the highest award a voluntary group can receive in the UK. The Award aims to recognise outstanding work by volunteer groups to benefit their local communities.

Performing in front of an audience helps to greatly improve performers' general confidence, especially the young. This has been confirmed by comments made to us by teachers, other leaders, parents, and the entrants themselves.

Please identify any other key sources of funding for the project that have been received from other sources and whether a grant would enable the applicant to receive matched funding:

We do not have any other key sources of funding for the running of the festival other than entry fees and donations. We do apply for council grants, like this one, in communities within which the festival is run, to help towards running costs.

The form should be returned, along with a copy of your organisations last audited accounts to:

SHANKLIN TOWN COUNCIL

TOWN CLERK MS STELLA JANEWAY LL.B (Hons) CiLCA MILCM

65 LANDGUARD ROAD

SHANKLIN ISLE OF WIGHT PO37 6JX

☎ 01983-865101

✉ shanklintowncouncil@hotmail.com

Next steps:

Your application will be acknowledged and the Council will be asked to make a decision about your application based on the information supplied on this form. The Council has adopted a policy for assessing grants and your application will be measured against a number of criteria. A copy of the Policy is enclosed/available from the Town Clerk.

You will be informed in writing of the Council's decision and successful applicants will receive payment as soon as practicable.



SHANKLIN TOWN COUNCIL

GRANT APPLICATION FORM

FINANCIAL YEAR ENDING:

Request must be for the current financial year April 2024 – March 2025

NAME OF ORGANISATION: Isle of Wight Music Dance and Drama Festival

NAME OF CONTACT: Jonathan Lewis

ADDRESS: 26, The Willows, Newport, PO30 5YR

TELEPHONE/EMAIL: 07724696931

Please give details of purpose of the request, the amount requested, the proposed usage of the grant monies, the total cost of the project (if appropriate), the timescale within which the monies will be spent and how the monies will have an impact on the well-being of the community of Shanklin: Continue on a separate sheet if necessary.

The purpose of the request is to support The Isle of Wight Music, Dance and Drama Festival, a registered charity, which celebrated 100 years since its first festival in 1924. The festival, then known as the Isle of Wight Musical Competition Festival, has been inspiring many in the community to participate in the Performing Arts ever since with its competition over three weeks every March. The festival is the only one of its kind on the Island and provides a platform for amateur performance in a supportive environment combined with an educational element from professional musicians, dancers and speakers.

The amount requested is £250.00 to be used to help cover the costs involved in running the three-week 2025 festival, which last year amounted to £23,633. I would estimate a similar figure for the total cost of running the festival this year.

A substantial number of classes will be held in Shanklin Theatre, our venue for dance, pop and rock, and musical theatre. We value the link we have with Shanklin and believe our involvement in the town has a positive impact on the well-being of the community of Shanklin, from the theatre itself, the local volunteers and managers who help run the theatre, the professional fee we pay to hire the venue, which is a support to the theatre, and the entrants who live locally, who have benefited from the platform provided for their personal development in the Performing Arts. Some excel and go on to careers in the performing arts, others develop a life-long love of their discipline, enhancing their own lives and the lives of others. The IWMDDF knows of children who are taking part whose parents and grandparents also entered.

In 2020 the festival was honored to receive the Queen's Award for Voluntary Service. the highest award a voluntary group can receive in the UK. The Award aims to recognise outstanding work by volunteer groups to benefit their local communities.

Performing in front of an audience helps to greatly improve performers' general confidence, especially the young. This has been confirmed by comments made to us by teachers, other leaders, parents, and the entrants themselves.

Please identify any other key sources of funding for the project that have been received from other sources and whether a grant would enable the applicant to receive matched funding:

We do not have any other key sources of funding for the running of the festival other than entry fees and donations. We do apply for council grants, like this one, in communities within which the festival is run, to help towards running costs.

The form should be returned, along with a copy of your organisations last audited accounts to:

SHANKLIN TOWN COUNCIL

TOWN CLERK MS STELLA JANEWAY LL.B (Hons) CiLCA MILCM

65 LANDGUARD ROAD

SHANKLIN ISLE OF WIGHT PO37 6JX

☎ 01983-865101

✉ shanklintowncouncil@hotmail.com

Next steps:

Your application will be acknowledged and the Council will be asked to make a decision about your application based on the information supplied on this form. The Council has adopted a policy for assessing grants and your application will be measured against a number of criteria. A copy of the Policy is enclosed/available from the Town Clerk.

You will be informed in writing of the Council's decision and successful applicants will receive payment as soon as practicable.

1. Application No: 24/01934/RVC Parish(es): Shanklin Ward(s): Shanklin South - Parish(es): Shanklin Ward(s): Shanklin South Location: Highfield House Residential Home 4 Highfield Road Shanklin Isle Of Wight PO37 6PP Proposal: Variation of condition 3 on P/00855/12 to allow for revisions to approved scheme.
2. Application No: 25/00121/FUL Parish(es): Shanklin Ward(s): Shanklin Central Location: 23 Atherley Road Shanklin Isle Of Wight PO37 7AU Proposal: Change of use of property to a House in Multiple Occupancy (HMO).
3. Application No: 25/00199/HOU Parish(es): Shanklin Ward(s): Shanklin South Location: 58 Victoria Avenue Shanklin Isle Of Wight PO37 6LY Proposal: Demolition of conservatory and removal of 1 chimney; proposed single storey front extension to include porch; rear raised decking; alterations to include cladding to elevations and alterations to fenestration including additional windows
4. Application No: 25/00216/FUL Parish(es): Shanklin Ward(s): Shanklin South Location: 7 Esplanade Shanklin Isle Of Wight PO37 6BN Proposal: Continued use of ground floor as additional residential accommodation to existing dwelling including retention of decking and associated alterations

LICENSING (ATTACHED)

PRECEPT 2025-2026

Town Clerk RFO recommends to the Finance Group increasing the precept for 2025-2026 to £425,000 an increase of £65,000 on last year.

This gives us adequate General Reserves in line with JPAG's recommendations & to maintain the services we provide.

The increase results in Band D council tax of £111.97 an increase on last year of £12.17

£111.97 = £9.33 a month or £2.15 a week 31 pence a day.

SHANKLIN TOWN COUNCIL
RECOMMENDATIONS OF STAFFING GROUP TO FULL COUNCIL
27 FEBRUARY 2025

The Staffing Group recommends to full Council to agree & adopt the following:

- 4.1 The Staffing Group recommends Deputy Town Clerk Jon Gilbey BEM take on the Environment Officer role
- 4.2 The Staffing Group recommends changing Jon's title to Deputy Town Clerk Environment & Facilities Officer
- 4.3 The Staffing Group recommends increasing Jon's hours by 2 a week to 25 hours
- 4.4 The Staffing Group recommends Town Clerk RFO to write variation of contract document as agreed with Jon to reflect the above

DECLARATIONS OF INTERESTS

BUDGET & PRECEPT SETTING

S.106 LOCAL GOVERNMENT FINANCE ACT 1992

Members' are reminded that s.106 Local Government Finance Act 1992 makes it a criminal offence for a local Councillor in council tax arrears for at least two months or more to vote on the setting of a precept or any recommendation, resolution or other decisions which might affect the calculation of the precept.

If the Member concerned declares at the outset of the meeting that he/she is in arrears and will not be voting on the decision for that reason, the Member concerned must not vote, but may speak.

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.



SHANKLIN TOWN COUNCIL STANDING ORDERS

Introduction

These `Standing Order` set out how the Town Council regulates its business and proceedings. Our Standing Orders have been based on the National Association of Local Councils Model Standing Orders. This latest version was adopted by the Town Council in February 2023.

Standing Orders which are **CAPITALISED & BOLD** contain legal and statutory requirements & are therefore compulsory. Those not capitalised and bold are designed to help Councils operate effectively.

Standing Orders are necessary for regulating the practical arrangements & to give effect to Statutory requirements to enable the Town Council to operate effectively.

It is not possible for the Standing Orders to contain or reference all the Statutory or Legal requirements which apply to Shanklin Town Council.

The Standing Orders do not contain Financial Regulations – Financial Regulations are incorporated into a separate document adopted by the Town Council.

Once Standing Orders which are additional to those which reflect Statutory requirements have been made the Town Council is bound to observe & comply with them. (Unless they vary or suspend them by resolution).

In the following pages the word "Chair" includes "Town Mayor" & the word "Deputy Chair" includes the word "Deputy Town Mayor". In addition, where appropriate the words "he" "she" is used (he/she). For convenience the word "Councillor" (Cllr.) is used, & unless the context

suggests otherwise, includes a non-councillor with or without voting rights.

The Chair's decision (with Town Clerk's advice) as to the application of Standing Orders at meetings shall be final.

Contents

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees & sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Management of information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts & accounting statements

18. Financial controls & procurement
19. Handling staff matters
20. Responsibilities to provide information
21. Responsibilities under data protection legislation
22. Relations with the press/media
23. Execution and sealing of legal deeds
24. Restrictions on councillor activities
25. Standing orders generally
26. Councillors
27. Political groups
28. Annual Town meeting
29. Respect
30. Standing orders to be given to members

1. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to Standing Order 1(k) below only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted on separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.

- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of the debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting a Councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another Councillor;
 - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. In exercise of a right of reply.
- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. To amend the motion
 - ii. To proceed to the next business
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be no longer heard or to leave the meeting;

- vi. To refer a motion to a committee or sub-committee for consideration;
 - vii. To exclude the public and press;
 - viii. To adjourn the meeting; or
 - ix. To suspend particular Standing Order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
 - t. Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.
 - u. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.

2. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any Councillor/s or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded shall be put to the vote without discussion.
- c. If a resolution made under Standing Order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

[FCM] = Full Council meetings

[CM] = Committee meetings

[SCM] = Sub-committee meetings

- [FCM] a. **MEETINGS SHALL NOT TAKE PLACE IN PREMISES WHICH AT THE TIME OF THE MEETING ARE USED FOR THE SUPPLY OF ALCOHOL, UNLESS NO OTHER PREMISES ARE AVAILABLE FREE OF CHARGE OR AT A REASONABLE COST.**
- [FCM] b. **THE MINIMUM THREE CLEAR DAYS FOR NOTICE OF A MEETING DOES NOT INCLUDE THE DAY ON WHICH NOTICE WAS ISSUED, THE DAY OF THE MEETING, A SUNDAY, A DAY OF THE CHRISTMAS BREAK, A DAY OF THE EASTER BREAK OR OF A BANK HOLIDAY OR A DAY APPOINTED FOR PUBLIC THANKSGIVING OR MOURNING.**
- b.i Shanklin Town Council subscribes to best practice and aims where possible to distribute 5-7 CLEAR DAYS before a meeting (unless the law states otherwise) or this is impracticable either via post, email or in person.
- b.ii The agenda should reflect the key Motions to be resolved, especially spending ones. Agenda notes may be provided by the Town Clerk RFO to Councillors where more detail is needed to help through the meeting.
- b.iii The agenda cannot be altered once people have been notified of its contents – either added to or taken from.
- b.iv The Town Council **CANNOT MAKE SUBSTANTIVE DECISIONS OR DISCUSS MOTIONS WHICH ARE NOT ON THE AGENDA** apart from procedural ones.
- b.v To facilitate the drafting and the issue of the Agenda, Councillors must notify the Town Clerk RFO at least 10 clear days before a meeting of any items they want to appear, proposals requiring substantive decisions must be detailed and in writing. However, items for agendas are at the discretion of the Town Clerk RFO.
- b.vi If an urgent matter arises less than 10 clear days before a meeting, it must be notified to the Town Clerk who will consult with the Chair. The Chair has the discretion to accept or reject on the advice of the Town Clerk RFO such an additional item.

- b.vii The non-receipt of a Notice of a meeting and Agenda by a Councillor(s) does not invalidate the meeting.
- b.viii Failure to send or deliver a summons by whatever means to attend a meeting to a Councillor(s) does not automatically affect the validity of the meeting.
- [CM] c. **THE MINIMUM THREE CLEAR DAYS FOR NOTICE OF A MEETING DOES NOT INCLUDE THE DAY ON WHICH THE NOTICE WAS ISSUED OR THE DAY OF THE MEETING.**
- [FCCM] d. **MEETINGS SHALL BE OPEN TO THE PUBLIC UNLESS THEIR PRESENCE IS PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED OR FOR OTHER SPECIAL REASONS. THE PUBLIC'S EXCLUSION FROM PART OR ALL OF A MEETING SHALL BE BY AN AGENDA ITEM WHICH SHALL GIVE REASONS FOR THE PUBLIC'S EXCLUSION.**
 - d.i A agenda item to exclude could state for example:

*` In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw'.
(Note: if a person's advice or assistance is needed, they may be invited (by name) to remain after the exclusion item is read.*
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of **THE BUSINESS ON THE AGENDA**, at the Chair's discretion.
- f. Members of the public (electors of the Town only) shall be limited to speak at public forum for no more than **3 minutes each** if more than one person wishes to speak on the same subject, they should nominate only one person to speak for 3 minutes on that subject. Public forum shall be for no more than **15 minutes in total.**
- g. In accordance with Standing Order 3(e) above, a question **shall not require a response at the meeting nor start a debate** on the question. The Chair of the meeting may direct that a written response be given.

- h. [A persons shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chair of the meeting may at any time permit a person to be seated when speaking.
- i. The person wishing to speak must identify himself as an elector of Shanklin to the meeting. (names will not appear in the minutes).
- j. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. In accordance with standing order 3(e) above, a question **shall not require a response at the meeting nor start a debate** on the question.

- [FCCM] m. In line with the Government's Open & Accountable Local Government Guide 2014 & s.40 of the Local Audit & Accountability Act 2014 members of the public may film, photograph, make sound recordings or use social media to report the proceedings of any Council meeting at which they are entitled to be present.

Persons **MAY NOT ORALLY REPORT OR COMMENT ABOUT A MEETING AS IT TAKES PLACE IF HE/SHE IS PRESENT AT THE MEETING.** A person `reporting` **should inform the Chair they are doing so.**

- [FCCM] n. **A PERSON PRESENT AT A MEETING MAY NOT PROVIDE AN ORAL REPORT OR ORAL COMMENTARY ABOUT A MEETING AS IT TAKES PLACE WITHOUT** prior written **PERMISSION.**

- [FCCM] o. **THE PRESS SHALL BE PROVIDED WITH REASONABLE FACILITIES FOR THE TAKING OF THEIR REPORT OF ALL OR PART OF A METING AT WHICH THEY ARE ENTITLED TO BE PRESENT.**

- [FC] p. **SUBJECT TO STANDING ORDERS WHICH INDICATE OTHERWISE, ANYTHING AUTHORISED OR REQUIRED TO BE DONE BY, TO OR BEFORE THE CHAIR OF THE COUNCIL MAY IN HIS ABSENCE BE DONE BY, TO OR BEFORE THE VICE-CHAIR OF THE COUNCIL (if there is one).** In STC's case Chair and Deputy Chair.

[FCCMSCM] q. **THE CHAIR OF THE COUNCIL, IF PRESENT SHALL PRESIDE AT A MEETING. IF THE CHAIR IS ABSENT FROM A MEETING. THE VICE-CHAIR (Deputy Chair) OF THE COUNCIL (if there is one) IF PRESENT, SHALL PRESIDE. IF BOTH THE CHAIR & THE VICE CHAIR (Deputy Chair) ARE ABSENT FROM A MEETING, A COUNCILLOR AS CHOSEN BY THE COUNCILLORS PRESENT AT THE MEETING SHALL PRESIDE AT THE MEETING.** (see different rules for election of Chair at annual Town Council meetings).

[FCCMSCM] r. **SUBJECT TO A MEETING BEING QUORATE, ALL QUESTIONS AT A MEETING SHALL BE DECIDED BY A MAJORITY OF THE COUNCILLORS AND NON-COUNCILLORS WITH VOTING RIGHTS PRESENT AND VOTING**

[FCCMSCM] s. **THE CHAIR OF A MEETING MAY GIVE AN ORIGINAL VOTE ON ANY MATTER PUT TO THE VOTE, AND IN THE CASE OF AN EQUALITY OF VOTES MAY EXERCISE HIS CASTING VOTE WHETHER OR NOT HE GAVE AN ORIGINAL VOTE.**

See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Town Council at the annual meeting of the Town Council.

[FC] t. **VOTING ON A QUESTION SHALL BE BY A SHOW OF HANDS. THE VOTING ON ANY QUESTION MAY BE RECORDED SO AS TO SHOW WHETHER EACH COUNCILLOR PRESENT AND VOTING GAVE HIS VOTE FOR OR AGAINST THAT QUESTION** (or abstained). Such a request may be made before voting takes place. If the Chair & or Town Clerk RFO at any time considers it prudent to take a named voted then so be it.

u. The minutes of a meeting shall include an accurate record of the following:

- i. The time and place of the meeting;
- ii. The names of Councillors present and absent;
- iii. Interests that have been declared by Councillors and non-Councillors with voting rights (a form is appended to the filed minutes & can at times be included in the minutes themselves);

- iv. The grant of dispensations (if any) to Councillors and non-councillors with voting rights.
- v. Whether a Councillor or non- Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. Whether there was a public participation session;
- vii. The resolutions made.

[FCCMSCM] v. **A COUNCILLOR OR A NON-COUNCILLOR WITH VOTING RIGHTS WHO HAS A DISCLOSABLE PECUNIARY INTEREST OR ANOTHER INTEREST AS SET OUT IN THE TOWN COUNCIL'S CODE OF CONDUCT IN A MATTER BEING CONSIDERED AT A MEETING IS SUBJECT TO STATUTORY LIMITATIONS OR RESTRICTIONS UNDER THE CODE ON HIS RIGHT TO PARTICIPATE AND VOTE ON THAT MATTER.**

[FC] w. **NO BUSINESS MAY BE TRANSACTED AT A MEETING UNLESS AT LEAST ONE-THIRD OF THE WHOLE NUMBER OF MEMBERS OF THE TOWN COUNCIL ARE PRESENT AND IN NO CASE SHALL THE QUORUM OF A MEETING BE LESS THAN THREE.**

See Standing Order 4d(viii) below for the quorum of a committee or sub-committee meeting.

[FCCMSCM] x. **IF A MEETING BECOMES INQUORATE NO BUSINESS SHALL BE TRANSACTED** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- y. A meeting shall not exceed a period of 2 hours. Unless all present agree to extend to cover all the business on the agenda and aim to finish within 2.5 hours. (the extension (reasonable) is granted by the Chair).

4. Committees and sub-committees

- a. **UNLESS THE TOWN COUNCIL DETERMINES OTHERWISE, A COMMITTEE MAY APPOINT A SUB-COMMITTEE WHOSE TERMS AND REFERENCE AND MEMBERS SHALL BE DETERMINED BY THE COMMITTEE.**

- b. **THE MEMBERS OF A COMMITTEE MAY INCLUDE NON-COUNCILLORS UNLESS IT IS A COMMITTEE WHICH REGULATES AND CONTROLS THE FINANCES OF THE TOWN COUNCIL.**
- c. **UNLESS THE COUNCIL DETERMINES OTHERWISE, ALL THE MEMBERS OF AN ADVISORY COMMITTEE AND SUB-COMMITTEE OF THE ADVISORY COMMITTEE MAY BE NON-COUNCILLORS.**
- d. The Town Council may appoint standing committees or other committees as may be necessary and:
 - i. Shall determine their terms of reference
 - ii. Shall determine the number and time of the ordinary meetings of a committee up until the date of the next annual meeting of full Town Council.
 - iii. Shall permit a committee, other than in respect of the ordinary meetings of a committee to determine the number and time of its meetings.
 - iv. Shall subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. May, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer or in the Proper Officer's absence to the Town Mayor 5 days before the meeting that they are unable to attend;
 - vi. Shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. Shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;

- ix. Shall determine if the public may participate at a meeting of a committee;
- x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. May dissolve a committee.

5. Ordinary Council Meetings

- a. **IN AN ELECTION YEAR, THE ANNUAL MEETING OF THE TOWN COUNCIL SHALL BE HELD ON OR WITHIN 14 DAYS FOLLOWING THE DAY ON WHICH THE NEW COUNCILLORS ELECTED TAKE OFFICE.**
- b. **IN A YEAR WHICH IS NOT AN ELECTION YEAR, THE ANNUAL TOWN COUNCIL MEETING SHALL BE HELD ON SUCH A DAY IN MAY AS THE TOWN COUNCIL MAY DECIDE.**
- c. **IF NO OTHER TIME IS FIXED, THE ANNUAL MEETING OF THE TOWN COUNCIL SHALL TAKE PLACE AT 18.00.**
- d. **IN ADDITION TO THE ANNUAL MEETING OF THE TOWN COUNCIL, AT LEAST THREE OTHER ORDINARY MEETINGS SHALL BE HELD IN EACH YEAR ON SUCH DATES AND TIMES AS THE TOWN COUNCIL DECIDES.**
- e. **THE FIRST BUSINESS CONDUCTED AT THE ANNUAL MEETING OF THE TOWN COUNCIL SHALL BE THE ELECTION OF THE CHAIR (TOWN MAYOR) AND DEPUTY CHAIR (DEPUTY TOWN MAYOR) (IF ANY) OF THE TOWN COUNCIL.**
- f. **THE CHAIR OF THE TOWN COUNCIL, UNLESS HE HAS RESIGNED OR BECOMES DISQUALIFIED, SHALL CONTINUE IN OFFICE AND PRESIDE AT THE ANNUAL MEETING UNTIL HIS SUCCESSOR IS ELECTED AT THE NEXT ANNUAL MEETING OF THE TOWN COUNCIL.**

A CHAIRMAN WHO IS UP FOR RE-ELECTION AS CHAIR/TOWN MAYOR CANNOT PRESIDE OVER HIS OWN ELECTION (SEPARATE PROCEDURE).

- g. THE DEPUTY CHAIR/DEPUTY TOWN MAYOR OF THE TOWN COUNCIL, IF ANY, UNLESS HE RESIGNS OR BECOMES DISQUALIFIED, SHALL HOLD OFFICE UNTIL IMMEDIATELY AFTER THE ELECTION OF THE CHAIR/TOWN MAYOR OF THE TOWN COUNCIL AT THE NEXT ANNUAL MEETING OF THE TOWN COUNCIL.**
- h. IN AN ELECTION YEAR, IF THE CURRENT CHAIR/TOWN MAYOR OF THE TOWN COUNCIL HAS NOT BEEN RE-ELECTED AS A MEMBER OF THE TOWN COUNCIL, HE SHALL PRESIDE AT THE MEETING UNTIL A SUCCESSOR CHAIR/TOWN MAYOR OF THE TOWN COUNCIL HAS BEEN ELECTED. THE CURRENT CHAIR/TOWN MAYOR OF THE TOWN COUNCIL SHALL NOT HAVE AN ORIGINAL VOTE IN RESPECT OF THE ELECTION OF THE NEW CHAIR OF THE TOWN COUNCIL BUT MUST GIVE A CASTING VOTE IN THE CASE OF AN EQUALITY OF VOTES. A CHAIR WHO IS UP FOR RE-ELECTION AS CHAIR/TOWN MAYOR CANNOT PRESIDE OVER HIS OWN ELECTION (SEPARATE PROCEDURE).**
- i. IN AN ELECTION YEAR, IF THE CURRENT CHAIR/TOWN MAYOR OF THE TOWN COUNCIL HAS BEEN RE-ELECTED AS A MEMBER OF THE TOWN COUNCIL, HE SHALL PRESIDE AT THE MEETING UNTIL A NEW CHAIR/TOWN MAYOR OF THE TOWN COUNCIL HAS BEEN ELECTED. HE MAY EXERCISE AN ORIGINAL VOTE IN RESPECT OF THE ELECTION OF THE NEW CHAIR/TOWN MAYOR OF THE TOWN COUNCIL AND MUST GIVE A CASTING VOTE IN THE CASE OF AN EQUALITY OF VOTES. A CHAIR WHO IS UP FOR RE-ELECTION AS CHAIRMAN/TOWN MAYOR CANNOT PRESIDE OVER HIS OWN ELECTION (SEPARATE PROCEDURE).**
- j. Following the election of the Chair/Town Mayor of the Town Council and Deputy Town Mayor (if any) of the Town Council at the annual meeting of the Town Council, the business of the annual meeting shall include:**

 - i. IN AN ELECTION YEAR, DELIVERY BY THE CHAIR/TOWN MAYOR OF THE TOWN COUNCIL AND COUNCILLORS OF THEIR ACCEPTANCE OF OFFICE FORMS UNLESS THE TOWN COUNCIL RESOLVES FOR THIS TO BE DONE AT A LATER DATE.** Shanklin Town Council Members' will sign their declaration of acceptance of office in the presence of the Town Clerk RFO

before commencement of the annual Town Council meeting in an election year. **IN A YEAR WHICH IS NOT AN ELECTION YEAR, DELIVERY BY THE CHAIR/TOWN MAYOR OF THE TOWN COUNCIL OF HIS ACCEPTANCE OF OFFICE FORM UNLESS THE TOWN COUNCIL RESOLVES FOR THIS TO BE DONE AT A LATER DATE;**

And any of the following:

- ii. Confirmation if the accuracy of the minutes of the last meeting of the Town Council;
- iii. Apologies
- iv. Declarations of interest & Dispensations
- v. To elect a Deputy Town Mayor
- vi. To fix the allowance of the Town Mayor
- vii. To confirm dates and times of meetings of the Town Council
- viii. To confirm Members of committees
- ix. Register of financial and other interests
- x. Contact information
- xi. Any other matter that the Town Clerk RFO considers lawfully arisen.

6. Extraordinary meetings of the Council and committees and sub-committees

- a. **THE CHAIR OF THE TOWN COUNCIL MAY CONVENE AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL AT ANY TIME.**
- b. **IF THE CHAIR OF THE TOWN COUNCIL DOES NOT OR REFUSES TO CALL AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL WITHIN SEVEN DAYS OF HAVING BEEN REQUESTED IN WRITING TO DO SO BY TWO COUNCILLORS, ANY TWO COUNCILLORS MAY CONVENE AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL. THE PUBLIC NOTICE GIVING THE TIME, PLACE AND AGENDA FOR SUCH A MEETING MUST BE SIGNED BY THE TWO COUNCILLORS.**

- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous Resolutions

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a least 7 Councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b. When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a. Where more than two persons have been nominated for a position to be filled by the Town Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Town Council's statutory functions, powers and obligations or an issue which specifically affects the Town Council's areas or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c. The Proper Officer may, before including a (relevant) motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood, at least ten clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting and/ or, as the case may be the Councillors who have convened the meeting to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

10. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. To correct an inaccuracy in the draft minutes of a meeting;
 - ii. To move to a vote;
 - iii. To defer consideration of a motion;
 - iv. To refer a motion to a particular committee or sub-committee;
 - v. To appoint a person to preside at a meeting;
 - vi. To change the order of business on the agenda;
 - vii. To proceed to the next business on the agenda;
 - viii. To require a written report;
 - ix. To appoint a committee or sub-committee and their members;
 - x. To extend the time limits for speaking;

- xi. To exclude the press and public from a meeting in respect of confidential sensitive information which is prejudicial to the public interest;
- xii. To not hear further from a Councillor or a member of the public;
- xiii. To exclude a Councillor or member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting
- xv. **TO SUSPEND A PARTICULAR STANDING ORDER (UNLESS IT REFLECTS MANDATORY STATUTORY REQUIREMENTS);**
- xvi. To take urgent business that cannot wait until the next agenda and not considered for an extraordinary meeting at the Chair/Proper Officers discretion at the end of the meeting;
- xvii. To adjourn the meeting;
- xviii. To close a meeting.

11. Management of Information

- a. **THE COUNCIL SHALL HAVE IN PLACE AND KEEP UNDER REVIEW, TECHNICAL AND ORGANISATIONAL MEASURES TO KEEP SECURE INFORMATION (INCLUDING PERSONAL DATA) IT HOLDS IN PAPER AND ELECTRONIC FORM. SUCH ARRANGEMENTS SHALL INCLUDE DECIDING WHO HAS ACCESS TO PERSONAL DATA AND ENCRYPTION OF PERSONAL DATA.**
- b. **THE COUNCIL SHALL HAVE IN PLACE, AND KEEP UNDER REVIEW, POLICIES FOR THE RETENTION AND SAFE DESTRUCTION OF ALL INFORMATION (INCLUDING PERSONAL DATA) WHICH IT HOLDS IN PAPER AND ELECTRONIC FORM. THE COUNCIL'S RETENTION POLICY SHALL CONFIRM THE PERIOD FOR WHICH INFORMATION (INCLUDING PERSONAL DATA) SHALL BE RETAINED OR IF THIS IS NOT POSSIBLE THE CRITERIA USED TO DETERMINE THAT PERIOD (e.g., The Limitation Act 1980).**
- c. **THE AGENDA PAPERS THAT SUPPORT THE AGENDA AND THE MINUTES OF A MEETING SHALL NOT DISCLOSE OR OTHERWISE UNDERMINE CONFIDENTIAL INFORMATION OR PERSONAL DATA WITHOUT LEGAL JUSTIFICATION.**

- d. **COUNCILLORS, STAFF, THE COUNCIL'S CONTRACTORS AND AGENTS SHALL NOT DISCLOSE CONFIDENTIAL INFORMATION OR PERSONAL DATA WITHOUT LEGAL JUSTIFICATION.**

12. Draft minutes

- a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chair of this meeting does not believe that the minutes of the meeting of the (...) held on (date) in respect of (.....) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings".
- e. Shanklin Town Council shall publish minutes on the Town Council's website once they have been formally adopted.
- f. Subject to the publication of draft minutes in accordance with Standing Order 12(e) and Standing Order 20(a) and following resolution which confirms the accuracy of the minutes of a meeting the draft minutes and or recordings of the meeting for which approved minutes exist shall be destroyed, unless the Town Clerk feels it prudent to keep.

13. Code of conduct and dispensations

See also Standing Order 3(v) above.

- a. **ALL COUNCILLORS AND NON-COUNCILLORS WITH VOTING RIGHTS SHALL OBSERVE THE CODE OF CONDUCT ADOPTED BY THE TOWN COUNCIL.**
- b. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Town Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **DISPENSATION REQUESTS SHALL BE IN WRITING AND SUBMITTED TO THE PROPER OFFICER** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer OR (by a meeting of the Town Council, or committee or sub-committee for which the dispensation is required) and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought.
- g. Subject to Standing Orders 13(d) and (f) above, dispensation requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Town Council, or committee or sub-committee for which the dispensation is required].

- h. **A DISPENSATION MAY BE GRANTED IN ACCORDANCE WITH STANDING ORDER 13(d) ABOVE IF HAVING REGARD TO ALL RELEVANT CIRCUMSTANCES THE FOLLOWING APPLIES:**
- i. **WITHOUT THE DISPENSATION THE NUMBER OF PERSONS PROHIBITED FROM PARTICIPATING IN THE PARTICULAR BUSINESS WOULD BE SO GREAT A PROPORTION OF THE MEETING TRANSACTING THE BUSINESS AS TO IMPEDED THE TRANSACTION OF THE BUSINESS OR**
 - ii. **GRANTING THE DISPENSATION IS IN THE INTERESTS OF PERSONS LIVING IN THE TOWN COUNCIL'S AREA OR**
 - iii. **IT IS OTHERWISE APPROPRIATE TO GRANT A DISPENSATION.**
 - iv. Town Clerk RFO will grant a dispensation to all Cllrs' requiring one with regard to meetings discussing adoption of budgets & the setting of the precept.

14. Code of conduct complaints

- a. Upon notification by the Isle of Wight Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Town Council's code of conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Town Council.
- b. Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Town Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Town Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c. The Town Council may:
 - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is a legal requirement;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d. **UPON NOTIFICATION BY THE ISLE OF WIGHT COUNCIL THAT A COUNCILLOR OR NON-COUNCILLOR WITH VOTING RIGHTS HAS**

BREACHED THE TOWN COUNCILS CODE OF CONDUCT, THE TOWN COUNCIL SHALL CONSIDER WHAT, IF ANY, ACTION TO TAKE AGAINST HIM. SUCH ACTION EXCLUDES DISQUALIFICATION OR SUSPENSION FROM OFFICE.

15. Proper Officer

- a. The Proper Officer shall be either the (i) Town Clerk or (ii) other staff member(s) nominated by the Town Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **AT LEAST THREE CLEAR DAYS** (STC endeavours to aim for 7-10 days) **BEFORE A MEETING OF THE COUNCIL, COMMITTEE** and a sub-committee,
 - **SERVE ON COUNCILLORS BY DELIVERY OR POST AT THEIR RESIDENCES OR BY EMAIL AUTHENTICATED IN SUCH MANNER AS THE PROPER OFFICER THINKS FIT, A SIGNED SUMMONS CONFIRMING THE TIME, PLACE AND THE AGENDA (PROVIDED THE COUNCILLOR HAS CONSENTED TO SERVICE BY EMAIL), AND**
 - **PROVIDE IN A CONSPICUOUS PLACE, PUBLIC NOTICE OF THE TIME, PACE AND AGENDA (PROVIDED THAT THE PUBLIC NOTICE WITH AGENDA OF AN EXTRAORDINARY METING OF THE COUNCIL CONVENED BY COUNCILLORS IS SIGNED BY THEM.**

See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(b) above for the meaning of clear days for a meeting of a committee.
 - ii. Subject to standing order 9 include on the agenda all motions received unless a Councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
 - iii. **CONVENE A MEETING OF FULL COUNCIL FOR THE ELECTION OF A NEW CHAIR (TOWN MAYOR) OF THE COUNCIL, OCCASSIONED BY A CASUAL VACANCY IN HIS OFFICE;**
 - iv. **FACILITATE INSPECTION OF THE MINUTE BOOK BY LOCAL GOVERNMENT ELECTORS.**

- v. **RECEIVE AND RETAIN COPIES OF BYELAWS MADE BY OTHER LOCAL AUTHORITIES;**
- vi. Hold acceptance of office forms from Councillors;
- vii. Hold a copy of every Councillor's register of interests;
- viii. Assist with responding to requests made under the Freedom of Information legislation and rights exercisable under data protection legislation, on accordance with the Council's relevant policies and procedures.
- ix. Liaise as appropriate with the Council's Data Protection Officer. (if there is one.)
- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form; subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. Arrange for legal deeds to be executed; (*see also standing order 23 below*);
- xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Town Council in accordance with its financial regulations;
- xiv. Manage access to information about the Town Council via the publication scheme; and
- xv. Retain custody of the seal of the Council (if any) which shall not be used without resolution that effect. (*see also standing order 22 below*).
- xvi. Manage access to information about the Town Council via the publication scheme.
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.
- xviii. To act with delegated authority.

16. Responsible Financial Officer

- a. The Town Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Finance Officer is absent if required. For Shanklin Town Council the Town Clerk is the RFO.

17. Accounts and Accounting Statements

- a. "Proper Practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils - Practitioners Guide (Joint Panel on Accountability & Governance).
- b. All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Town Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each Town Councillor as soon as practicable quarterly statements to summarise:
 - i. The Council's receipts & payments (or income & expenditure) for each quarter;
 - ii. The Council's aggregate receipts & payments (or income & expenditure) for the year to date;
 - iii. The balances held at the end of the quarter being reported.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. Each Councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. To the Council the accounting statements for the year in the form of Section 1/2 of the annual governance and accountability return, as required by proper practices, for consideration & approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

A completed draft annual governance and accountability return shall be presented to all Councillors prior to anticipated approval by the Council. The annual governance and accountability return to the Council, which is subject to external audit, including the annual governance statement,

shall be presented to the Council for consideration and formal approval before 30th June.

18. Financial controls and procurement

See Financial Regulations for all financial controls and procurement (re-adopted February 2025.) Procurement Act 2023 is due to become law 24 February 2025.

19. Handling staff matters

- a. A matter personal to a member of that is being considered by a meeting of the Council, or staffing committee or any other relevant committee is subject to standing order 11.
- b. Subject to the Town Council's policy regarding absences from work, the Town Council's most senior member of staff shall notify the Town Mayor of the Town Council or if he is not available, the Deputy Town Mayor of absence occasioned by illness or other reason and if necessary to full Council.
- c. Subject to the Town Council's policy regarding the handling of grievance matters, the Town Council's most senior employee (or other employees) shall contact Town Mayor or his absence the Deputy Town Mayor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Town Council.
- d. Subject to the Town Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Town Mayor or Deputy Town Mayor, this shall be communicated another member of the Town Council, which shall be reported back and progressed by resolution of the Town Council.
- e. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f. The Town Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.

- g. Only persons with the line management responsibilities shall have access to staff records referred to in standing orders 19(e) and (f) above if so justified.
- h. Matters relating to staff will be dealt with under the Council's relevant policies as appropriate to the matter under consideration.

20. Responsibilities to provide information

See also Standing Order 21.

- a. **IN ACCORDANCE WITH FREEDOM OF INFORMATION LEGISLATION, THE COUNCIL SHALL PUBLISH INFORMATION IN ACCORDANCE WITH ITS PUBLICATION SCHEME AND RESPOND TO REQUESTS FOR INFORMATION HELD BY THE TOWN COUNCIL.**
- b. **THE COUNCIL SHALL PUBLISH INFORMATION IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNMENT (TRANSPARENCY REQUIREMENTS) (ENGLAND) REGULATIONS 2015.**

21. Responsibilities Under Data Protection Legislation

Town Council will follow guidance under Data Protection Legislation.

See also Standing Order 11.

22. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment or statement from the Town Council, its Councillors or staff shall be handled in accordance with the Town Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Town Council unless authorised by a resolution.
- b. **SUBJECT TO STANDING ORDER 23(a) ABOVE, ANY TWO COUNCILLORS MAY SIGN, ON BEHALF OF THE COUNCIL, ANY DEED REQUIRED BY LAW AND THE PROPER OFFICER SHALL WITNESS THEIR SIGNATURES.**

The above is applicable to a Council without a common seal.

24. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. Inspect any land and/or premises which the Town Council has a right or duty to inspect; or
 - ii. Issue orders, instructions or directions.

25. Standing Orders Generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the Town Council's standing orders to a Town Councillor as soon as possible after he has delivered his acceptance of office form & on re-adoption.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

26. Councillors

- a. All Members must observe the Code of Conduct at all times. Every Member on signing their declaration of acceptance of office agrees to undertake observance of the code. A copy of the code is in every Member's councillor pack.
- b. No Member shall behave in such a manner as to bring the Town Council into disrepute.
- c. All Councillors have a duty to declare interests at meetings as defined in the code of conduct.
- d. As a Councillor you have a responsibility to:
 - i. Attend meetings when summoned to do so; the notice to attend a Council meeting is, in law, a summons, because you have a duty to attend. If you cannot attend you must give the Town Clerk RFO your

apologies and explanation. If you fail to attend any meetings for six months, you will automatically cease to be a Councillor unless the Council approved your reason for absence before the end of the six-month period. The onus is on the Councillor to request an extension.

- ii. Consider in advance of the meeting, the agenda and any related documents which were sent to you with the summons
- iii. Take part in meetings and consider all the relevant facts and issues on matters which require a decision including the views of others expressed at the meeting
- iv. Take part in voting and respect decisions made by the majority of those present and voting
- v. Ensure with other Councillors, that the Town Council is properly managed
- vi. Represent the whole electorate, and not just those who voted for you
- vii. There are seven principles which apply to the standards of conduct of those in public life they are shown below.

THE SEVEN PRINCIPLES

SELFLESSNESS - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

INTEGRITY - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP - Holders of public office should promote and support these principles by leadership and example.

27. Political Groups

- a. Party politics should have no place in the Town Council. Town Councillors are there to serve their electorate as members of the community, and should not be side-tracked by party political issues. Party politics encroaching on Town Council meetings and issues will not be tolerated by the Town Council as a whole.

28. The Annual Town Meeting

- a. This is a meeting of all the local government electors for the Town it is not a meeting of the Town Council.
- b. **THE ANNUAL TOWN MEETING HAS TO BE CALLED BY LAW BETWEEN MARCH 1st AND JUNE 1st (INCLUSIVE) ONCE A YEAR. IT MUST NOT BE HELD BEFORE 18.00. IT MAY BE CALLED EITHER BY: THE TOWN MAYOR, TWO TOWN COUNCILLORS, SIX TOWN ELECTORS.**

29. Respect

- a. Councillors & Staff are expected to treat each other with respect at all times in and out of meetings.
- b. Bullying and or harassment of any persons will not be tolerated by the Town Council and any necessary action will be taken. (see the Councils Policies on Bullying & Harassment and Member & Officer Protocol).
- c. The Town Council has signed up to the Civility & Respect Pledge.

30. Standing Orders to be given to Members

- a. A copy of these standing orders shall be given to each member by the Town Clerk upon delivery to her of the member's declaration of acceptance of office and when changes are made and adopted.
- b. The ruling of the Chair as to the construction or application of any of these standing orders, or as to any proceedings of the Town Council,

shall not be challenged at any meeting of the Town Council or any of its Committees, Sub-Committees or Working Parities.

- c. These standing orders were reviewed and adopted by Shanklin Town Council at its meeting in February 2025. and in so doing Members agree to abide by them.

Jon and I had a meeting with an IWC officer regarding big mead play equipment

IWC Officer suggested the best way forward was to refund us our £9600 pounds we paid towards the equipment that never materialised

IWC will pay all the monies for the installation of new play equipment at big mead which is similar to what Jon sourced for them last year

The £9600 refunded will go back into town improvements. We have asked for information & quotes on swings and a piece of gym equipment

The officer agreed to cut back shrubbery etc at tower cottage paving the way (excuse the pun) for it to be tarmacked & possibly installing a picnic bench in the future.