



FRESHWATER PARISH COUNCIL
Parish Office 01983 752000

**MINUTES OF A MEETING OF THE FRESHWATER PARISH COUNCIL HELD ON
TUESDAY 7th JUNE 2022 AT 7.14 PM IN THE COUNCIL CHAMBER, MEMORIAL
HALL, FRESHWATER**

PRESENT: Councillors: D James (Chairman) A Bamford, C Bray, G Cameron, E Cox, C Jarman, G Kennett, J Medland, B Hinton MBE, L Becker, K Fosbury, and N Thomas

Members of the public: None

Clerk: H Rowell

The Chairman expressed his thanks to the Parish Staff for their work on the recent Jubilee event, which was well attended and a great success. This was endorsed unanimously by all councillors.

1. APOLOGIES

Councillors D Hicklin and B Hobbs

**2. TO AGREE THE MINUTES OF THE FRESHWATER PARISH COUNCIL
MEETING HELD ON THE 3rd MAY 2022 AND THE ANNUAL MEETING OF THE
PARISH COUNCIL HELD ON THE 17th MAY 2022.**

The minutes of the meeting held on 3rd May (having been circulated) were agreed (GC /EC/).

**3. TO INVITE COUNCILLORS TO DECLARE AN INTEREST IN MATTERS ON
THE AGENDA.**

None.

**4. TO RECEIVE QUESTIONS ON THE AGENDA FROM MEMBERS OF THE
PUBLIC (UP TO 15 MINUTES).**

None.

**5. TO ACCEPT WRITTEN REPORTS FROM FRESHWATER WARD
COUNCILLORS.**

Reports received see Appendix 1. Cllr Spink sent his apologies for the meeting.

6. CLERK'S REPORT (CIRCULATED TO COUNCILLORS)

Jubilee Celebrations

The Parish assets have been adorned with bunting. Friends of Freshwater Library were really pleased. The event on Jubilee Field on Friday 3rd June was incredibly well attended and we have received lots of positive comments both in person and via social media.

£1879.60 was taken on the gate. £2011.80 will go to the local food bank, this is made up half the gate monies received (£939.80), plus £200 for pitch fees and £872.00 from the bouncy castles

We are still awaiting all the invoices but expect the expenses for the event to be about £9824.00, less sponsorship of £1270.00 leaving a total cost of £8554.00N. Not all raffle prizes have been claimed yet.

Tour of Britain

I met with the team who are leading on community engagement for this event. The final stage of the race will start at Ryde and end at the Needles. There is encouragement for business to support the event with locally cycle themed displays etc. Promotional materials will be available soon. There will also be an island wide Land Art Competition.



7. **CORRESPONDENCE** Noted.

8. **TO AGREE ACCOUNTS FOR PAYMENT -LIST CIRCULATED TO COUNCILLORS FOR INFORMATION** Payments (having been circulated) were agreed (CB/EC)– see appendix 2.

9. WEST WIGHT HERITAGE CENTRE UPDATE – CLLR MEDLAND

Adrian Harris sent apologies for the meeting. Some funding has been raised by the Centre so it was agreed that they can submit a Large Grants Application for £5k for the financial year 2022/23.

10. FINANCE AND GOVERNANCE REPORT WEST WIGHT HERITAGE CENTRE – CLLR BAMFORD

Beginning of the Financial Year: Cllrs Bamford and Thomas met with the Parish Finance Office in May to look where we are now, with our reduced budget, that was set on last year's expenditure. We will continue to meet with the Finance team monthly to closely monitor expenditure, and this will take place on the Wednesday morning after the main meeting. Cllr Thomas raised the importance of Income Generation.

Christmas Committee: The changing of the name of this committee to Celebrations was discussed, as the money allocated was agreed by the full council for the annual cost for the village lights that are put up to brighten the village at Christmas. As there is no other allocated money our recommendation is that costings for any other projects, within that remit, will need to find outside funding through grants etc. Our finance officer is happy to give guidance on this.

Safe Swim Zone Colwell Project: We have a budget of £2,500 and sponsorship of £1,500 from The Hut. The cost of Option 2 as agreed is £4116.95. This leaves us £116.95 short.

Gift to Nature: Cllrs Bamford and Thomas are arranging to see Graham Biss, over the next couple of weeks, about the costings of Gift to Nature and to compare with the contribution that other parish and town councils make towards the work that they do.

Jubilee Celebration Project Costs: The agreed allocation was £10,000 and with the hard work of the team they have managed to raise £2000 in sponsorship to make the overall cost to the parish of £8,000.

11. PROPOSAL TO INCREASE REGULARITY OF THE FINANCE AND GOVERNANCE COMMITTEE – CLLR THOMAS.

Cllr Thomas proposed increasing the meetings to bi-monthly, this was agreed unanimously, and the next meeting will be on the 21st June 2022, after the Planning Meeting. An updated list will be sent to Councillors.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – RFO

The following email has been received by the Clerk from the Finance Officer in respect of this year's Audit.

Dear Heather,

I have completed the figures for Year End and completed the Agar figures. As you know when I did last year's accounts, I found the balance brought forward figure was incorrect. I have done a lot of research into the problem and found errors going back over many years.

The problems/errors come from accruals, so this is only picked up at Year End as we don't do accrual accounting on a monthly basis. They come from Invoices/bills/credit notes that were entered twice or against the wrong suppliers but never removed at the time. These were never paid, or money received as they were input in error. When I took up the role as Finance Officer our Accounts had not been closed from previous years so any adjustments made that may have affected previous years would not have been flagged up by the system.

I have now removed all of these historical problems, shut down the previous years and am completely happy with our set of accounts. We cannot change the brought forward figure, but we have overstated our other expenses by £757.17p in previous years which means the brought forward figure is incorrect. I have spoken to our new auditor Maxine Warr who agrees to my proposal to resolve the problem. I would like to propose that we adjust All Other Payments by £757.17p on the Agar form. This will then ensure that the Balance brought forward for next year's accounts will be correct. This is an adjustment of less than 1% of All Other Payments (0.3%).

Regards

Paul Blackley

Finance Officer – Freshwater Parish Council

It was agreed unanimously that this explanation would be submitted as part of this year's return. (CB/JM).

13. LARGE GRANTS APPLICATION APPROVAL PROCESS – CLLR THOMAS

The application process for grants over £1000.00 was approved and will be put in place immediately.

14. CELEBRATIONS COMMITTEE - CLLR COX

It was agreed that this committee would be known as the Events Committee in future with a remit that wasn't limited to Christmas.

Cllrs Bray and Cox resigned from this committee. Cllrs Jarman, Fosbury and Hinton MBE were elected to the newly named committee with the wider responsibility, joining Cllr Becker (existing member). Cllr Jarman was elected as Chairman.

15. IWALC REPORT – CLLR BAMFORD

The report from the IWALC Executive Meeting on the 26th May 2022 was received.

16. LGA PEER REVIEW OF THE IWC PLANNING SERVICE – CLLR HICKLIN

This item was deferred to the next meeting in Cllr Hicklin's absence.

17. PARISH COUNCIL ADVERTISING POLICY – CLLR JAMES

The following Advertising Policy was agreed to be adopted by the Parish Council (EC/CJ)

1. All advertising displayed by Freshwater Parish Council, or on its land, must have deemed consent under the Town and Country Planning (Control of Advertisements) Regulations 2007 (or later regulations), or obtain advertising consent in advance from the Isle of Wight Council with the full cost of the advertising consent application to be met by the advertiser.

2. Before an advertisement is displayed by Freshwater Parish Council, or on its land, the dimensions, design and content of the advertisement must be approved by the Parish Council or ratified if a decision is needed before the next meeting of the Parish Council. The proposed advertisement must appear on the agenda for the meeting in question, with the agenda circulated in advance of the meeting to local residents.

Cllr James was nominated as the Advertising Lead to ensure compliance. This proposal seconded and agreed unanimously.

18. ALLOTMENTS UPDATE – CLLR BRAY

An allotment inspection has taken place and letters are being sent to 6 allotment holders raising concerns about their plots. There are currently 22 people on the waiting list for an allotment.

19. SUPPORT FOR UKRAINIAN PEOPLE IN THE WEST WIGHT - CLLR JARMAN

It was proposed that the Parish Council could provide support by collecting items for a welcome box of local and useful items. A collection point could be the Memorial Hall and Cllr Jarman will provide what would be helpful for people arriving in the West Wight.

20. WEST WIGHT FOOD PANTRY PROPOSAL – CLLR THOMAS

This currently an idea which is being explored.

“ Since the Isle of Wight Foodbank was established in 2011 more than 28,000 adults and 18,000 children have received a three-day emergency food parcel” Source Isle of Wight Foodbank.

Aims: The Aims of a Community Supermarket would be to tackle the ongoing issue of Surplus Food and the dramatic rise of Food Poverty in the UK. Food insecurity is extremely prevalent due to the Universal Credit cuts of 2021 which affected Adults, Families and Pensioners. With the uncertainty around whether there will be a reduction of Fuels bills this year more and more people are having to make the heart-breaking decision of whether they should Eat or stay warm.

June update – We have now all been exposed to the dramatic cost of living increases which are putting ever more pressure on the family finances which is proving this incentive is needed more than ever before.

Why is this important?

Although Poverty is not a defined Adverse Childhood Experience it is a driving factor towards these experiences happening. Children and young people are being exposed to traumatic situations where a parent might have to skip food so they can eat, or they may be living in a situation where they may not have food in the cupboard. If Children and Young people grow up in these situations of trauma then there is a greater chance, they may end up having longer term health problems or mental health problems connected to the Childhood Trauma.

Chosen Pantry Model:

The Freshwater/West Wight Pantry would come under the Connect4communities umbrella which is part of the Isle of Wight Council's approach to give all Island residents the chance to access a

Community Pantry.

The Isle of Wight Council have received Government funding for the Connect4communities project. I have been communicating with Laura Hales and Cllr, Debbie Andre.

Current Isle of Wight Community Pantries:

On Tuesday 31st May 2022, I went along to visit the 1st official pantry on the Island which is based in East Cowes. I had a great conversation with Jane who is responsible for the Pantry. I was also able to take several

What is the difference between a Food Bank vs Food Pantry?

A Food Bank operates via the Trussell Trust for those who may be experiencing severe hardship or financial crisis. It is done via a voucher scheme and there is a cap on how many vouchers can be issued in a year per individual.

A Food Pantry operates independently of Trussell Trust. The Pantries on the Island come under Connect4Communities.

A Pantry works on a weekly membership scheme of £5 and members are then allowed 10 items to the value of £15. A Pantry stocks fresh, ambient, frozen items whereas a Food bank stocks just ambient dry goods.

How does a Food Pantry make an income?

If we were to follow the Local Pantry model, we would receive income via the membership scheme. We would also receive income by the profits raised by the sale of food. Depending on the location of the community shop income could be received by training, advice on cooking and any other services. We could potentially receive other grants/sources of income if we were to work/support young people and families.

I have spoken with Jane from East Cowes and connected also with Baby Box who are leading Ventnor's pantry who have said they are still learning how and what they can do to ensure the long-term financial stability of the projects. It has been incredibly important that I network and connect with other pantries on the Island.

How do we get the stock/food?

I have been speaking to James – Network Manager from Your Local Pantry Network, he explained that the current island wide issue is getting surplus stock from the mainland. He has been in contact with Fare share to see if there is a way to reduce the transportation costs from the Mainland to the Island. In the meeting I had with Jane I also asked the question regarding Fare share. She believes **connect4communities** are trying to work with Fare share and Red Funnel at finding out a way to reduce costs from the mainland. Stock would then be distributed across the island to the pantries there.

How could we move forward?

Over the last couple of months, I have been working with Sally from the Timebank, Faith from Junk Food Project and Adam Tucker to work out a way forward. The first issue was trying to find a potential venue to host the pantry. I have been successful thanks to working with Sally that the Freshwater Village Hall has been offered to hold the Pantry for free as the local church mentioned this such incentive is for the community.

I am due to meet Robin tomorrow 07/06/2022 to view the Village Hall. I am also in process of reconnecting with Laura Hales from Connect4communities at IOW Council to determine the next stages of the project. Sally also said once the days are set up, she is more than happy to ask her Timebank volunteers to support the pantry with its operations.

How do I want to involve Freshwater Parish Council?

I firstly would like the Parish Councils full support with this project. I am more than happy to continue to lead this project moving forward.

I want to see if this incentive would be permitted to be run and led by Freshwater Parish Council. I believe it has a good opportunity to change people's opinions of what we do as a Council. It will also hopefully show we are there to support our community.

It was agreed to pursue a way to take this forward.

21. STRATEGY GROUP DRAFT TERMS OF REFERENCE – CLLR BECKER

It was agreed to adopt the Terms of Reference with 1 abstention and to take any proposed amendments to the next Strategy Group Meeting.

22. PARISH COUNCIL POLICY DOCUMENTS REVIEW UPDATE – CLLR COX

The FPC accepted that our policies and procedures needed reviewing at the Full FPC meeting in April 2022. It was proposed by the Chairman and agreed by the Full FPC that I would undertake this review alongside the Clerk.

The Clerk and I have looked at our existing policies and procedures and we believe that the FPC is not as robust as it could be and the Clerk has contacted and discussed with colleagues on how to improve this situation on behalf of the PC. The Clerk has suggested, and I have agreed that we use the East Cowes Town Council as an example of best practice. In line with this agreement, I would like to offer the following for consideration by the Full Parish Council.

FPC considers and adopts either in full form or with amendments any and all of the following documents as currently used by the East Cowes Town Council. Please note that where we already have a policy or procedure in place FPC may consider, comparing and reviewing our document to ensure that it is fully robust against those used by the East Cowes Town Council or template documents as suggested by IWALC (Isle of Wight Association of Local Councils) or NALC (National Association of Local Councils). Any alternative source would be considered if suggested by any Councillor or the Clerk.

I have listed all documents on the East Cowes Town Council website to ensure full clarity and transparency for Councillors.

Committee Terms of Reference

Planning Committee

Human Resources Committee (we have the Staffing Committee)

Facilities, Projects and Events Committee

(We will need to add terms of reference for all of our committees).

Policy and Procedure Documents

CCTV Policy 2022

Code of Conduct 2022

Communications and Media Policy 2021

Complaints Procedure 2021

Dignity at Work Policy 2021

Disciplinary Procedure 2021

Dispensation Policy 2022

Disposal of Documents 2022 Appendix A

Disposal of Documents Policy 2022

Environment & Climate Change Policy

Equality & Diversity 2021

Freedom of Information Policy 2021

Grant Application Form

Grants Policy 2022

Grievance Procedure 2021

Health & Safety Policy 2022

Information Data Protection Policy 2022

Internal Audit Key Controls Policy

Lone Working Policy 2021
Publication Scheme 2022
Recording, Photographing and Use of Social Media Policy 2021
Removable Media Policy 2022
Retention of Documents Policy 2022
Risk Management Policy 2021
Training and Development Policy 2021
Transparency Code 2022
Vexatious Complaints Policy 2021
Volunteer Policy 2021
Website Accessibility Statement

Standing Orders and Financial Regulations

Standing Orders
Financial Regulations

As you can see the list of documents seems comprehensive however should Councillors wish to add any additional documents to the list it would be by agreement with the FPC. Given the undertaking is much larger than I originally understood, I would like to suggest that those documents relating to specific committees be reviewed by those committees and brought to the Full Council for agreement on any amendments and to be ratified where necessary.

In the instance of the Standing Orders and Financial Regulations those are currently being reviewed by the Full Council and so will not need to be further reviewed this year. They are also required to be reviewed annually under the Standing Orders.

Councillors will also have noticed that many of the East Cowes Town Council documents have been reviewed in the last 2 years and again I would suggest that Councillors review all documents bi-annually to ensure they remain robust and as up-to-date as possible. I would suggest initially we split this by updating/adopting all documents this year, then review half next year. The second half the following year. This would alleviate the pressure for the following bi-annual reviews in subsequent years. I would further recommend to the Full Council that all Committees add to their Terms of Reference an annual review of those references following the FPC Annual meeting, at their first subsequent committee meeting. The responsibility of maintaining documents to ensure that they comply with legislation remains with the Clerk.

It was agreed to contact a couple of additional Town/Parish Councils for comparison purposes.

23. YHAC REPORT – CLLR JAMES

The report was received and noted.

24. AGREE THE DISPOSITION OF THE BEACONS FOLLOWING THE JUBILEE CELEBRATIONS – CLLR JARMAN

The beacons have been disassembled and Cllr Jarman has agreed to store them. It was agreed that they could be used for other identified events in the future.

25. TO AGREE PROPOSED FUTURE AGENDA ITEMS FROM COUNCILLORS

- Lady of Shallot
- Review the use of Stroud Field
- Dog bins

The meeting closed at 9.34pm.

DRAFT



Freshwater Parish Council

Transaction Detail by Account

May 2022

DATE	ACCOUNT	AMOUNT
Administration Expenses		
Admin, Training & Office Costs		
	Bookkeeping	£32.00
	Communications	£63.79
	IT	£14.92
	Office Rent	£1,056.42
Total for Admin, Training & Office Costs		£1,167.13
Other Administration Expenses		
	Bank charges	£10.00
	Just Ask	
	Just Ask Other Costs	£581.95
Total for Just Ask		£581.95
Total for Other Administration Expenses		£591.95
	Staff Salaries	£9,202.45
Total for Administration Expenses		£10,961.53
	Bad debts	£ -37.75
Grants & Projects		
	Grants	
	Current Grants	
	Community Connector	£16.95
	Heritage Centre	£120.95
Total for Current Grants		£137.90
Total for Grants		£137.90
Total for Grants & Projects		£137.90
Memorial Hall Expenses		
	MHALCo Precept	£4,797.50
Total for Memorial Hall Expenses		£4,797.50
Services Expenses		
	Events	
	Platinum Jubilee Event	£2,836.00
Total for Events		£2,836.00
	Freshwater Bay Boat Park	£25.00
Land Management & Trees		
	Committed Contracts	£2,050.17
	Jubilee Field	£19.98
	Land Management	£23.98
Total for Land Management & Trees		£2,094.13
	Library	
	Library General Costs	£803.61
Total for Library		£803.61
	Motor vehicle Expenditure	£83.97
	Old Ambulance Station	£158.25
	Parish Facilities Officer	£1,021.46
	Public Toilets	£1,738.64
	Tools & Equipment	£20.53
Total for Services Expenses		£8,781.59
	Unapplied Cash Bill Payment Expense	£0.00
Youth Expenses		
	Skatepark & MUGA	
	Skatepark Expenses	£210.01



Freshwater Parish Council

Transaction Detail by Account
May 2022

DATE	ACCOUNT	AMOUNT
	Total for Skatepark & MUGA	£210.01
	Total for Youth Expenses	£210.01