



# DRAFT MINUTES OF A MEETING OF VENTNOR TOWN COUNCIL

GREEN ROOM, SALISBURY GARDENS

7PM

09 DECEMBER 2024

Members present:-

Councillors: Steve Cooper (Chair), Steph Toogood, James Toogood, John Watkins, Dave Logan, Mark Jefferies, Ian Bond, Linda Jefferies, Julie Hutchison

Also present:- Katherine Baldwin (Clerk), Morgan Williams (Policy, Projects and Premises Officer), Catherine Hammond (Business and Voluntary Sector Officer)

## MINUTE SUBJECT

### 85/24 PUBLIC FORUM

There were 3 members of the public present.

There was an enquiry about a parking bay outside Tintos. The Town Clerk updated that the request had gone to Island Roads who would add it to the Priority Register. There was an enquiry about signage for the Esplanade. The Policy, Projects and Premises Officer had been in contact with Island Roads to progress this matter. There was a comment about a post put on Facebook about cancelling the event at Spring Hill on 7 December which was interpreted as the whole event being cancelled and not just the lighting of the tree.

### 86/24 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Steve Milford and Cllr Sam Smith.

### 87/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest received at this time.

### 88/24 MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 14<sup>th</sup> October 2024 having been previously circulated were taken as read:

**It was proposed by Cllr Mark Jefferies, seconded by Cllr Steph Toogood and unanimously resolved to:**

Accept Minutes of the Town Council meeting of 14<sup>th</sup> October 2024.

The Minutes of the: -

- Environment and Transport Committee 7 October 2024
- Planning Committee 15 October 2024
- Buildings Maintenance Committee 16 October 2024
- Business and Community Committee 17 October 2024
- Environment and Transport Committee 4 November 2024
- Policy and Resources Committee 11 November 2024
- Planning Committee 13 November 2024

are for information only.

### 89/24 TOWN CLERK'S REPORT

The Town Clerk gave an overview of the new opening hours for the Ventnor Town Council Office at Salisbury Gardens.

Cllr Logan asked whether the Graben would be shut following the reopening of Leesson Road. The Town Clerk would make further enquiries as to any planned road closures.

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**90/24 FINANCE REPORT**

Cllr Dave Logan sought clarity regarding the Wallgate contract. The Town Clerk explained the reimbursement system.

**It was proposed by Councillor Linda Jefferies, seconded by Councillor Dave Logan, and unanimously resolved to:**

Accept the Finance Report.

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**91/24 INTERIM AUDIT REPORT**

The Interim Audit Report dated November 2024 was received and noted.

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**92/24 NALC MEMBER/OFFICER PROTOCOL**

Cllr Ian Bond explained the importance of the interaction between Councillors and Staff including recognising their respective roles.

Cllr Steve Cooper explained that the Councillors are strategic leaders with the Officers having an operational role.

**It was proposed by Councillor Julie Hutchison, seconded by Councillor Ian Bond, and unanimously resolved to:**

Adopt the model Councillor-Officer Protocol (NALC).

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**93/24 VENTNOR TOWN COUNCIL ACCOUNT SIGNATORIES**

The Town Clerk explained that the previous RFO needed to be removed and replaced with the Town Clerk/RFO. As the Town Clerk and RFO posts are joint, the Town Clerk suggested that the Assistant Town Clerk is removed and replaced with the Policy, Projects and Premises Officer to ensure that there are two officers as signatories.

**It was proposed by Councillor Mark Jefferies, seconded by Councillor Ian Bond, and unanimously resolved to:**

Approve the appointment of Katherine Burden and Morgan Williams as signatories to the Ventnor Town Council Bank Account and remove Gareth Hughes and the Assistant Town Clerk.

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**94/24 2025 TOWN COUNCIL AND COMMITTEE MEETING DATES**

The Town Clerk explained the rationale behind the suggested dates for the Town Council meetings in 2025. The Town Clerk suggested that meetings could be held in August and December rather than July, September and November. Cllr Logan suggested that the July meeting could be kept as it would allow any new Councillors to settle in after the election in May.

**It was agreed by a vote of 7 in favour:**

To approve the dates suggested by the Town Clerk for 2025 with July, September and November removed and replaced with August and December meetings for the Town Council meetings.

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**95/24 DATE OF NEXT MEETING**

Monday 10<sup>th</sup> February 2025 at 7pm.

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The meeting closed at 7.28pm

SIGNED BY THE MAYOR

DATE

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