



# MINUTES OF A MEETING OF THE BUSINESS AND COMMUNITY COMMITTEE

GREEN ROOM, SALISBURY GARDENS 10AM

10 SEPTEMBER 2025

Members present:-

Councillors: Steph Toogood (Chair), James Toogood & John Watkins

Assistant Town Clerk: Alison Killick. Town Clerk Shelley Scothorne attended remotely.

VTC Officers: Catherine Hammond, Jordan Royle.

MINUTE	SUBJECT	DRAFT
40/25	<b>PUBLIC FORUM</b>	
	There were three members of the public present, including Cllr Ernie Polak-Harvey.	
41/25	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence received from Cllrs Linda Jefferies & Brayden Gibbins.	
42/25	<b>DECLARATIONS OF INTEREST</b>	
	Cllr John Watkins declared an interest in Items 5 & 13 on the Agenda.	
43/25	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 9 JULY 2025</b>	
	The Minutes of the Business and Community Committee meeting of 9 July 2025 - having been previously circulated to Members - were taken as read.	
	<b>It was unanimously resolved to:</b>	
	Accept the minutes of the Business and Community Committee meeting of 9 July 2025.	
44/25	<b>COMMUNITY RIGHT TO BID</b>	
	Town Clerk Shelley Scothorne introduced this agenda item and as per Town Council meeting minutes of 11 August 2025, has written to the Isle of Wight Council.	
	Cllr Steph Toogood attended a meeting held by the Isle of Wight Council. Although there was much frustration amongst attendees, County Councillor Ed Blake kept the meeting calm and concise.	
	The next meeting will take place in approximately 2 months.	
45/25	<b>BABYBOX/FOODBANK/PANTRY – PROPOSED ROOM RENTAL AGREEMENT</b>	
	Officer Catherine Hammond introduced this agenda item.	
	To obtain relevant grants, BabyBox/Foodbank/Pantry need to have a permanent address. However, it should be noted that BabyBox Isle of Wight is already registered at Ventnor Town Council's office address at Salisbury Gardens – used for correspondence like bank statements/mobile phone bills, etc.	
	There is confusion as to exactly what they require, with the suggestion of a filing cabinet in LG1 room, and the room being available to them for 3hrs on Fridays.	
	Catherine Hammond suggests a meeting be arranged with Joyce Milford, Melissa, Marzena and Cllr Steve Milford, together with the Town Clerk to establish exactly what is needed.	
	Another solution is for room LG1 to be used as their permanent address, without the additional need to take up space/time in the office.	
	The discussions were positive, with all agreeing to establish an acceptable agreement for everyone involved.	

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#### 46/25 COMMUNITY COLLABORATIVE FORUM

Chair Steph Toogood introduced this Agenda item.

The aim is to agree on the creation of a Community Collaborative Forum, to support businesses, groups and voluntary organisations in a fair and equitable manner, with the Town Council acting as facilitators, offering support and co-ordination.

**It was unanimously resolved to:**

- Proceed with consultation
  - Agree on sample spread and consultation approach
  - Draft forum Terms of Reference and scheduling framework
  - Prepare for October launch, including communication and logistics.
  - Take to full Town Council meeting for approval.
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#### 47/25 SUPPORT-IN-KIND POLICY

The Town Clerk gave an overview of the Support-in-Kind policy and explained that it would be provided to organisations seeking support from Ventnor Town Council.

The policy will include an Appendix on small grants, informing organisations that they could partner with Ventnor Town Council on external grant applications.

A Word version of the draft policy was written in July 2025.

**It was agreed that:**

The Officers review and amend the existing draft Support-in-Kind policy as required, bringing it back to this Committee for agreement before taking it to the Policy and Resources Committee for scrutiny and final agreement.

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#### 48/25 COMMUNITY ENGAGEMENT - UPDATE

The Town Clerk introduced this agenda item, reporting that she met with the Chair of the Carnival Committee early in August 2025 to discuss and review the current relationship between the Town Council and the Carnival.

Ventnor Carnival had an exceptionally good year coming First Place at many carnivals.

A follow-up meeting will be held to take key learning forward and explore opportunities for improved collaboration, with the Town Clerk and Officer Catherine Hammond in attendance.

Catherine Hammond mentioned that she and the Assistant Town Clerk Alison Killick attended an online meeting re allotments.

Bonchurch Open Gardens event this year was very successful.

Steph reported that the Cricket Club have amazing facilities and they are keen to partner with the town council on future activities.

Catherine has been invited to Ventnor's Rugby Club, to provide support.

The Wellbeing Café have had 10 new members over the last couple of months.

Cllr John Watkins wants cohesive acknowledgement of when staff are working on community events/support-in-kind projects with community groups, with a request that staff keep a track of their hours worked when providing assistance.

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#### 49/25 SUMMER 2026 EVENTS

Chair Steph Toogood introduced this Agenda item.

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The provisional date of Sunday 28<sup>th</sup> June 2026 has been suggested for Ventnor Summer Festival.

However, before this date is agreed – if the event is to continue to be successful - it is essential that more Councillors provide support – both before and during the event.

To allow for Councillors' discussions around the event, a paper will be submitted as a private & confidential item at the full Town Council meeting on 13 October.

Ventnor Day – organised by the traders and separate from Ventnor Summer Festival – is proposed for Saturday 27<sup>th</sup> June.

There was also a discussion around uploading a calendar of community events for the coming year onto the Town Council's website.

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#### 50/25 COMMUNITY ALL-YEAR-ROUND QUESTIONNAIRE

Chair Steph Toogood introduced this item, with the Town Clerk providing greater detail.

The purpose of this agenda item is to agree on the creation and distribution of a year-round questionnaire for gathering feedback from both residents and visitors, accessible digitally via a QR code and in physical formats to ensure inclusivity for those without internet or mobile devices.

Cllr John Watkins stated that the questionnaire should not be anonymous.

Collection of the information will be useful when applying for grants.

The questionnaire's purpose is for long-term projects/ideas and to not be used for urgent subjects.

**It was unanimously agreed in principle, to:**

- proceed with questionnaire development
- provide draft of question set (to be reviewed by full Council)
- generate a QR code and design promotional material
- print and distribute paper copies and QR posters

Once agreed by this Committee, take to full Council for approval

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#### 51/25 WALKING FESTIVAL (OCTOBER)

Officer Catherine Hammond introduced this Agenda item.

On the 7<sup>th</sup> and 10<sup>th</sup> of October at 10:00am, there are two walks in and around Ventnor promoting the Armada trail.

The Armada trail is now live on the Visit Isle of Wight website, and being interactive, it can be accessed via mobile phones, etc.

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#### 52/25 REMEMBRANCE SERVICES (NOVEMBER)

Ventnor Town Council, in partnership with the Royal British Legion and St Catherine's Church, has successfully delivered Remembrance Sunday services in previous years.

After the initial planning meeting for this year's event:

**It was agreed that:**

The proposed plans for Remembrance Sunday Service on 9 November 2025 be noted

Support continues to co-ordinate with partner organisations to ensure a respectful and inclusive event.

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#### 53/25 WELLBEING CAFÉ

The Town Clerk introduced this agenda item.

The Committee acknowledge just how important the Wellbeing Café is.

To ensure continuity of the group - in the case of holiday or sickness absence - support for staff member Terri Expositio who runs the Café should be urgently addressed.

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Cllr John Watkins is happy to assist where possible - particularly on Fridays - but due to work commitments his time is limited on other days of the week when the Wellbeing Café convenes.

Cllr James Toogood has offered his assistance, as and when required.

It should be noted however that a volunteer cannot cover the role of a paid member of staff, but they can assist whilst the staff member is present.

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**54/25 BELGRAVE ROAD – UPDATE**

Cllr Steph Toogood confirmed that the Isle of Wight Council are confident the rock will be cleared in October.

Not only will this mean easier access to residents of Belgrave Road and other local people and visitors, but also that the Parade for Remembrance Sunday – lead by Wight Diamonds band – can go ahead via this route to Ventnor Park and the cenotaph.

Should the rock not be cleared in time for Remembrance Sunday, there will be no Parade lead by Wight Diamonds band, with residents requested to make their own way to the cenotaph.

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**55/25 DATE OF NEXT MEETING**

Wednesday 12 November 2025 at 10am.

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The meeting closed at 11:20am

SIGNED BY THE CHAIR

DATE

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