

# COWES TOWN COUNCIL

Council Chamber:-The Drawing Room  
Northwood House  
Cowes

Twinned with Deauville – France  
Friendship links with  
Bulls – New Zealand  
And Cowes - Australia



Town Mayor  
Councillor David Jones

All communications to:-  
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3 May 2016

You are hereby summoned to attend the Annual Meeting of COWES TOWN COUNCIL to be held in the **Drawing Room, Northwood House, Cowes** on **Tuesday 10 May 2016 at 7pm** to consider the following matters set out in the Agenda.

*D. Faulkner*  
Debbie Faulkner  
Town Clerk

## AGENDA

1. To elect a Town Mayor and to receive the Declaration of Acceptance of Office.
2. To elect a Deputy Town Mayor and to receive the Declaration of Acceptance of Office.
3. To receive any apologies for absence.
4. Declarations of Pecuniary and Non-Pecuniary Interest.
  - a) To receive Members Declarations of Interest on items on the agenda.
  - b) To receive, consider and grant, as appropriate, any written requests for dispensation for disclosable pecuniary interests.
5. To appoint representatives to the following Committees:  
**(The Town Mayor & Deputy Town mayor are 'ex officio' members on all Committees)**
  - a) Planning & Licensing Committee (6)
  - b) Projects Committee (6)
  - c) Finance, Acquisitions & Staffing Committee (6)
6. To consider appointing representatives to the following outside bodies:
  - a) Age Friendly Island Project (1) plus Deputy
  - b) Community Waste Forum (1) plus Deputy
  - c) Cowes Business Association (1) plus Deputy

- d) Cowes Deauville Twinning Association (1) plus Deputy
- e) Cowes Harbour Commission Advisory Group (1) plus Deputy
- f) Destination Cowes (2)
- g) Gateway Cowes (1)
- h) Good Neighbour Volunteer Group (1) plus Deputy
- i) Fireworks Committee – Cowes Week Ltd (2)
- j) Highways PFI District One (2)
- k) Isle of Wight Association of Local Councils Executive Committee (1) plus Deputy
- l) Medina Valley Area Action Plan Group (2)
- m) Member Auditor – Town Council Accounts (1)
- n) Northwood House Charitable Trust Co Ltd – Park Sub Committee (1) plus Deputy
- o) ORP Blyskawica 75<sup>th</sup> Anniversary Steering Group (1) plus Deputy
- p) Shoreside Committee – Cowes Week Ltd (1) plus Deputy
- q) Tree Wardens (2)
- r) Wight in Bloom – Steering Group (1)

7. Annual Reviews. **(For consideration & decision).**

- a) To review and approve Standing Orders.
- b) To review and approve Financial Regulations.
- c) To review and approve the Code of Conduct.
- d) To review and approve Policies, Procedures and Risk Assessments:
  - (i) Complaints Procedure
  - (ii) Complaints procedure for complaints against members
  - (iii) Equality & Diversity Policy
  - (iv) Internal Grievance Procedure
  - (v) Freedom of Information under the model publication scheme
  - (vi) Risk Management
  - (vii) Health & Safety Policy
  - (viii) Risk Assessment – Insurance
  - (ix) Risk Assessment - Office
  - (x) Risk Assessment – ORP Grom Plaque

8. To receive details of the following: **(For consideration and noting)**

- a) Dates of Council & Committee Meetings 2016 / 2017
- b) Members' attendances at Council & Committee meetings 2015 / 2016.

9. To receive a report from the local Safer Neighbourhood Officer, plus an opportunity to discuss local policing priorities.

10. To approve as a correct record and sign the Minutes of the Meeting held on 7 April 2016.

11. To receive questions from members of the public.

12. To receive reports from Isle of Wight Councillors.

13. Reports of Committees and Meetings: **(To receive any reports and minutes from meetings and to approve any accompanying recommendations)**
- a) Planning & Licensing Committee – 6 April 2016 & 28 April 2016
  - b) IWALC & IW Council – 7 April 2016
  - c) Supporters of Cowes Library – 11 April 2016
  - d) Northwood Park Sub Committee – 12 April 2016
  - e) Amey Community Waste Forum – 18 April 2016
  - f) Projects Committee – 19 April 2016
  - g) Finance, Acquisitions & Staffing Committee – 21 April 2016
14. Miscellaneous items submitted by Councillors: **(For notification, consideration and decision)**
- a) Staffing at Cowes Library – Councillor Jones.
15. Miscellaneous items submitted by the Town Clerk: **(For notification, consideration and decision)**
- a) To approve and sign the Statement of Accounts for the year ended 31 March 2016.
  - b) To approve and sign the Annual Return & Governance Statement for the year ended 31 March 2016.
  - c) To receive and note the Internal Auditors report for the year ended 31 March 2016.
  - d) To note and approve the cheque payments and petty cash payments for the month of April 2016.
  - e) To review Councillors' Register of Interest and advise of any changes.
  - f) To receive an update following the Co-option interview for the casual vacancy in Cowes West Ward. (Min No 7247 refers.)
  - g) To consider adopting the Policy for dealing with abusive, persistent or vexatious complaints and complainants.
  - h) To consider making a response to the IW Council's West Wight Coastal Flood and Erosion Risk Management Strategy Public Consultation.
  - i) To consider a proposal from Amey for a mobile recycling centre visit in Cowes.
  - j) To receive Miscellaneous Publications & Correspondence.
16. To receive any items for inclusion on a future agenda.

**THE PUBLIC AND PRESS ARE INVITED TO ATTEND**

[www.cowestowncouncil.org.uk](http://www.cowestowncouncil.org.uk)