

COWES TOWN COUNCIL

Minutes of the Meeting of Cowes Town Council held in the Library, Northwood House, Cowes on Thursday 7 September 2017 at 7pm.

Present: Councillor Fuller (Town Mayor) (Chairman)
Councillors Adams, J. Bartrum, R. Bartrum, Bertie, Brown, Ellis, Glendinning, Hammond, Jones, Nicholson, Oliver, Peacey-Wilcox, Slade, Taylor & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; PC Adam Dollery; County Press Reporter.

7535 APOLOGIES FOR ABSENCE

No apologies for absence were received.

7536 DECLARATIONS OF INTEREST

Councillor Glendinning declared a non-pecuniary interest in Minute No. 7542 as Cowes Town Council's Deputy Representative on the Shoreside Committee, Cowes Week Ltd.

Councillor Slade declared a non-pecuniary interest in Minute No. 7545 as she may be involved in any arrangements for a Cowes Day.

Councillor Hammond declared a non-pecuniary interest in Minute No. 7541b3 as her family have used the Victim Support service.

7537 REPORT FROM THE SAFER NEIGHBOURHOOD OFFICER

PC Dollery attended the meeting and also provided a written report which had been circulated to all Town Councillors. The crime statistics for the last 31 days up to 5 September 2017 showed 8 assaults; 5 criminal damage; 3 theft. PC Dollery reported that crime was down by 20% against last year. In respect of anti-social behaviour statistics, the report showed 2 personal and 5 nuisance. Community priorities remain as night time economy, Cowes High Street and domestic violence / safeguarding issues. PC Dollery advised that he is happy to receive emails should there be any issues that Councillors would like to take up with him.

7538 MINUTES RESOLVED

That the Minutes of the Town Council Meeting held on 20 July 2017 be taken as read, approved as a correct record and signed by the Chairman.

7539 QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present therefore no questions were raised.

7540 REPORTS FROM ISLE OF WIGHT COUNCILLORS

Written reports focussing on local matters were received from Councillors Fuller, Nicholson and Peacey-Wilcox and had been circulated to all Town Councillors.

Councillors were available for questions but none were raised.

Councillor Bertie will be preparing a report for circulation after he has attended the forthcoming Cowes Business Association meeting & Destination Cowes meeting.

Councillor Peacey-Wilcox referred to a meeting she had attended earlier in the day regarding the Floating Bridge. Representatives from Cowes Town Council and East

Cowes Town Council met with the Leader of the Isle of Wight Council to discuss the withdrawal of the floating bridge and lack of cover by the Jenny Lee launch. The main problem with the floating bridge is the tension of the chains, the noise and the issue of low profile cars scraping on entry and exit. The subsidised cost of the Jenny Lee service has put a severe strain on the Isle of Wight Council's budget hence there is now a reduced service. A water taxi has been engaged to fill in the gaps but this is unsubsidised and attracts a charge of £1.50 each way. The other issues of concern are that less able bodied people are unable to get aboard either the launch or the water taxi. Options for less able bodied people to cross the water are being investigated via UKSA, Sailability and Wet Wheels. A review of exactly what has happened with the floating bridge project will be looked at by the Isle of Wight Council's Scrutiny Committee. There will be regular update meetings between Cowes Town Council, East Cowes Town Council and the Isle of Wight Council. It was agreed that Councillors Peacey-Wilcox, Hammond & Wardrop would attend these meetings on behalf of Cowes Town Council and report back to future Town Council meetings. It was also agreed by all Town Councillors that we need to increase our links with East Cowes Town Council. It was agreed:

ACTION

1. The Town Clerk will invite a representative from East Cowes Town Council to attend the next meeting of Cowes Town Council on 5 October 2017.
2. The Floating Bridge will be added as an agenda item for the next Town Council meeting on 5 October 2017.

7541 REPORTS OF COMMITTEES AND MEETINGS

a) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meetings held on 27 July 2017 and 16 August 2017 were received and noted.

b) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 22 August 2017 were received and noted. It was:

RESOLVED

- 1. That Contractor C (DMR Engineering (IW) Ltd) be engaged to repair the Town Clock for the sum of £111 and Contractor B (Moss Hayman) be engaged to repaint the Town Clock for the sum of £220.**
- 2. That the cost of repair and repainting the Town Clock be taken from the 'Street Furniture Maintenance' budget heading.**
- 3. That a grant be made to Victim Support in the sum of £150.**
- 4. That Cowes Town Council holds the funds of £1,000 on behalf of the Cowes Big Lunch until the Big Lunch 2018**
- 5. The Town Clerk will write in April 2018 to remind the organisers of the Cowes Big Lunch 2018 that these funds of £1,000 are being held on their behalf.**
- 6. That Cowes Town Council enters into a 24 month contract with SSE for the provision of electricity to the four public toilets in Cowes.**
- 7. That Cowes Town Council renews the SLCC membership of the Town Clerk in the sum of £139.**
- 8. That the Town Clerk uses her discretion whether to attend the SLCC National Conference on 18 & 19 October 2017 or the SLCC regional training seminar on 1 November 2017.**

- c) Projects Committee
 The Minutes of the Projects Committee meeting held on 15 August 2017 were received and noted. It was:
RESOLVED
That Cowes Town Council approves the cost of up to £585.40 plus VAT to supply and fit 4 No. Kee Klamp galvanised metal tube foot rails under the seating at the Shelter, with the cost to be met from the balance of the outdoor gym budget.
- d) Cowes Business Association
 The Minutes of the Cowes Business Association meeting held on 10 July 2017 were received and noted.
- e) IWALC AGM
 The Minutes of the IWALC AGM held on 20 July 2017 were received and noted.
- f) Public Conveniences Working Group
 The Minutes of the Public Conveniences Working Group meeting held on 31 August 2017 were received and noted. It was:
RESOLVED
1. That, subject to the Tourist Information Point's agreement, a Radar key be loaned to users of the baby change unit, for a £1 returnable deposit.
2. That Cowes Town Council purchases a Pay As You Go Nokia 150 mobile phone for the sum of £15, plus £10 per month top up fee, for emergency out of hours use.
- g) Island Plan Review Working Party
 The Island Plan Review Working Party met on 31 August 2017 and prepared suggested responses to the Island Plan Review. These suggested responses were circulated to all Town Councillors. It was:
RESOLVED
1. That the suggested responses are approved.
2. The Town Clerk adds the approved responses to the Island Plan Review website survey.
- h) Age Friendly Island Working Group
 The Minutes of the Age Friendly Island Working Group meeting held on 5 September 2017 were received and noted. It was:
RESOLVED
1. That the draft Terms of Reference for the Age Friendly Island Working Group be approved.
2. That Councillors Adams, J. Bartrum, R. Bartrum and Slade be appointed to the Age Friendly Island Working Group.

7542 COWES WEEK 2018

Councillor Wardrop presented a report regarding options for the Town Council to consider in regard to Cowes Week 2018. Options considered were – do nothing and

just let it continue similar to recent years; ask the Isle of Wight Council whether anything is already in place at The Parade for next year and also the cost to 'hire' this public space. If The Parade is still available should Cowes Town Council consider funding the hire costs out of the precept to ensure a better use of this open space for residents and visitors. It was agreed:

ACTION

1. The Town Clerk will arrange a meeting with the Isle of Wight Council to discuss plans for Cowes Week 2018.
2. Councillors Bertie, Ellis, Fuller & Wardrop will attend the meeting with the Town Clerk in attendance.
3. If Councillors wish to have any particular issues raised at this meeting, please let Councillor Wardrop know within the next 14 days.

7543 BRAINSTORMING FUTURE IDEAS

Councillor Glendinning presented a report regarding brainstorming future ideas for Cowes Town Council / Cowes. Following a Town Council & Town Councillors' performance review in April 2017 – some Councillors felt that in regard to the Town Council there is a 'lack of general public interest – apathy that we are of little effect'; 'there are a lack of initiatives being brought forward by Councillors to improve public realm and well-being' and 'we do not engage with our residents sufficiently'. Councillor Glendinning gave a number of proposals to engage and communicate with the community including a stand at The Big Lunch 2018; drop in sessions; increased % circulation of the newsletter; a biennial questionnaire. New initiatives proposed included weekly exercise sessions for older people at the outdoor gym; free parking Sunday in association with Cowes Business Association; a Cowes Fringe Event which is a CBA proposal in hand but, suggested by Councillor J. Bartrum, to develop the event with additional activities and attractions. It was agreed:

ACTION

That the proposals are put forward to the Projects Committee for consideration.

7544 COWES WEBCAM

Councillor Hammond presented a report with regard to the installation of a Webcam in Cowes, similar to that which is located at the All Saints Church in Ryde. This webcam streams images to a global audience and pans 180 degrees to cover Ryde Pier, Solent forts etc. It can also zoom in to cover news or sports events in the Solent. Ryde Town Council made a grant of £1,500 to All Saints Church which covered the cost of the camera and the equipment. All Saints Church are hoping to raise funds through this online advertising. Councillor Hammond suggests that perhaps the same could be done for St Mary's Church in Cowes. With Cowes being a yachting magnet and having a very busy shipping lane it could be a good opportunity to promote Cowes globally as many people like to watch the big liners coming in and out of Southampton. A suitable building would have to be identified on high ground to capture all the views. It was agreed:

ACTION

That the proposal is put forward to Projects Committee for consideration.

7545 COWES DAY

Councillor Slade gave a verbal report on the proposal to hold a 'Cowes Day' in the future and possibly combine this with the annual Blyskawica event on 4 / 5 May each

year. At this early stage of discussion Councillor Slade wanted to gauge the level of support for this proposal. As there was a lack of a written report it was agreed:

ACTION

Councillor Slade will provide a written report for consideration at Projects Committee.

7546 MEMBER REVIEW OF FINANCIAL RECORDS

Councillor Glendinning, as Cowes Town Council's Member Auditor, undertook a review of the Town Council's financial records on 21 August 2017. The quarterly review covered the period 1 April 2017 – 30 June 2017. The purpose of the review was to take a random sample of financial transactions during the period and review for accuracy and compliance with financial regulations. Documents reviewed included the cash book (manual ledger & spreadsheet); invoices and contracts / leases; bank records – paying in book, cheque stubs, bank statements and bank reconciliations; petty cash records; reporting and approval by members. The review showed from the sample taken during the period that the standard of book-keeping is very good. No recommendations were made.

7547 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTHS OF JULY 2017 AND AUGUST 2017

The Town Clerk presented Councillors with details of the cheque payments and petty cash payments for the months of July 2017 and August 2017. Cheque payments for July totalled £23,783.21; petty cash payments for July totalled £289.72. Cheque payments for August totalled £19,409.33; petty cash payments for August totalled £163.35. It was:

RESOLVED

That the cheque payments for July of £23,783.21; the petty cash payments for July of £289.72; the cheque payments for August of £19,409.33; and the petty cash payments for August of £163.35 be received, noted and approved.

7548 CONCLUSION OF THE EXTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2017

The Town Clerk reported that the conclusion of the external audit for the year ended 31 March 2017 had been received. One issue has been brought to the attention of the Town Council in relation to the Asset Register. The auditor found that the asset register is incomplete and does not contain some or all of the following information for each asset held – date acquired; purchase cost; location held. The Town Council must update its fixed asset register to include date acquired, purchase cost and location held of each asset held as soon as possible or in any event before the end of the current financial year. It was:

RESOLVED

That the conclusion of the external audit for the year ended 31 March 2017, including the issue raised, be received, noted and approved.

7549 TERMS OF REFERENCE / SIZE OF COMMITTEES REVIEW

Councillors wished to review the current size of each of the three Committees as determined in the Terms of Reference. Currently each Committee has eight

members of which two members are the Mayor and Deputy Mayor; the quorum of each committee being three members. The Town Clerk advised that to increase any larger than nine members would require a separate meeting room being booked as the Town Council office is not large enough to extend the Committee size any further. It was:

RESOLVED

That the membership of all three Committees remains at eight members and no amendments to the Terms of Reference are required.

7550 VACANCY ON PROJECTS COMMITTEE

Following the resignation of Councillor Jones from the Projects Committee there was a vacant seat. It was:

RESOLVED

That Councillor Adams be appointed to the Projects Committee.

7551 ISLE OF WIGHT COUNCIL'S COUNCIL TAX REDUCTION SCHEME CONSULTATION

The Town Clerk presented details of the Isle of Wight Council's Council Tax Reduction Scheme Consultation which expires on 25 September 2017. In particular the Isle of Wight Council are asking for the Town Council's views on the options that should be considered in developing a local scheme and the volatility of the council tax base and council tax yield in future years. It was:

RESOLVED

That, if they so wish, Councillors can make individual responses to the consultation.

7552 UPDATE REGARDING FREE PARKING INITIATIVES IN VENTNOR (MINUTE NO. 7522 REFERS)

At the Town Council meeting on 20 July 2017, the Town Clerk was asked to ascertain which car parks are under the control of Ventnor Town Council and how their free parking initiatives were managed. Ventnor Town Council lease four of the eight car parks in Ventnor from the Isle of Wight Council. They are Dudley Road, Market Street, Pounds Lane & Shore Road. Their free parking initiatives take place in these four car parks. Ventnor Town Council have not used these initiatives in the Isle of Wight Council car parks as they would expect them to want some reimbursement. It was:

RESOLVED

That no further action is required.

7553 UPDATE FROM THE ENVIRONMENT OFFICER

The Town Clerk presented a spreadsheet outlining the recent activities undertaken by the Environment Officer in Cowes. Issues raised included damage to a drain cover and surrounding concrete and pavings at The Cut and a street sign that needs refitting at Brunswick Road playground; both issues were raised with Island Roads. Further incidences of fly tipping at St Mary's Road Car Park were raised and inspections of the public toilets in Cowes were carried out. Councillors asked how many fines had been given for dog fouling in Cowes; this information was not available.

7554 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

Details of miscellaneous publications and correspondence were circulated to all Town Councillors.

7555 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- National Tree Week – Councillor Taylor
- Engagement of a dog warden – Councillor Nicholson

The proceedings terminated at 8.35pm.

CHAIRMAN