

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 10 October 2017 at 6.15pm.

Present: Councillors Glendinning (Chairman), J. Bartrum, Oliver & Peacey-Wilcox.

In attendance: Councillor Wardrop (non-voting); Debbie Faulkner, Town Clerk.

211 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bertie, Fuller & Jones.

212 DECLARATIONS OF INTEREST

No declarations of interest were received.

213 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 22 August 2017 be taken as read, approved as a correct record and signed by the Chairman.

214 FINANCIAL STATEMENT AS AT 30 SEPTEMBER 2017

The Town Clerk submitted a financial statement for the second quarter of the financial year giving details of income and expenditure. The balances in the Town Council's bank accounts and petty cash as at 30 September 2017 were £463,845.89 of which £174,445.52 is ring fenced / ear marked expenditure. The balance of the budget for 2017 / 2018 is £142,406.89; Reserves are £146,993.48. It was noted that, to date, no invoices have been received against the budget heading 'Cowes Library Proposed Contribution' and no details in relation to the structural survey of the building have been received. It was agreed:

ACTION

The Town Clerk will write to the Isle of Wight Council to ascertain whether any invoices are being prepared in relation to Cowes Library and to request an update on the structural survey of the Library building. It was:

RECOMMENDED

That the Financial Statement as at 30 September 2017 be noted and approved.

215 RECOMMENDATIONS FROM THE PROJECTS COMMITTEE

1. The Projects Committee recommend providing one dressed 18 foot Christmas tree at Francki Place for the approximate sum of £700. It was:

RECOMMENDED

That Cowes Town Council provide one dressed 18 foot Christmas tree at Francki Place for the approximate sum of £700 with the cost to be met from the Civic – Xmas trees / festive lights budget.

2. The Projects Committee recommend purchasing replacement blue and white flashing Christmas tree lights from Contractor C for the sum of £816. Councillors discussed that any replacement lights should be of the LED type, with a minimum life span of 5 years, and safely stored and insured when not in use. Subject to these requirements being met it was:

RECOMMENDED

That Cowes Town Council purchase the replacement blue and white flashing Christmas tree lights from Contractor C for the sum of £816 with the cost to be met from the Civic – Xmas trees / festive lights budget.

3. The Projects Committee recommend the installation and subsequent removal of the Festive Lights in the High Street, as last year, for the sum of £12,930.55. It was:

RECOMMENDED

That Cowes Town Council approves the installation and subsequent removal of the festive lights in the High Street for the sum of £12,930.55 with the cost being met from the Civic – Xmas trees / festive lights budget.

4. The Projects Committee recommend the purchase of an additional cast iron finger with the words 'Tourist Information Point' to be sited on the finger post outside Day Lewis Pharmacy on the corner of the High Street and The Cut for the sum of £176.53. It was:

RECOMMENDED

That Cowes Town Council purchases an additional cast iron finger with the words 'Tourist Information Point' to be sited on the finger post outside Day Lewis Pharmacy for the sum of £176.53 with the cost being met by the Street Furniture Maintenance budget.

216 APPLICATIONS FOR GRANT

The Town Clerk reported that £9,950 remained in the budget for 'Grants'. The Town Council has been asked to consider the following applications for grant:

- (i) Cowes Short Mat Bowling Club – Bowls 'lifters' x 5 - £100
- (ii) Isle of Wight Music, Dance & Drama Festival – 2018 Festival - £100

It was:

RECOMMENDED

1. That a grant be made to Cowes Short Mat Bowling Club in the sum of £150. That amount being £100 for the bowls 'lifters' x 5 and £50 to enable club members to take part in a social event.

2. That a grant be made to the Isle of Wight Music, Dance & Drama Festival in the sum of £100.

217 LEASE FOR THE TOWN COUNCIL OFFICE AND STOREROOM AT NORTHWOOD HOUSE

The current extended lease for the office and storeroom at Northwood House expires on 25 November 2017. A new 'draft' lease was considered by Councillors which would start on 26 November 2017 for a period of three years; the monthly rent will increase from £550 per month to £675 per month and will include Business Rates and all other utility charges. The draft lease included a break clause but it has been agreed with the Trustees of the House that this clause will be removed. It was agreed that there being no changes to the new 3-year lease save for the increase in rent, it is not necessary to take legal advice before signing the lease.

Subject to the removal of the break clause and no other changes being made to the lease, other than the increase in rent, it was:

RECOMMENDED

- 1. That the Town Mayor and Town Clerk sign the three year Lease, starting on 26 November 2017, with Northwood House Charitable Trust Company Ltd for the rental of Room 11 (Office) and Room 51 (Storeroom) for the monthly rent of £675.**
- 2. That the additional rent, not budgeted for in this financial year, will be met from the 'Elections / Admin Contingency' budget heading.**

218 'WARMER COWES' PROPOSAL FROM THE FOOTPRINT TRUST LTD

Councillors were asked to consider a 'Warmer Cowes' proposal from the Footprint Trust Ltd which involves home visits to vulnerable people of all ages who are struggling to cope with high energy bills. Each home visit offers households practical energy-saving tips and suggestions as well as linking to local support services and national grant-funded insulation and boiler schemes, when available. To deliver 'Warmer Cowes' the Footprint Trust need £1500 per annum to provide the Home Visit service to 40+ people (20 homes) in Cowes and £1200 per annum for the Anti-freeze fund which provides energy-saving measures for vulnerable people which include thick, lined curtains; help towards new energy efficient heating; energy efficient white goods such as fridges, freezers and washing machines; window or door repairs. Councillors agreed that future requests for support should be made through the grant application process. Subject to suitable references regarding the scheme from other Town & Parish Councils, and as time is short to get support for residents this winter, it was:

RECOMMENDED

- 1. That Cowes Town Council supports the 'Warmer Cowes' scheme for the sum of £2,700.**
- 2. That the cost of the scheme is supported by the unused funds from 'The Big Lunch' budget heading in the sum of £2,500 with the balance of £200 coming from the 'Discretionary Services Contingency' budget heading.**

219 FLOODLITE MULTI USE GAMES AREA AT COWES ENTERPRISE COLLEGE

At the Finance, Acquisitions & Staffing Committee meeting on 22 August 2017, Councillors were asked to consider part funding a floodlite multi use games area at Cowes Enterprise College; Councillors were unable to offer any funding at that time. The Town Council has now been advised that the school and educational grants will be able to fund the project.

220 IW CAMRA REQUEST FOR FINANCIAL ASSISTANCE FOR THE PRINTING OF THE COWES HISTORIC (BEER) WALK & THE COWES BLITZ WALK GUIDES.

Councillors were asked to consider providing financial assistance to IW CAMRA for the printing of 500 Cowes Historic (Beer) Walk guides for the sum of £249 and the printing of 250 Cowes Blitz Walk guides for the sum of £99. Councillors felt that as the Beer & Buses Festival, for which the guides were required, is taking place on the 14 & 15 October, and the event will have passed by the time a decision to provide financial assistance would be approved, they are unable to support a retrospective contribution to IW CAMRA. Councillors agreed that any future requests for financial support should be made through the grant application process. It was:

RECOMMENDED

That Cowes Town Council does not provide retrospective financial assistance to IW CAMRA for printing costs.

221 CHANGE OF DATE FOR THE DECEMBER FINANCE, ACQUISITIONS & STAFFING COMMITTEE MEETING

Councillor Glendinning advised Councillors that the Finance, Acquisitions & Staffing Committee Meeting scheduled for Tuesday 5 December 2017 is being brought forward to Tuesday 28 November 2017. This change will be enable the final 'draft' Budget for 2018 / 2019 to be discussed prior to consideration at the Town Council meeting on 14 December 2017. Therefore the dates of the next two Finance, Acquisitions & Staffing Committee meetings are Tuesday 14 November 2017 & Tuesday 28 November 2017.

222 ASSISTANT TOWN CLERK'S MEMBERSHIP OF SLCC

The Town Clerk reported that the Assistant Town Clerk's membership of the Society of Local Council Clerks (SLCC) is due for renewal on 1 November 2017 in the sum of £121. It was:

RECOMMENDED

That Cowes Town Council renews the SLCC membership of the Assistant Town Clerk in the sum of £121.

223 HEALTH AND SAFETY

There were no health and safety matters raised.

224 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Draft budget 2018 / 2019

The proceedings terminated at 7.08pm.

CHAIRMAN