

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Thursday 21 April 2016 at 6.15pm.

Present: Councillors McNeill (Chairman), Bartrum, Brown, Corby, Ellis & Jones.
In attendance: Debbie Faulkner, Town Clerk & one member of the public.

76 APOLOGIES

Apologies for absence were received from Councillor Banks.

77 DECLARATIONS OF INTEREST

Councillor Brown declared a non-pecuniary interest in Minute No 80 (iii) as a member of Speedwatch.

78 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 8 March 2016 be taken as read, approved as a correct record and signed by the Chairman. For record purposes it should be noted that Councillor Corby did not support the actions agreed in Minute No 72 (ii).

79 FINANCIAL STATEMENT AS AT 31 MARCH 2016

The Town Clerk submitted a financial statement for the final quarter of the financial year giving details of income and expenditure. Details of balances in the Town Council bank accounts, including petty cash, were also given; as at 31 March 2016 this figure totals £333,020.42. The Town Council has 'ring fenced' £215,527.74 which leaves reserves of £117,492.68.

80 APPLICATIONS FOR GRANT FUNDING

The Town Council has been asked to consider the following applications for grant:

- (i) Cowes Short Mat Bowling Club – Second hand replacement mats x 2 - £300 - £500
- (ii) Cowes Open Bowls Tournament Committee – Cowes 62nd Open Bowls Tournament 2016 - £500

It was:

RECOMMENDED

- (i) That a grant be made to Cowes Short Mat Bowling Club in the sum of £300.
- (ii) That a grant be made to Cowes Open Bowls Tournament Committee in the sum of £400.

- (iii) Hampshire Constabulary – Speedwatch equipment for volunteer use and ancillary safety equipment - £500.

Councillors discussed this grant application which did not meet the criteria / guidelines set for considering grants and therefore could not be approved. Councillor Brown abstained; it was agreed:

ACTION

The Town Clerk will write to Hampshire Constabulary to request further information to support the application, as detailed in the criteria / guidelines, the grant application can then be reconsidered.

81 REQUEST FOR SUPPORT FROM COWES PRIMARY SCHOOL

The Town Clerk circulated a letter to Councillors from the Headteacher at Cowes Primary School. The letter informed Councillors that as from September 2016 the Local Authority will no longer be funding a school crossing patrol service on Park Road. This service is used by students at Cowes Primary School and Cowes Enterprise College. Cowes Primary School have asked Cowes Town Council if they can either consider funding the crossing patrol service for their school at a cost of £4,500 per annum or add support to expediting the provision of a pelican crossing which they have been advised by Island

Roads that the 'discussion' stage will take at least one year. Councillors discussed this situation at length and decided that more information was required to progress this request. It was agreed:

ACTION

1. The Town Clerk will write to the Isle of Wight Council to ascertain how many areas in Cowes are currently covered by the school crossing patrol service and have they identified alternative solutions to replace the service when it ceases at the end of the summer term.
2. The Town Clerk will write to Island Roads requesting that the provision of a pelican crossing on Park Road is identified as a high priority safety issue and request that the installation be made as a matter of urgency.
3. The Town Clerk will write to Cowes Primary School and Cowes Enterprise College to explain the actions that Cowes Town Council are taking on their behalf.

82 PROVISION OF SANITARY BINS IN THE PUBLIC CONVENIENCES IN COWES, NORTHWOOD PARK & NORTHWOOD RECREATION GROUND

Further to Cowes Town Council taking responsibility for the cleaning of public conveniences in Cowes a quotation for the provision of sanitary bins had been received which was separate to the cleaning contract. There are 32 toilets in Cowes that require the provision of a sanitary bin which are charged on a weekly basis and emptied bi-weekly. The Town Clerk obtained a further two quotations for Councillors to consider. All three quotations were considered and it was:

RECOMMENDED

That Cowes Town Council enters into a one year contract with Contractor 2, for the provision of 32 sanitary bins in Cowes for the annual sum of £965.12.

83 SERVICING OF WALLGATE UNITS IN THE PUBLIC CONVENIENCES IN COWES, NORTHWOOD PARK & NORTHWOOD RECREATION GROUND

Further to Cowes Town Council taking responsibility for the cleaning of public conveniences in Cowes a quotation for a one year contract to service the wallgate units in Cowes had been received. There are 29 units in total and the price quoted was £139 per unit, making an annual sum of £4,031.00. The Clerk at Ventnor Town Council has been in touch with other Town & Parish Councils to negotiate a better price for an Island wide contract. There are 131 units across the Island and this will bring the price down to £125 per unit, making an annual sum of £3625.00 making a saving of £406.00. It was:

RECOMMENDED

That Cowes Town Council enters into a one year, Island wide contract, managed by Ventnor Town Council, for the servicing of the wallgate units for the annual sum of £3625.00.

84 ASSISTANT TOWN CLERK

The Town Clerk had circulated a draft job description, person specification and job advert for the position of Assistant Town Clerk, these were discussed by Councillors. The existing post holder will be retiring on 30 September 2016 and it was agreed that a month to handover would be beneficial for the new post holder and the Town Council. Therefore the start date should be Monday 5 September 2016. It was:

RECOMMENDED

1. **That the Town Clerk places the job advertisement for an Assistant Town Clerk in the County Press for two weeks - 20 May 2016 & 27 May 2016.**
2. **That the vacancy is displayed on the Town Council's Website and Facebook page.**
3. **That the close date for applications is 17 June 2016.**
4. **That the start date for the position is Monday 5 September 2016.**
5. **That the vacancy is for 15 hours per week.**
5. **That the hourly rate is LC1 Spinal Point 21 - £10.261 per hour.**

85 OTHER STAFFING MATTERS

There were no other staffing matters raised by Councillors or Clerks.

The proceedings terminated at 7.13pm.

CHAIRMAN