

## COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee meeting held in the Town Council Office, Northwood House, Cowes on Wednesday 24 February 2016 at 6.15pm.

Present: Councillors McNeill (Chairman), Banks, Bartrum, Brown, Corby & Jones.

### 56 APOLOGIES

Apologies for absence were received from Councillor Hammond.

### 57 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 58 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 26 January 2016 be taken as read, approved as a correct record and signed by the Chairman.

### 59 PROCESS FOR 3 YEAR EVENT SUPPORT FUNDING

Councillors discussed the amended criteria / guidelines for the grant application process which was approved at the Cowes Town Council meeting on 4 February 2016. All future grant applications and applications for 3 year event support funding must comply with this criteria. It was:

#### **RECOMMENDED**

- 1. That applications for 'ring fenced' 3 year event support funding must be applied for on an annual basis.**
- 2. That applications for 'ring fenced' 3 year event support funding must comply with the same criteria / guidelines that have been approved for all future grant applications.**

### 60 FINANCIAL SUPPORT FOR ENVIRONMENT OFFICER SERVICES IN COWES

Councillors considered a proposal from the IW Council to provide a tailored environment officer service for the town which would incur a cost depending on the service provided. It was noted that the most common problem reported to the Town Council was incidents of dog fouling.

#### **ACTION**

The Town Clerk will invite a representative from the IW Council to meet with Councillors from the Finance, Acquisitions & Staffing Committee to discuss the service that could be provided and to explain the benefits that this service could bring to the town.

### 61 FINANCIAL SUPPORT FOR THE ISLE OF WIGHT WALKING & CYCLING FESTIVALS 2016

Councillors received a request for financial support from the organisers of the Isle of Wight Walking & Cycling Festivals 2016. The organisers are requesting financial support from Town & Parish Councils for the cost of delivery and marketing of the festivals. Councillors considered the proposal and noted that, to date, there were only three arranged walks in the Cowes area. Councillors heavily support and encourage events in Cowes and the focus should remain to support local events. It was:

#### **RECOMMENDED**

**That Cowes Town Council does not financially support the Isle of Wight Walking & Cycling Festivals 2016.**

**62 PROCESS FOR SETTLING INVOICES FOR THE GATEWAY COWES STAKEHOLDER GROUP**

The Gateway Cowes Stakeholder Group have engaged the services of a consultant to undertake a 'Gateway Cowes' project. The consultant requires a client to be named on their system for invoicing purposes. As this is a Cowes Town Council led project and provider of secretariat services it was agreed that Cowes Town Council should be the named client. It was:

**RECOMMENDED**

- 1. That Cowes Town Council receives the consultant's invoice on behalf of the Gateway Cowes Stakeholder Group.**
- 2. That Cowes Town Council re-charges each member of the stakeholder group with the appropriate consultant fees and disbursements.**

**63 PROCESS FOR SETTLING THE SPONSORSHIP INVOICE FOR THE SOLITAIRE BOMPARD – LE FIGARO**

Councillors discussed a draft 'Terms of Agreement' received from OC Sport France which detailed a Cowes Town Council 'partnership' arrangement with OC Sport France and gave details of what OC Sport France will deliver for the event. Councillors require more detail from the organisers about the shore side events that the £10,000 donated by Cowes Town Council will be used for. Cowes Business Association wish to donate their contribution of £5,000 for the event to Cowes Town Council in order that Cowes Town Council ensure good governance of the sponsorship in providing the shore side events as promised by the organiser.

**ACTION**

Cowes Town Council will seek clarification / detail about the shore side events that OC Sport France will be providing in relation to Cowes Town Council's £10,000 & Cowes Business Association's £5,000 financial support for the event.

**RECOMMENDED**

- 1. That Cowes Town Council accepts Cowes Business Association's contribution of £5,000 to the Solitaire Bompard – Le Figaro event, to ensure good governance on their behalf in relation to the organisers providing the shore side events as promised.**
- 2. When the Finance, Acquisitions & Staffing Committee receive and are satisfied with the details of which shore side activities are being provided by the organisers the payment of Cowes Town Council's £10,000 donation and Cowes Business Association's £5,000 donation will be released.**

**64 CLEANING OF PUBLIC CONVENIENCES IN COWES & NORTHWOOD PARK**

The Town Clerk reported that three contractors had quoted for the cleaning contract for the four public conveniences in Cowes i.e. Medina Road, The Cut, The Parade & Mornington Road; and the toilets in Northwood Park. All three quotations were considered and it was:

**RECOMMENDED**

- 1. That Cowes Town Council enters into a public convenience cleaning contract for 2016 / 2017 with Contractor A for the sum of £21,894.44.**
- 2. That Cowes Town Council advises the approved cleaning contractor that all public conveniences in Cowes and Northwood Park toilets should have an additional visit during Cowes Week which will incur an additional cost to be advised.**
- 3. That Cowes Town Council annually reviews the public convenience & Northwood Park toilet cleaning contract.**
- 4. That every three years Cowes Town Council will request three quotations for the public convenience and Northwood Park toilet cleaning contract, for consideration by Members.**
- 5. That Cowes Town Council will ensure that appropriate signage, including Town Council contact details, are placed in the four public conveniences and Northwood Park toilets.**

**65 ASSISTANT TOWN CLERK'S APPRAISAL**

The Assistant Town Clerk had a successful appraisal with the Town Clerk on 1 February 2016. It was an opportunity to reflect on the achievements of the last year and set objectives for the coming year. It was noted that an additional 2 hours per week had been worked over and above the normal contract for the past year and this had enabled the Assistant Town Clerk the time to work on the various ongoing projects being undertaken by the Town Council which can be very time consuming. The Assistant Town Clerk gave notice of her intention to retire from her role at Cowes Town Council to achieve a better work / life balance. She has given an extended period of notice and will leave on 29 September 2016. It was:

**RECOMMENDED**

**That the Assistant Town Clerk continues to work and be paid for an additional two hours per week, over and above the 10 hour per week contract, until her retirement on 29 September 2016.**

**66 FUTURE STAFFING ARRANGEMENTS IN THE TOWN COUNCIL OFFICE**

Having received the resignation from the Assistant Town Clerk, future staffing arrangements need to be considered by Councillors and the Town Clerk. It is an opportunity to consider job descriptions and whether the requirements for the job need to be refocused in light of all the additional services that Town & Parish Councils are now undertaking.

**ACTION**

1. The Town Clerk will send a copy of the Assistant Town Clerk's job description to members of the Finance, Acquisitions & Staffing Committee, for information and consideration.
2. The Town Clerk will consider her role and current contract and decide whether more contracted hours can be offered to the Town Council.
3. Councillors will consider future staffing arrangements based upon the outcome of actions 1 & 2.

**67 OTHER STAFFING MATTERS**

The Mayor, Councillor Jones, said it was a pleasure to visit the Town Council office and he acknowledged how the Town Clerk and Assistant Town Clerk work so well together as a team. Councillors thanked the Clerks for their valued input.

The proceedings terminated at 7.40pm.

**CHAIRMAN**