

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 23 October 2018 at 6.15pm.

Present: Councillors J. Bartrum (Chairman), R. Bartrum, Bustin, Fuller, Jones, Oliver & Peacey-Wilcox.

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

324 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Wardrop.

325 DECLARATIONS OF INTEREST

Councillor Jones declared a non-pecuniary interest in Minute No. 329 (i) as the Chairman of Governors at Cowes Primary School is his daughter's partner.

Councillor Brown declared a non-pecuniary interest in Minute No. 335 as she is a Member of Northwood House Charitable Trust Co. Ltd and Cowes Town Council's deputy representative on the Northwood House Charitable Trust Co. Ltd Park Sub-Committee.

Councillors Fuller and Peacey-Wilcox declared non-pecuniary interests in Minute Nos. 331 and 332 as they are Isle of Wight Councillors.

326 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 25 September 2018 be taken as read, approved as a correct record and signed by the Chairman.

327 FINANCIAL STATEMENT AS AT 30 SEPTEMBER 2018

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 2018 were £520,859.03 of which £152,443.20 is ring fenced /ear marked expenditure. The balance of the budget for 2018 / 2019 is £194,733.79. Reserves are £173,682.04 which represent approximately 7 months operating costs. It was:

RECOMMENDED

That the Financial Statement as at 30 September 2018 be noted and approved.

328 SIGNATORIES FOR COWES TOWN COUNCIL'S BANK ACCOUNTS

The Town Council currently has four Councillor cheque signatories those being Councillors Bertie, Jones, Oliver & Peacey-Wilcox. It was agreed that the addition of a further three Councillor signatories would be beneficial. It was:

RECOMMENDED

That Councillors J. Bartrum, Fuller and Wardrop be added to the list of Town Council cheque signatories.

329 APPLICATIONS FOR GRANT

The Town Clerk reported that £7,134 remained in the budget for 'Grants, Events & Good Causes'. The Town Council has been asked to consider the following applications for grant:

- (i) Cowes Primary School – Shed - £1,196
- (ii) NHS Children in Care & Care Leavers Team – Christmas Acknowledge Event - £200

After a full discussion about each application it was:

RECOMMENDED

That a grant be made to Cowes Primary School in the sum of £500.

ACTION

The Town Clerk will write to the NHS Children in Care & Care Leavers Team to ask the following:

- Please provide more information about the proposed event.
- When and where will the proposed event take place?
- How does their event differ from the IW Council's Looked After Children event held at Cowes Yacht Haven each year?
- Could the event that they provide be a more sustainable event for the children involved with a longer lasting benefit to the children in care and their carers?
- Have you received any donations from other Town & Parish Councils?

330 RECOMMENDATIONS FROM THE PROJECTS COMMITTEE

1. The Projects Committee recommend authorising Martin Hayles to apply on behalf of Cowes Town Council for planning permission for the new scheme at The Cut, with the cost to be met from the money set aside by Cowes Town Council for The Cut project. It was:

RECOMMENDED

That Cowes Town Council authorise Martin Hayles to apply on behalf of Cowes Town Council for planning permission for the new scheme at The Cut, with the cost to be met from the money set aside by Cowes Town Council for The Cut project.

2. The Projects Committee recommend the cost of £86 plus VAT for a RoSPA safety inspection of the Outdoor Gym in May 2019, with the cost to be met from the Northwood Recreation Ground Maintenance budget, and includes the Outdoor Gym in the annual safety inspections undertaken by RoSPA. It was:

RECOMMENDED

That Cowes Town Council approves the cost of £86 plus VAT for a RoSPA safety inspection of the Outdoor Gym in May 2019, with the cost to be met from the Northwood Recreation Ground Maintenance budget, and includes the Outdoor Gym in all future annual safety inspections undertaken by RoSPA.

331 THE WATCH HOUSE SHELTER

The IW Council have asked Cowes Town Council to consider taking responsibility for the Watch House Shelter. For safety reasons the shelter is currently fenced off as the wooden columns holding up the roof are in a poor state of decay. The IW Council have advised that repairs to the shelter have been quoted at £3,840 and they only have £2,895 in their budget at present. The cost to remove the shelter has been quoted at £2,100. The IW Council are of the opinion that the shelter should be removed but have offered Cowes Town Council the opportunity to take responsibility for the shelter before taking any action. Councillors agreed that if possible they would like to see the shelter restored. It was agreed:

ACTIONS

1. The Town Clerk will write to the IW Council to ask that removal is not undertaken at this stage so that we can enter into a discussion about the future of the shelter.
2. The Town Clerk will ask the Conservation Officer at the IW Council whether this shelter can be removed as it is within the Cowes conservation area.
3. The Town Clerk will ask the IW Council for a copy of the specification and quotation of £3,840 for the works required to replace the columns and check and repair any roof damage.

Councillor Peacey-Wilcox left the meeting at 7pm.

332 BEACH AWARD FLAGPOLE AT PRINCES GREEN

The IW Council have advised that they no longer require the beach award flagpole at Princes Green and have asked Cowes Town Council if they would like to take responsibility for the flagpole. The Environment Officer has inspected the flagpole and has advised that there is no rust and it is solid in structure. Councillors discussed the opportunity to fly the Town Council flag and any others at appropriate times of the year. It was:

RECOMMENDED

That Cowes Town Council takes responsibility for the flagpole at Princes Green.

333 IW COUNCIL'S GROUNDS MAINTENANCE CONTRACT AS FROM 1 APRIL 2019

The IW Council have advised that their new grounds maintenance contract will not be starting until 1 January 2020 and their existing contractor will stay in place until that time. For budgeting purposes the IW Council have assured Town & Parish Councils that the grounds maintenance charges for the final quarter of the financial year 2019 / 2020 (1 January 2020 – 31 March 2020) will not increase by any more than 10%. It was:

RECOMMENDED

That Cowes Town Council continues its grounds maintenance contract with the IW Council until 31 March 2020.

334 TOILET CLEANING AND LITTER PICKING CONTRACT AS FROM 1 APRIL 2019

The Town Clerk reported that three contractors had quoted for the Toilet Cleaning & Litter Picking Contract as from 1 April 2019. All three quotations were considered and it was:

RECOMMENDED

That Cowes Town Council enters in a Toilet Cleaning & Litter Picking Contract for 2019 / 2020 with Contractor A for the sum of £32,694.82.

**335 GROUNDS MAINTENANCE CONTRACT AT NORTHWOOD PARK AS FROM
1 APRIL 2019**

The Town Clerk reported that two contractors had quoted for the grounds maintenance contract at Northwood Park as from 1 April 2019; one contractor had declined to quote. Councillors expressed a willingness to continue support for grounds maintenance work at Northwood Park. However, as Cowes Town Council's Financial Regulation 10.3 states that three quotations must be obtained for works exceeding £1,500 but below £50,000, the Town Clerk is requesting a further quotation. Therefore this matter is deferred to the next Finance, Acquisitions and Staffing Committee meeting on 20 November 2018.

336 ASSISTANT TOWN CLERK'S MEMBERSHIP OF THE SLCC

The Assistant Town Clerk's membership of the Society of Local Council Clerks is due for renewal on 1 November 2018 in the sum of £185. Councillors discussed the benefits of renewing the Assistant Town Clerk's membership of the SLCC. It was:

RECOMMENDED

That Cowes Town Council renews the SLCC membership of the Assistant Town Clerk in the sum of £185.

337 STAFFING

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

338 HEALTH AND SAFETY

There were no health and safety matters raised by Councillors or Clerks.

339 ITEMS FOR INCLUSION ON FUTURE AGENDAS

There were no items raised for inclusion on future agendas.

The proceedings terminated at 7.15pm

CHAIRMAN