

## COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 26 March 2019 at 6.15pm.

**Present:** Councillors Fuller (Chairman), Bustin, Hammond, Jones, Taylor & Wardrop.

**In attendance:** Debbie Faulkner, Town Clerk.

### **379 ELECTION OF A CHAIRMAN**

Councillor Fuller was proposed as Chairman by Councillor Hammond, the proposal was seconded by Councillor Wardrop, followed by a unanimous show of hands. It was:

#### **RESOLVED**

**That Councillor Fuller be appointed Chairman of the Finance, Acquisitions & Staffing Committee for the Municipal Year 2018 / 2019.**

### **380 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Oliver & Peacey-Wilcox.

### **381 DECLARATIONS OF INTEREST**

Councillor Taylor declared a non-pecuniary interest in Minute No. 385 as he is a Governor of Cowes Primary School.

### **382 MINUTES**

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 26 February 2019 be taken as read, approved as a correct record and signed by the Chairman.

### **383 APPLICATION FOR GRANT**

The Town Clerk reported that there will be an unspent balance of £5,184 in the budget for Grants, Events & Special Causes at the financial year end of 31 March 2019. The Town Council has been asked to consider the following application for grant:

- (i) Wight To Be Happy Ltd – Isle of Wight Festival of the Mind – 6 October 2019 - £100

After a full discussion it was agreed to request further information for consideration at a future meeting of the Finance, Acquisitions & Staffing Committee.

#### **ACTION**

The Town Clerk will write to the organisers of the event to request the following information:

- Can you please provide statistics of attendance by Cowes residents at the 2018 Isle of Wight Festival of the Mind?
- How can this event be of benefit to the community of Cowes?

### **384 THE WATCH HOUSE SHELTER**

At the Cowes Town Council meeting on 13 December 2018, Councillors agreed to fund up to a maximum of £1,740 for repairs to the Watch House Shelter (Min No. 7852b5 refers). Subsequently the Town Council were advised by the IW Council that a structural engineer had reported to them that the shelter was beyond economical repair and dangerous and should be removed as soon as possible. An independent contractor visited the shelter and following an inspection felt that repairs were viable and provided a quotation for the works in the sum of £3,800. The IW Council and Cowes Town Council now having received conflicting advice have to find a way to progress this issue. The IW Council have offered two options:

#### **Option 1**

For the IW Council to transfer the shelter to Cowes Town Council and pass across a sum of £2,100 (previously set aside for the demolition) so that Cowes Town Council can contract the works and project manage the project.

#### **Option 2**

Cowes Town Council to agree, in writing, to take on responsibility for the shelter on completion of the works and pass across a sum of £1,700 to the IW Council to facilitate the agreed works. The IW Council will contract and project manage the works.

If the contractor is unable to carry out these works at the contracted price then Cowes Town Council to pay any additional costs incurred.

If the works are unsuccessful and the shelter still needs to be demolished then Cowes Town Council agree to pay the full cost of demolition.

Councillors did not consider Option 1 to be appropriate as the Town Council does not have the resources to project manage the project and would not be able to arrange any insurance cover for the shelter in its current condition. Councillors discussed Option 2 and the associated risks but agreed that the shelter was a facility that should be retained. Councillor Fuller abstained from voting on the recommendation as he is a former school friend of the proposed contractor. It was:

#### **RECOMMENDED**

**That Cowes Town Council sets aside a further £3,300 from the 2018 / 2019 'Discretionary Services Contingency' budget heading, to add to the £1,740 already set aside, for the repairs to the Watch House Shelter. This total amount being to cover any potential additional costs involved in the repairs or subsequent demolition, if required.**

### **385 PARK ROAD CROSSING PATROL FROM 1 APRIL 2020 – 30 SEPTEMBER 2020**

Cowes Town Council have provided funding for the Park Road Crossing Patrol since the IW Council withdrew their funding three years ago. Cowes Primary School have also fund raised to contribute towards this service. However, the school are now in a deficit budget and are not in a position to fundraise any further. The IW Council recognise that Park Road is the third busiest road on the Island and have therefore offered as a goodwill gesture to fund the crossing patrol from 1 September 2019 to 31 March 2020 to enable Cowes Town Council to consider funding the following six months. The annual cost to provide this service being approximately £5,000.

Councillors agreed that this road is very busy, and for the safety of the children and residents who cross in this area, would not like to see the service withdrawn.

Councillors also agreed that a long term solution to this problem should continue to be sought. It was:

**RECOMMENDED**

**1. That Cowes Town Council sets aside £2,500 from the 2019 / 2020 'Discretionary Services Contingency' budget heading to fund the Road Crossing Patrol in Park Road from 1 April 2020 – 30 September 2020.**

**2. The Town Clerk will include the full annual cost of the Road Crossing Patrol in Park Road in the 2020 / 2021 draft budget for consideration by Councillors in December 2019.**

**386 SUMMER PLANTING AND MAINTENANCE IN COWES**

Councillors were advised that, as using volunteers to summer plant and maintain the plants in Cowes was no longer a viable arrangement, a quotation had been sought from Care In The Garden for this purpose. Care In The Garden had successfully supplied and maintained the winter plants throughout the High Street. A discount of 10% was offered against the cost of the summer plants as a returning customer. The costs to be funded from the 'Cowes in Bloom' budget heading. It was:

**RECOMMENDED**

**1. That Care In The Garden be contracted to supply and plant the flower bed at The Bandstand, the Town Council's troughs, 3-tier planters and wooden tubs throughout Cowes for the 2019 summer season for the sum of £700.20.**

**2. That Care In The Garden be contracted to maintain the flower bed at The Bandstand, the Town Council's troughs, 3-tier planters and wooden tubs throughout Cowes for the period of June 2019 to the end of September 2019 for the sum of £1,024.00.**

**387 CONTRACT FOR THE SERVICING OF THE FIVE WALLGATE UNITS AT THE CUT PUBLIC CONVENIENCES**

The Town Clerk reported that only the 5 Wallgate units at The Cut are eligible for a servicing contract as all the other Wallgate units around the town are too old to be covered by the contract. The 6th Wallgate unit at The Cut was damaged by fire and will be replaced under the Town Council's insurance policy and will come with a guarantee. The cost to service each Wallgate unit is £142, the total cost being £710 for the period 1 April 2019 to 31 March 2020. It was:

**RECOMMENDED**

**That Cowes Town Council extends the service contract for the 5 Wallgate units at The Cut public conveniences from 1 April 2019 to 31 March 2020 for the sum of £710.**

**388 CONTRACT FOR THE PROVISION OF SANITARY BINS IN THE PUBLIC TOILETS IN COWES**

The Town Clerk reported that the contract with I.E.H. Ltd for the provision and emptying of the 32 sanitary bins in the public toilets in Cowes expires on 31 March 2019. The new contract running from 1 April 2019 would remain at the agreed price of £965.12. It was:

**RECOMMENDED**

**That Cowes Town Council extends the contract with I.E.H. Ltd for the provision and emptying of the 32 sanitary bins in Cowes from 1 April 2019 until further notice.**

**389 STAFFING**

The opening hours of the Town Council's office was raised and the absence of the Town Clerks during a period of the opening hours. The Town Clerk advised that the Clerks were absent on that occasion whilst undertaking the annual public toilet risk assessments. This task required both Clerks to be in attendance for the purposes of health and safety when accessing all areas of the public toilets. It was agreed:

**ACTION**

The emergency mobile number for the Clerks will be added to the sign placed on the office door when the office is closed.

**390 HEALTH AND SAFETY**

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

**391 ITEMS FOR INCLUSION ON FUTURE AGENDAS**

There were no items raised for inclusion on future agendas.

The proceedings terminated at 7.05pm.

**CHAIRMAN**