

## COWES TOWN COUNCIL

Minutes of the Annual Meeting of Cowes Town Council held in the Drawing Room, Northwood House, Cowes on Thursday 18 May 2017 at 7pm.

**Present:** Councillors J. Bartrum, R. Bartrum, Brown, Fuller, Glendinning, Hammond, Jones, Nicholson, Oliver, Peacey-Wilcox & Taylor.

**In attendance:** Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; seven members of the public.

Prior to the start of the meeting Councillor Jones welcomed new Councillors R. Bartrum & N. Oliver.

### **7471 ELECTION OF TOWN MAYOR**

Councillor Fuller was proposed for Town Mayor by Councillor Hammond, seconded by Councillor Brown and following a unanimous show of hands. It was:

**RESOLVED**

**That Councillor Fuller be elected Town Mayor to serve until the Annual Town Council meeting in 2018.**

Councillor Fuller thereupon made a Declaration of Acceptance of Office. He thanked Councillor Jones, who initially was a reluctant mayor, for putting his heart and soul into the role and for representing Cowes Town Council so well. He also thanked Mark McNeill who had served as Deputy Mayor for two years and worked hard to build bridges with the community of Cowes.

### **7472 ELECTION OF DEPUTY MAYOR**

Councillor Peacey-Wilcox was proposed for Deputy Town Mayor by Councillor Hammond and seconded by Councillor Taylor. Councillor Glendinning was proposed by Councillor Nicholson for Deputy Town Mayor but declined to stand at this time. Therefore Councillors voted for the nomination of Councillor Peacey-Wilcox by a unanimous show of hands. It was:

**RESOLVED**

**That Councillor Peacey-Wilcox be elected Deputy Town Mayor to serve until the Annual Town Council meeting in 2018.**

Councillor Peacey-Wilcox thereupon made a Declaration of Acceptance of Office; she thanked Town Councillors for their support.

### **7473 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bertie and Wardrop.

### **7474 DECLARATIONS OF INTEREST**

Councillor Glendinning declared a non-pecuniary interest in Agenda item 13b, Minute No. 122k, as her husband works for the Home and Communities Agency.



**Cowes Harbour Commission Advisory Group**

Councillor N. Oliver Deputy - Councillor L. Hammond

**Destination Cowes**

Councillors P. Bertie Deputy – Councillor J. Bartrum

**Highways P.F.I. District One**

Councillors P. Fuller and J. Nicholson

**Isle of Wight Association of Local Councils Executive Committee**

Councillor P. Fuller Deputy - Councillor D. Jones

**Medina Valley Area Action Plan Group**

Chairman of Cowes Town Council’s Planning Committee

**Member Auditor – Town Council Accounts**

Councillor A. Glendinning

**Northwood House Charitable Trust Co. Ltd - Park Sub Committee**

Councillor P. Taylor Deputy – Councillor L. Brown

**Shoreside Committee, Cowes Week Ltd.**

Councillor P. Bertie Deputy – Councillor A. Glendinning

**The Big Lunch**

Councillor L. Hammond Deputy – Councillor A. Glendinning

**Tree Wardens**

Councillors D. Jones and P. Taylor

**West & Central Locality Health and Well-Being Group**

Councillor J. Nicholson Deputy – Councillor L. Peacey-Wilcox

**7479 STANDING ORDERS**

A review of Standing Orders was carried out which included some minor amendments. It was:

**RESOLVED**

**That Standing Orders are amended, as discussed, and approved.**

**7480 FINANCIAL REGULATIONS**

A review of Financial Regulations was carried out and no amendments were required. It was:

**RESOLVED**

**That the Town Council approves the Financial Regulations.**

**7481 CODE OF CONDUCT**

A review of the Code of Conduct was carried out and no amendments were required. It was:

**RESOLVED**

**That Cowes Town Council approves the Code of Conduct.**

**7481 POLICIES, PROCEDURES AND RISK ASSESSMENTS**

A review of the following documents was carried out and no amendments were required: Complaints Procedure; Complaints procedure for complaints against members; Equality and Diversity Policy; Internal Grievance Procedure; Freedom of Information under the model publication scheme; Health & Safety Policy; Policy for dealing with abusive, persistent or vexatious complaints or complainants; Risk Assessment – Insurance; Risk Assessment – Office; Risk Assessment – ORP Grom Plaque. It was:

**RESOLVED**

**That the Town Council approves the annual reviews as listed.**

A review of Risk Management was undertaken and a more detailed Policy was drafted for Councillors to consider. It was:

**RESOLVED**

**That Cowes Town Council approves and adopts the updated Risk Management Policy.**

**7482 DATES OF COUNCIL AND COMMITTEE MEETINGS 2017 / 2018**

**RESOLVED**

**That the Town Council and Committee meetings be held on the following dates and start times in 2017 / 2018.**

<b>TOWN COUNCIL</b>	<b>7pm</b>
1 June 2017	
20 July 2017	
7 September 2017	
5 October 2017	
2 November 2017	
14 December 2017	
1 February 2018	
1 March 2018	
5 April 2018	
17 May 2018	Annual Town Council Meeting

<b>FINANCE, ACQUISITIONS &amp; STAFFING COMMITTEE 6.15pm</b>
30 May 2017
27 June 2017
22 August 2017
10 October 2017
14 November 2017
5 December 2017
13 February 2018
10 April 2018

<b>PROJECTS COMMITTEE 6.15pm</b>
6 June 2017
11 July 2017
15 August 2017
12 September 2017
17 October 2017
21 November 2017
16 January 2018
20 February 2018
20 March 2018
24 April 2018

It was agreed to discuss the date and venue for the Annual Town Meeting later in the municipal year.

#### **7483 ATTENDANCES**

The Town Clerk reported that the attendances of Members at Town Council and Committee meetings during 2016 / 2017 were as follows:

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
G.J. Banks	10	10	100
J.M. Bartrum	10	8	80
L. Brown	10	10	100
J. Corby	10	9	90
S.E.J. Ellis	10	3	30
P.A. Fuller	10	10	100
A.J. Glendinning	4	4	100
L. Hammond	10	6	60
D.J. Jones	10	10	100
M. McNeill	10	9	90
J. Nicholson	10	8	80
L.J. Peacey-Wilcox	10	8	80
V.M. Slade	10	7	70
J.A. Spalding	10	9	90
P.G. Taylor	4	4	100
W. Wardrop	10	10	100

**PLANNING & LICENSING COMMITTEE**

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
G.J. Banks	17	15	88
L. Brown	17	17	100
J. Corby	11	10	91
D.J. Jones	17	16	94
M. McNeill	17	9	53
J. Nicholson	17	2	12
V.M. Slade	17	8	47
W. Wardrop	17	11	65

**FINANCE, ACQUISITIONS & STAFFING COMMITTEE**

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
G.J. Banks	7	5	71
J.M. Bartrum	7	4	57
J. Corby	7	7	100
S.E.J. Ellis	7	3	43
A.J. Glendinning	2	2	100
D.J. Jones	7	7	100
M. McNeill	7	7	100
V.M. Slade	6	3	50

**PROJECTS COMMITTEE**

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
G.J. Banks	13	11	85
J.M. Bartrum	13	8	61
L. Brown	11	10	91
D.J. Jones	13	11	85
M. McNeill	13	11	85
J. Nicholson	13	13	100
J.A. Spalding	13	10	77
P.G. Taylor	6	6	100

**7484 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER**

The Local Safer Neighbourhood officer sent his apologies for the meeting but he had sent a report which was circulated to all Town Councillors. The report showed that 27 crimes had been recorded for the last 31 days up to 30 March 2017 which were broken down as follows: Assaults - 9; criminal damage – 7; theft – 6; theft from a motor vehicle – 4; theft of a motor vehicle – 1. Councillors acknowledged the hard work that the police do under sometimes difficult circumstances; they also raised concerns about the policing levels in Cowes and the rest of the Island. Councillors would like an overview of anti-social behaviour included in future reports.

**ACTION**

1. The Town Clerk will ask for an overview of anti-social behaviour to be included in future reports.
2. The Town Clerk will write to Superintendent Sarah Jackson and Hampshire and Isle of Wight Police Commissioner, Michael Lane, to raise concerns about policing levels in Cowes and the rest of the Island.

**7485 MINUTES**

**RESOLVED**

**That the Minutes of the Town Council Meeting held on 6 April 2017 be taken as read, approved as a correct record and signed by the Chairman.**

**7486 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Seven members of the public were present but no questions were raised. One member of the public wished Councillors well and hopes that they will represent the residents of Cowes as well as the last Town Council did.

Councillor Hammond left the meeting at 8.03pm.

**7487 REPORTS FROM ISLE OF WIGHT COUNCILLORS**

Written reports, focusing on local issues, were received from Councillors Peacey-Wilcox, Fuller & Nicholson and were circulated to all Town Councillors. All three Councillors were available for questions but none were raised.

**7488 REPORTS OF COMMITTEES AND MEETINGS**

a) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meeting held on 27 April 2017 were received and noted.

b) Projects Committee

The Minutes of the Projects Committee meeting held on 18 April 2017 were received and noted. It was:

**RESOLVED**

**That the Finance, Acquisitions and Staffing Committee consider the cost of approximately £3,000 to partnership fund six metal picnic benches to be sited at Mornington Road and the Town Council agrees to take responsibility for the future maintenance of the picnic benches.**

c) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 11 April 2017 were received and noted. It was:

**RESOLVED**

**1. That the income received from the North Medina Community Development Trust in the sum of £79,491.00, which must be used for capital projects, be set aside to support 'The Cut' project with any remaining balance being held for other capital projects.**

**2. That the fund ear marked for Discretionary Services in the sum of £79,000.00 be set aside for the maintenance and upgrading of the four public toilets in Cowes with any remaining balance being used for maintenance of the Library building.**

**3. That a grant be made to the British Power Boat Club Ltd in the sum of £2,000.00.**

d) IWALC Executive Committee

The Minutes of the IWALC Executive Committee meeting held on 16 March 2017 were received and noted.

- e) IWALC & IW Council  
The Notes of the IWALC & IW Council meeting held on 12 April 2017 were received and noted.
- f) Supporters of Cowes Library  
The Minutes of the Supporters of Cowes Library meeting held on 27 March 2017 were received and noted. It was agreed to ask the Supporters of Cowes Library if they would like Town Councillors to be formally appointed to join their group.  
ACTION  
The Town Clerk will write to the Supporters of Cowes Library to ask if formal nominations from Cowes Town Council would be acceptable.
- g) Cowes Business Association  
The Minutes of the Cowes Business Association meetings held on 30 March 2017 and 10 April 2017 were received and noted.
- h) Cowes Big Lunch  
The Notes of the Cowes Big Lunch meeting held on 21 April 2017 were received and noted.
- i) Informal Meeting with IW Council's Regeneration Team  
The Notes of the Informal Meeting with the IW Council's Regeneration Team held on 26 April 2017 were received and noted. It was agreed to monitor any regeneration matters in Cowes.

#### **7489 COMMUNITY HUB**

Councillor Glendinning presented Councillors with an updated briefing note regarding the formation of a Community Hub in Cowes. The 'Community Right to Bid' allows Councils to nominate sites to be listed as a community asset by the Isle of Wight Council. If a listed asset comes up for sale, the sale is 'paused' and provides up to 6 months for the community to secure funding and bid to purchase the asset on the open market, should it wish to do so. The moratorium does not give 'first-refusal' on a site, only time to put together a bid. Assets for listing must have 'community value'. Councillor Glendinning gave several options on how to move this matter forward. It was:

#### **RESOLVED**

- 1. That Terms of Reference will be prepared for a Community Hub Working Group and presented to the June 2017 Town Council meeting for discussion.**
- 2. That each Town Council Committee will appoint one representative to the Community Hub Working Group.**

#### **7490 ANNUAL RETURN AND GOVERNANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2017**

The Town Clerk presented Councillors with the Town Council's Annual Return and Governance Statement for the year ended 31 March 2017. It was:

#### **RESOLVED**

**That the Annual Return and Governance Statement be approved and signed by the Town Mayor.**



**7491 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2017. It was:

**RESOLVED**

**That the Statement of Accounts for the year ended 31 March 2017 be approved and signed by the Town Mayor.**

**7492 INTERNAL AUDITORS' REPORT FOR THE YEAR ENDED 31 MARCH 2017**

The Town Clerk presented Councillors with the Town Council's Internal Auditors' Report for the year ended 31 March 2017. It was:

**RESOLVED**

**That the Internal Auditors' Report for the year ended 31 March 2017 be received and noted.**

**7493 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2017**

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2017. Cheque payments totalled £53,495.55; petty cash payments totalled £75.02. It was:

**RESOLVED**

**That the cheque payments of £53,495.55 and petty cash payments of £75.02 be received, noted and approved.**

**7494 GENERAL POWER OF COMPETENCE**

Local councils in England were given a General Power of Competence in the Localism Act 2011, sections 1 – 8. The power is a central part of the Government's move towards the decentralisation of powers down to the lowest practical level of local government.

The Government hopes that this new power will give local councils confidence in the legal capacity to act for their communities. The idea being that councils will use this power to work with others to provide cost-effective services and facilities in new ways to meet the needs of local communities.

The General Power of Competence is designed to make it easier for eligible councils to act. It is intended to permit eligible local councils to do anything that an individual might do, as long as other legislation does not forbid it.

Councils are eligible to adopt the General Power of Competence if they have a qualified Clerk and two thirds of Councillors have stood for election; Cowes Town Council qualifies under this criteria. Following a discussion it was:

**RESOLVED**

**That Cowes Town Council adopts the General Power of Competence.**

**7495 CONTRACT FOR THE SERVICING OF WALLGATE UNITS IN THE PUBLIC TOILETS**

The Town Clerk reported that the contract for the servicing of the 29 Wallgate units in the public toilets in Cowes expired on 30/4/17. The new contract running from 1/5/17 – 30/4/18 will cost £3,886.00 which is £134.00 per unit. It was:

**RESOLVED**

**To extend the contract for the servicing of the Wallgate units from 1/5/17 – 30/4/18 in the sum of £3,886.00.**

**7496 CONTRACT FOR THE SUPPLY OF SANITARY BINS IN THE PUBLIC TOILETS**

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 expired on 31/3/17. The new contract running from 1/4/17 – 31/3/18 would remain at the agreed price of £965.12. It was:

**RESOLVED**

**To extend the contract with I.E.H. Ltd for the provision and emptying of the 32 sanitary bins from 1/4/17 – 31/3/18 in the sum of £965.12.**

**7497 FINANCIAL SUPPORT FOR THE ROAD CROSSING PATROL IN PARK ROAD, COWES**

Cowes Town Council provided financial support to maintain the road crossing patrol service at Park Road, Cowes for the academic year 2016/2017. The cost for the provision of this service for the 2017/2018 academic year is £3,822.24. The Town Council have been in discussion with Cowes Primary School about funding for the next three academic years and suggested that the Town Council may ‘match fund’ any funds raised by the School. Cowes Primary School have to date, through a ‘Crowdfunding’ campaign, raised £4,100.00; the ‘Crowdfunding’ page closes on 31/5/17. Councillors discussed the opportunity to ‘match fund’ the total raised by the School, which will secure the service for at least two academic years and possibly part of a third year. It was:

**RESOLVED**

**That Cowes Town Council will ‘match fund’ the monies raised through the Cowes Primary School ‘Crowdfunding’ page up to a maximum of £5,000.00.**

**7498 RESPONSE FROM ANDREW TURNER MP REGARDING BUSINESS RATE RELIEF FOR PUBLIC TOILETS**

The Town Clerk wrote to Andrew Turner MP on 13 March 2017 to seek support for an amendment to the Local Government Finance Bill which would give 100% mandatory rate relief for public toilets. Mr Turner responded on 31 March 2017 stating that he welcomes the fact that the Local Government Finance Bill will allow authorities to grant discretionary business rate relief on public toilets. With regard to mandatory relief, he is aware of the proposed amendment and he emphasises that councils do not currently have the power that the Government seeks to introduce, so he would not underestimate the importance of this change.

**ACTION**

The Town Clerk will copy all previous correspondence to the new MP after the General Election on 8 June 2017.

**7498 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE**

Details of miscellaneous publications and correspondence was circulated to all Town Councillors.

**7499 ITEMS FOR INCLUSION ON FUTURE AGENDAS**

- Town Centre Post Office – Councillor Nicholson
- Age Friendly Island Presentation
- Review of Cowes Town Council’s Mission Statement & Key Service Objectives (Adopted March 2017).

The proceedings terminated at 8.48pm.

**CHAIRMAN**