

COWES TOWN COUNCIL

Minutes of the Annual Council Meeting of Cowes Town Council held in the Drawing Room, Northwood House, Cowes on Tuesday 10 May 2016 at 7pm.

Present: Councillor Jones (Town Mayor) (Chairman)
Councillors Banks, Bartrum, Brown, Corby, Cowan, Doyle, Fuller, Hammond, McNeill, Nicholson, Peacey-Wilcox, Slade, Spalding & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Sue Waters, Assistant Town Clerk; five members of the public.

Prior to the start of the meeting Councillor Jones welcomed the newly co-opted member for Cowes West Ward, Councillor David Doyle.

7253 ELECTION OF TOWN MAYOR

Councillor Jones was proposed for Town Mayor by Councillor Nicholson and seconded by Councillor Brown. Councillor McNeill was proposed for Town Mayor by Councillor Cowan and seconded by Councillor Wardrop; Councillor McNeill declined to stand for Town Mayor due to other commitments at this time. Councillor Slade was proposed for Town Mayor by Councillor Bartrum, there was not a seconder; however Councillor Slade stated that she did not wish to stand at this time. Therefore Councillors voted for the nomination of Councillor Jones by a show of hands, there were two abstentions, it was:

RESOLVED

That Councillor Jones be elected Town Mayor to serve until the Annual Town Council meeting in 2017.

Councillor Jones thereupon made a Declaration of Acceptance of Office; he thanked Councillors for their support over the past year.

7254 ELECTION OF A DEPUTY TOWN MAYOR

Councillor McNeill was proposed for Deputy Town Mayor by Councillor Nicholson and seconded by Councillor Cowan. Following a unanimous show of hands it was:

RESOLVED

That Councillor Mark McNeill be elected as Deputy Town Mayor to serve until the Annual Town Council meeting in 2017.

Councillor McNeill thereupon made a Declaration of Acceptance of Office.

7255 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ellis.

7256 DECLARATIONS OF INTEREST

No declarations of interest were received.

7257 APPOINTMENTS TO PLANNING & LICENSING COMMITTEE

RESOLVED

That the following members be appointed to serve on the Planning & Licensing Committee until the Annual Town Council meeting in 2017:

The Town Mayor, the Deputy Town Mayor and Councillors Banks, Brown, Doyle, Nicholson, Slade & Wardrop.

7258 APPOINTMENTS TO PROJECTS COMMITTEE

RESOLVED

That the following members be appointed to serve on the Projects Committee until the Annual Town Council meeting in 2017:

The Town Mayor, the Deputy Town Mayor and Councillors Banks, Bartrum, Doyle, Nicholson & Spalding. There remains one vacancy on this committee.

7259 APPOINTMENTS TO FINANCE, ACQUISITIONS & STAFFING COMMITTEE

RESOLVED

That the following members be appointed to serve on the Finance, Acquisitions & Staffing Committee until the Annual Town Council meeting in May 2017:

The Town Mayor, the Deputy Town Mayor and Councillors Banks, Bartrum, Brown, Corby, Cowan & Ellis.

7260 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED

That the following representatives, having been duly proposed and seconded, be appointed to serve on the following outside bodies until the Annual Town Council meeting in 2017.

Age Friendly Island Project

Councillor J. Bartrum

Deputy – Councillor J. Nicholson

Community Waste Forum

Councillor J. Bartrum

Deputy – Councillor L. Brown

Cowes Business Association

Councillor M. McNeill

Deputy - Councillor J. Corby

Cowes Deauville Twinning Association

Councillor V. Cowan

Deputy - Councillor L. Brown

Cowes Harbour Commission Advisory Group

Councillor J. Corby

Deputy - Councillor J. Spalding

Destination Cowes

Councillor M. McNeill

Deputy – Councillor J. Corby

Gateway Cowes

Councillor G. Banks

Good Neighbour Volunteer Group

Councillor J. Bartrum

Deputy - Councillor S. Ellis

Fireworks Committee – Cowes Week Limited

Councillors D. Doyle and L. Peacey-Wilcox

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 V. Cowan

Medina Valley Area Action Plan Group

Councillors G. Banks and J. Corby

Member Auditor – Town Council Accounts

Councillor G. Banks

Northwood House Charitable Trust Co. Ltd - Park Sub Committee

Councillor L. Brown

Deputy – Councillor V. Cowan

ORP Blyskawica 75th Anniversary Steering Group

Councillor D. Jones

Deputy – Councillor P. Fuller

Shoreside Committee, Cowes Week Ltd.

Councillors D. Doyle & L. Peacey-Wilcox

Tree Wardens

Councillors L. Brown and D. Jones

Wight in Bloom – Steering Group

Councillors D. Jones

7261 STANDING ORDERS

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

RESOLVED

- 1. That Standing Orders are amended, as discussed, and approved.**
- 2. That the Town Clerk will investigate other Town & Parish Council's Standing Orders in relation to secret ballots for voting for the position of Town Mayor and Deputy Town Mayor.**

7262 FINANCIAL REGULATIONS

A review of Financial Regulations was carried out which included some minor amendments. It was:

RESOLVED

That Financial Regulations are amended, as detailed by the Town Clerk, and approved.

7263 CODE OF CONDUCT

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

RESOLVED

That the Town Council approves the Code of Conduct.

7264 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; Risk Management; Health & Safety Policy; 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 the Freedom of Information under the model publication scheme policy was carried out which included some minor amendments. It was:

RESOLVED

That the Freedom of Information under the model publication scheme policy is amended and approved.

7265 DATES OF COUNCIL & COMMITTEE MEETINGS 2016 / 2017

RESOLVED

That the Town Council & Committee meetings be held on the following dates and start times in 2016 / 2017.

TOWN COUNCIL	7pm
2 June 2016	
21 July 2016	
1 September 2016	
6 October 2016	
3 November 2016	
15 December 2016	
2 February 2017	
2 March 2017	
6 April 2017	
9 May 2017	Annual Town Meeting 6.15pm & Annual Town Council Meeting 7pm

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 6.15pm
14 June 2016
23 August 2016
11 October 2016
6 December 2016
14 February 2017
11 April 2017

PROJECTS COMMITTEE	6.15pm
31 May 2016	
5 July 2016	
16 August 2016	
20 September 2016	
18 October 2016	
15 November 2016	
17 January 2017	
21 February 2017	
21 March 2017	
18 April 2017	

7266 ATTENDANCES

The Town Clerk reported that the attendances of Members at Town Council & Committee meetings during 2015 / 2016 were as follows:

TOWN COUNCIL

COUNCILLOR	POSSIBLE	ATTENDANCES	%
G.J. Banks	9	8	89
J.M. Bartrum	5	4	80
L. Brown	9	7	78
J. Corby	9	8	89
V. Cowan	9	7	78
S.E.J. Ellis	9	3	33
P.A. Fuller	9	9	100
L. Hammond	9	5	56
D.J. Jones	9	9	100
M. McNeill	9	9	100
J. Nicholson	9	9	100
L.J. Peacey-Wilcox	9	6	67
V.M. Slade	4	4	100
J.A. Spalding	9	6	67
W. Wardrop	9	7	78

PLANNING & LICENSING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
G.J. Banks	15	13	87
L. Brown	15	11	73
D.J. Jones	15	14	93
M. McNeill	15	11	73
J. Nicholson	15	4	27
V.M. Slade	6	3	50
W. Wardrop	15	6	40

FINANCE, ACQUISITIONS & STAFFING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
G.J. Banks	9	8	89
J.M. Bartrum	5	4	80
L. Brown	9	7	78
J. Corby	9	9	100
S.E.J. Ellis	9	4	44
D.J. Jones	9	8	89
M. McNeill	9	9	100
V.M. Slade	1	0	0

PROJECTS COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
G.J. Banks	9	7	78
J.M. Bartrum	4	2	50
L. Brown	9	7	78
J. Corby	9	8	89
D.J. Jones	9	7	78
M. McNeill	9	7	78
J. Nicholson	9	8	89
J.A. Spalding	9	9	100

7267 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER

The Local Safer Neighbourhood Officer was unavailable to attend the meeting but had sent a report which was circulated to all Town Councillors. The report showed that 24 crimes had been recorded for the last 31 days which were broken down as follows: Assaults 6; Burglary other than a dwelling – 2; Criminal damage – 5; Theft – 11. Their community priorities remain: reducing the number of reported incidents involving pupils from Cowes Enterprise College; speed on Mill Hill Road; to prevent and detect non dwelling burglaries in Cowes, Northwood & Gurnard.

**7268 MINUTES
RESOLVED**

That the Minutes of the meeting held on 7 April 2016, with one minor amendment, be taken as read, approved as a correct record and signed by the Chairman.

7269 QUESTIONS FROM MEMBERS OF THE PUBLIC

Five members of the public were present but no questions were asked.

7270 REPORTS FROM ISLE OF WIGHT COUNCILLORS

All four Isle of Wight Councillors (Peacey-Wilcox, Bertie, Fuller & Nicholson) had provided their Annual Reports for the preceding meeting which covered their activities for 2015 / 2016. Councillor Fuller also provided a monthly report which included items relating to waste, the planning application for Place Road, road resurfacing and the coastal strategy consultation. Councillor Nicholson reminded Councillors that they should report any new road surfaces that have been damaged by utility services. This report should be made to Island Roads for following up. The Town Clerks are happy to forward any reports to Island Roads on behalf of Councillors. Councillor Nicholson also referred to the 'Beer & Buses' event taking place on the Island on 15 & 16 October. This is a great opportunity for the town of Cowes as it attracts thousands of visitors to the Island. Nearly of all of the pubs in Cowes have signed up, also the Tank Museum and the Island Sailing Club. It was agreed to make this an agenda item for the Projects Committee.

7271 REPORTS OF COMMITTEES AND MEETINGS

a) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meetings held on 6 April 2016 & 28 April 2016 were received and noted.

- b) IWALC & IW Council Meeting
The Notes of the IWALC & IW Council meeting held on 7 April 2016 were received and noted.
- c) Supporters of Cowes Library
The Minutes of the Supporters of Cowes Library meeting held on 11 April 2016 were received and noted.
- d) Northwood Park Sub Committee
The Notes of the Northwood Park Sub Committee meeting held on 12 April 2016 were received and noted.
- e) Amey Community Waste Forum
The Notes of the Amey Community Waste Forum held on 18 April 2016 were received and noted.
- f) Projects Committee
The Minutes of the Projects Committee meeting held on 19 April 2016 were received and noted. It was:
RESOLVED
That 50 posters, detailing the location of the defibrillators in Cowes, are purchased via the NHS Trust at a cost of £50.00 plus VAT.
- g) Finance, Acquisitions & Staffing Committee
The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 21 April 2016 were received and noted. It was:
RESOLVED
1. That a grant be made to Cowes Short Mat Bowling Club in the sum of £300.
 2. That a grant be made to Cowes Open Bowls Tournament Committee in the sum of £400.
 3. That Cowes Town Council enters into a one year contract with Contractor 2, being I.E.H. Ltd, for the provision of 32 sanitary bins, in Cowes public toilets, for the annual sum of £965.12.
 4. That Cowes Town Council enters into a one year, Island wide contract, managed by Ventnor Town Council, for the servicing of the wallgate units, in the Cowes Public toilets, for the annual sum of £3625.00.
 5. 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.
 6. That the vacancy is displayed on the Town Council's Website and Facebook page.
 7. That the close date for applications is 17 June 2016.
 8. That the start date for the position is Monday 5 September 2016.
 9. That the vacancy is for 15 hours per week.
 10. That the hourly rate is LC1 Spinal Point 21 - £10.261 per hour.

7272 STAFFING AT COWES LIBRARY

Councillor Jones presented a paper regarding the future staffing of Cowes Library. The IW Council will only fund a second member of staff from April 2016 – September 2016. Cowes Town Council have been asked to consider funding the second member of staff for six months from October 2016 – March 2017. This would be at a cost of £7435.00. Councillors considered that it is essential, in order to keep the library running as it is, to provide a second member of staff. It was:

RESOLVED

That Cowes Town Council will pay £7435.00 to maintain a second member of staff at Cowes Library from 1/10/16 – 31/3/17.

7273 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2016. It was:

RESOLVED

That the Statement of Accounts for the year ended 31 March 2016 be approved and signed by the Town Mayor.

7274 ANNUAL RETURN AND GOVERNANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

The Town Clerk presented Councillors with the Town Council's Annual Return and Governance Statement for the year ended 31 March 2016. It was:

RESOLVED

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

7275 INTERNAL AUDITORS REPORT FOR THE YEAR ENDED 31 MARCH 2016

The Town Clerk presented Councillors with the Town Council's Internal Auditors Report for the year ended 31 March 2016. It was:

RESOLVED

That the Internal Auditors Report for the year ended 31 March 2016 be received and noted.

7276 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2016

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2016. Cheque payments totalled £8064.80; there were no petty cash payments. It was:

RESOLVED

That the cheque payments of £8064.80 be received, noted and approved.

7277 COUNCILLORS' REGISTER OF INTERESTS

The Town Clerk reminded Councillors to review their Register of Interests for any changes. A new Register of Interest form should be completed if there are any changes and must be submitted within 28 days of any change.

7278 CASUAL VACANCY IN COWES WEST WARD

The Town Clerk reported that an interview for co-option had taken place on 26 April 2016 and Councillor David Doyle has now been co-opted on to Cowes Town Council for the Cowes West Ward.

7279 POLICY FOR DEALING WITH ABUSIVE, PERSISTENT OR VEXATIOUS COMPLAINTS AND COMPLAINANTS
The Town Clerk presented a draft Policy for dealing with abusive, persistent or vexatious complaints and complainants which was discussed and considered by Councillors. It was:

RESOLVED

That Cowes Town Council approves and adopts the Policy for dealing with abusive, persistent or vexatious complaints or complainants.

7280 IW COUNCIL'S WEST WIGHT COASTAL FLOOD AND EROSION RISK MANAGEMENT STRATEGY – PUBLIC CONSULTATION

Councillors discussed the strategy and the public consultation which closes on 30 June 2016. Councillors were advised that there is a drop in roadshow at the New Holmwood Hotel, Cowes on Tuesday 24 May 2016 from 2 – 7pm. It was suggested that Councillors should attend this roadshow and bring back information to be discussed at the Town Council meeting on Thursday 2 June 2016. At this meeting Councillors will agree a Town Council response to the public consultation.

7281 AMEY MOBILE RECYCLING CENTRE

Amey have offered Town & Parish Councils the opportunity to receive visits from a large mobile recycling unit which will give residents the opportunity to recycle waste without the need to travel to Lynnbottom or Afton Marsh Recycling Centres. Councillors discussed this proposal and agreed that subject to accessibility the mobile unit could be located at St Mary's Road Car Park or The Parade. It was:

RESOLVED

- 1. That the Town Clerk will request a monthly visit from the mobile recycling centre, on a Monday.**
- 2. That the Town Clerk will suggest St Mary's Road Car Park for the siting of the mobile recycling centre, if accessible, alternatively The Parade.**

7282 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

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

7283 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- a) Wellbeing & My Life a Full Life – Councillor Nicholson

The proceedings terminated at 8.39pm.

CHAIRMAN