

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 14 June 2016 at 6.15pm.

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

In attendance: Debbie Faulkner, Town Clerk & three members of the public.

86 ELECTION OF A CHAIRMAN

Councillor McNeill was proposed as Chairman by Councillor Banks, seconded by Councillor Ellis and following a unanimous show of hands was elected Chairman of the Finance, Acquisitions and Staffing Committee for the municipal year 2016 / 2017.

87 DECLARATIONS OF INTEREST

Councillor McNeill declared a pecuniary interest in Minute No 89 (i) as a member of Cowes Week Limited Fireworks Committee.

Councillor McNeill declared a non-pecuniary interest in Minute No 91 as Cowes Town Council's representative on Destination Cowes.

Councillor Ellis declared a non-pecuniary interest in Minute No 89 (ii) as a member of Cowes Carnival Committee who are marshalling for the Cowes Armed Forces Day (RBL).

88 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 21 April 2016 be taken as read, approved as a correct record and signed by the Chairman.

89 APPLICATIONS FOR GRANT

The Town Council has been asked to consider the following applications for grant:

- (i) Cowes Week Limited Fireworks Committee – Cowes Week Fireworks - £6,000
- (ii) Cowes Armed Forces Day (Cowes RBL) – Refreshments - £200
- (iii) Isle of Wight Literary Festival – Support for running the event - £6,300
- (iv) Age UKIW – Cowes Active Networks Club - £600

Councillor McNeill left the room for the voting on the application (i) Cowes Week Limited Fireworks Committee. Following discussion of each application, identifying some areas of information that had not been supplied, and subsequent voting on all applications it was:

RECOMMENDED

- (i) That a grant be made to Cowes Week Limited Fireworks Committee in the sum of £5,000 on the proviso that independently signed accounts for 2014 & 2015 are submitted to Cowes Town Council.**
- (ii) That a grant be made to Cowes Armed Forces Day (Cowes RBL) in the sum of £200 on the proviso that the last box on the application form is ticked and independently signed accounts for 2014 and 2015 are submitted to Cowes Town Council.**
- (iii) That a grant be made to the Isle of Wight Literary Festival in the sum of £6,300.**
- (iv) That a grant IS NOT made to Age UKIW.**

90 REQUEST FOR SUPPORT FROM COWES PRIMARY SCHOOL

The Town Clerk reminded Committee that the provision of school road crossing patrols is being withdrawn by the Isle of Wight Council as from September 2016. At the Committee meeting on 21 April 2016 the Town Clerk was given a number of actions to undertake and has now reported the outcome of those actions. Two areas in Cowes are currently covered by road crossing patrols i.e. Park Road and Baring Road. The Isle of Wight Council have not identified any alternative solutions for when the service is withdrawn. Island Roads confirmed that additional assets required on the project network are funded by the Isle of Wight Council on a call off basis; such requests as a new Puffin crossing are placed on a safety assets register for consideration by the Authority. Island Roads have added the request for a crossing at Park Road to the list of similar schemes for consideration. Councillors also discussed the staffing costs for providing both road crossing patrol services. It was agreed:

ACTION

1. That the Town Clerk contacts IWALC to ascertain what actions other Town & Parish Councils are taking in relation to the withdrawal of the road crossing patrol service.
2. Cowes Town Council will monitor public opinion and possible solutions.
3. The subject of zebra / pelican / puffin crossings will be raised at the forthcoming meeting between Cowes Town Council, Island Roads & the Isle of Wight Council.

91 DESTINATION COWES

Councillor McNeill presented a draft paper on Destination Cowes which included a summary of key deliverables for 2016, the proposed structure, participating organisations, governance, purpose, objectives, a mission statement, delivery, funding, a draft budget for 1/6/16 to 31/3/17 and the way forward. Councillors discussed the draft document; the objective being to market Cowes properly, to give a strong website and marketing presence which will benefit the whole town. Most organisations listed have pledged support and funding. Cowes Town Council ring fenced an amount of £5,000 in their budget for 2016 / 2017 - 'Destination Cowes marketing budget provision'. Before voting for a recommendation Councillor Jones left the meeting at 7.25pm and Councillor Ellis left the meeting at 7.34pm; Councillor McNeill abstained from the vote. It was:

RECOMMENDED

That, subject to the final agreement being signed off by all stakeholders, Cowes Town Council will pay the agreed contribution of £5,000 from the 2016 / 2017 budget.

92 ONLINE BANKING

The Town Clerk informed Councillors that the Town Council bank accounts held at Lloyds Bank could use the online banking system subject to the existing mandate of three authorisations. This would speed up the payment process and allow the Clerk to view transactions online. It was:

RECOMMENDED

That Cowes Town Council uses online banking for the Lloyds Bank accounts.

93 SANTANDER BUSINESS REWARD SAVER ACCOUNT

At the Cowes Town Council meeting on 4 February 2016 it was agreed to open a Santander Business Reward Saver Account with the sum of £100,000. (Minute No 7212b12 refers). The Town Clerk reported that, when trying to open the account, was informed that multiple signatories were not allowed and therefore opening this account would not comply with Cowes Town Council's Financial Regulations. The Town Clerk is investigating alternative bank accounts and will report back when further progress has been made.

94 LEGIONELLA RISK ASSESSMENTS

The Town Clerk informed Committee that to comply with health and safety requirements Legionella Risk Assessments had to be undertaken in the public conveniences in Cowes and those at Northwood Park & Northwood Recreation Ground. Risk assessments were due in May 2016 and therefore these works were undertaken on 8 June 2016, as a matter of urgency, at a cost of £65 per block + VAT.

95 REPLACEMENT PRINTER / SCANNER / COPIER IN THE TOWN COUNCIL OFFICE

The Town Clerk presented Councillors with a number of options to replace the existing printer which is becoming obsolete with spare parts difficult to source. Councillors discussed the requirements of the office and decided that further investigation is required to source an appropriate device. It was agreed: ACTION

The Town Clerk will investigate alternative options for replacement of the existing printer.

96 SHORTLISTING AND INTERVIEW PANEL FOR THE POST OF ASSISTANT TOWN CLERK

At the Town Council meeting on 2 June 2016, the Finance, Acquisitions and Staffing Committee were given delegated powers to shortlist, interview and appoint to the post of Assistant Town Clerk. (Min No 7294 refers). A discussion took place to agree a panel of Councillors for this purpose. It was:

RESOLVED

1. That Councillors Banks, Bartrum, Cowan, McNeill and the Town Clerk be appointed to take part in the shortlisting process, interview panel and final appointment of the Assistant Town Clerk.

2. The Town Clerk will email Councillors Banks, Bartrum, Cowan and McNeill, after the close date of 17 June, copies of all the application forms received for the purpose of shortlisting.

3. A date for interviews will be agreed once the shortlisting process has been undertaken.

97 LOCAL GOVERNMENT PENSION SCHEME FOR COWES TOWN COUNCIL STAFF

The Town Clerk presented Councillors with a paper detailing the costs and benefits of enrolling into the Local Government Pension Scheme. Cowes Town Council are classed as a “scheduled employer” with automatic rights to join the fund. The staging date for offering a workplace pension at Cowes Town Council is 1 April 2017. Councillors considered the options as presented and it was agreed:

ACTION

The Town Clerk will investigate alternative pension providers for Town Council staff.

The proceedings terminated at 8.18pm.

CHAIRMAN