

## COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 8 March 2016 at 6.15pm.

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

In attendance: Debbie Faulkner, Town Clerk.

### 68 APOLOGIES

Apologies for absence were received from Councillors Bartrum & Hammond.

### 69 DECLARATIONS OF INTEREST

Councillor Banks declared a non-pecuniary interest in Min No. 72 (i) as a Director of Cowes Town Waterfront Trust whose trading arm, Cowes Yacht Haven, will be hosting the Powerboat event in September 2016.

### 70 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 24 February 2016 be taken as read, approved as a correct record and signed by the Chairman.

### 71 THE SOLITAIRE BOMPARD – LE FIGARO

Councillors discussed the shore side activities that are being arranged for the Solitaire Bompard – Le Figaro event in June 2016 and agreed that what is being proposed will cost in excess of Cowes Town Council's contribution of £10,000 and Cowes Business Association's contribution of £5,000. Councillors agreed to make the payment of £15,000 on presentation of the invoice.

### 72 APPLICATIONS FOR GRANT

The Town Clerk reported that any further approved applications for grant will be paid from the financial year 2016 / 2017 budget.

(i) Cowes Classic Powerboat Race 2016 – Hire of large TV screens to be displayed in the marina - £2,000. It was:

#### **RECOMMENDED**

**That a grant be made to Cowes Classic Powerboat Race 2016 in the sum of £2,000, from the budget heading 'New event support budget – Shoreside'.**

(ii) Cowes Carnival – Public liability Insurance, High Vis Jackets, Dress Material - £3,000.

Councillors discussed this grant application which did not fully meet the criteria set for considering grants and therefore could not be approved. Councillors discussed whether a temporary loan could be made to assist Cowes Carnival but this would fall outside of the Town Council's Financial Regulations. It was agreed that Cowes Carnival could re-submit their grant application by providing the following additional information:

1. To state on the accounts the start and end date of each financial year;
2. The income on the accounts for 2015 has omitted to show the Town Council's grant of £3,000 which was awarded in December 2015, this needs to be included;
3. To provide a breakdown of the expenditure for the 2015 accounts;
4. How did the income and expenditure on the 2014 accounts match exactly?
4. Who is S. Evans, the signatory of the 2015 accounts, and what qualifications does this person hold?

#### **ACTION**

The Town Clerk will write to Cowes Carnival Committee to list the information required by Cowes Town Council, prior to their re-submission of the grant application.

**73 HM QUEEN ELIZABETH II 90<sup>TH</sup> BIRTHDAY COMMEMORATIVE MEDAL**

Councillors received information regarding the offer to purchase HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative medals to donate to local schools at a cost of £1.99 each plus post and packing. For the number of children in Cowes schools this would cost the Town Council £3228 which Councillors felt was an unjustifiable expense as more and more financial burdens are being placed upon the Town Council. It was:

**RECOMMENDED**

**That Cowes Town Council does not purchase HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative medals to donate to local schools in Cowes.**

**74 FUTURE STAFFING ARRANGEMENTS IN THE TOWN COUNCIL OFFICE**

The Town Clerk had provided Councillors with copies of the Assistant Town Clerk's current job description. The Town Clerk reported that the role of the Assistant Town Clerk was still a necessary one but felt that the hours should be extended to at least 15 hours a week, worked over a five day period. It was agreed that a review of the job description and person specification is required prior to placing an advertisement for the vacancy. In light of changes to workplace pensions this should be considered when advertising the vacancy. The staging date for Cowes Town Council is 1/4/17.

The Town Clerk reported that she would be willing to continue working approx. 25 hours a week on an informal basis until the impact of the workload due to the additional discretionary services taken on by Cowes Town Council is fully understood. This could result in employing an additional member of staff to manage and monitor contracts.

**ACTION**

1. The Assistant Town Clerk will review her current job description, to add any new tasks and to delete any tasks that are not now relevant.
2. The Town Clerk will review the amended job description, and amend the person specification accordingly.
3. The Town Clerk will prepare a draft advertisement for the vacancy, for consideration by Councillors, prior to publication.
4. The Town Clerk will investigate options for pension providers and report back to Committee.

**75 OTHER STAFFING MATTERS**

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

The proceedings terminated at 7.43pm

**CHAIRMAN**