

## COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 11 April 2017 at 6.15pm.

**Present:** Councillors McNeill (Chairman) (6.20pm), Banks, Corby, Ellis, Glendinning & Jones.

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

In the absence of the Chairman at the start of the meeting, Councillor Jones took the Chair.

### **156 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bartrum & Slade.

### **157 DECLARATIONS OF INTEREST**

No declarations of interest were received.

### **158 MINUTES**

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 14 February 2017 be taken as read, approved as a correct record and signed by the Chairman.

Councillor McNeill joined the meeting at 6.20pm and took the Chair.

### **159 FINANCIAL STATEMENT AS AT 31 MARCH 2017**

The Town Clerk submitted a financial statement for the financial year end giving details of income and expenditure. The balances in the Town Council's bank accounts, including petty cash, as at 31 March 2017 were £326,364.93 of which £206,283.84 is ring fenced and ear marked expenditure. Reserves as at 31 March 2017 were £120,081.09. The monies earmarked for capital projects and discretionary services were discussed.

It was:

#### **RECOMMENDED**

- 1. 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. 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.**

Councillors Banks & Jones left the meeting at 6.44pm.

**160 COWES TOWN COUNCIL'S RISK MANAGEMENT POLICY**

Councillor Glendinning presented Councillors with a template which she had used at a former parish council. It was agreed that, in line with normal policy, the Town Clerk will review the Town Council's Risk Management Policy against the template and make proposed amendments where necessary. This will be presented as part of the annual review of documents process at the Annual Town Council meeting on 18 May 2017.

**161 APPLICATION FOR GRANT**

The Town Clerk reported that the sum of £20,000.00 is in the 2017/2018 budget for grants. The Town Council has been asked to consider the following application for grant:

- British Power Boat Club Ltd – Large TV Screen, Yellow Brick Tracking, Drones & hire of hard standing at the Marina, for the offshore Powerboat racing events on 25/26/27 August 2017 - £5000.00.

It was:

**RECOMMENDED**

**That a grant be made to the British Power Boat Club Ltd in the sum of £2000.00.**

**162 THE BIG LUNCH**

Councillor McNeill reported that Northwood House Charitable Trust Co. Ltd have been successful in obtaining Lottery funding for the Big Lunch on 4 June 2017.

Therefore it is unlikely that they will need the support from Cowes Town Council who have set aside £2,500.00 for this event in the 2017 / 2018 budget.

**163 TOWN CLERK'S ANNUAL APPRAISAL**

The Town Clerk had a successful annual appraisal with the Mayor and Deputy Mayor on 24 February 2017. Achievements were acknowledged which included passing the CiLCA qualification. Objectives have been set for the following year which include identifying training opportunities for Councillors post-election. Councillors thanked the Town Clerk for her hard work and for being well organised and knowledgeable.

**164 OTHER STAFFING MATTERS**

No other staffing matters were raised by Councillors or Clerks.

**165 HEALTH AND SAFETY ISSUES**

No health and safety issues raised by Councillors or Clerks.

**166 ITEMS FOR INCLUSION ON FUTURE AGENDAS**

No items were raised for inclusion on future agendas.

The proceedings terminated at 7.50pm.

**CHAIRMAN**