

COWES TOWN COUNCIL

Minutes of the Annual Meeting of Cowes Town Council held in the Drawing Room, Northwood House, Cowes on Thursday 17 May 2018 at 7pm.

Present: Councillor Fuller (Town Mayor) (Chairman)
Councillors Adams, J. Bartrum, R. Bartrum, Bertie, Brown, Bustin, Ellis, Glendinning, Hammond, Jones, Nicholson, Oliver, Peacey-Wilcox, Taylor & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; 6 members of the public.

Prior to the start of the meeting Councillor Fuller welcomed the newly Co-opted Member to Cowes West Ward, Councillor Christine Bustin.

7690 ELECTION OF TOWN MAYOR

Councillor Fuller was proposed for Town Mayor by Councillor Hammond, seconded by Councillor Peacey-Wilcox and following a unanimous show of hands, it was:

RESOLVED

That Councillor Fuller be elected as Town Mayor to serve until the Annual Town Council meeting in 2019.

Councillor Fuller thereupon made a Declaration of Acceptance of Office; he thanked Councillors for their support.

7691 ELECTION OF DEPUTY TOWN MAYOR

Councillor Peacey-Wilcox was proposed by Councillor Hammond and seconded by Councillor Fuller and following a unanimous show of hands, it was:

RESOLVED

That Councillor Peacey-Wilcox be elected as Deputy Town Mayor to serve until the Annual Town Council meeting in 2019.

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

7692 APOLOGIES FOR ABSENCE

No apologies for absence were received.

7693 DECLARATIONS OF INTEREST

Councillor Glendinning declared a non-pecuniary interest in Minute Nos. 7710c and 7710e as Cowes Town Council's Deputy Representative on The Big Lunch.

Councillor Glendinning declared a non-pecuniary interest in Minute No. 7710g as Cowes Town Council's Representative on the Supporters of Cowes Library.

Councillor Glendinning declared a non-pecuniary interest in Minute No. 7711 as Cowes Town Council's Deputy Representative on the Shoreside Committee, Cowes Week Ltd.

Councillor Oliver declared a non-pecuniary interest in Minute No. 7710c7 as his partner is involved in the Isle of Wight Literary Festival.

Councillor Fuller declared a pecuniary interest in Minute No. 7710c as a member of Cowes Medical Centre Patient Participation Group.

Councillor Taylor declared a non-pecuniary interest in Minute No.7699 as he is a member of Northwood House Charitable Trust Co. Ltd.

Councillors Ellis & Hammond declared a non-pecuniary interest in Minute No. 7710c11 as they are stewarding the RAF 100 parade on 27 May 2018.

Councillor Brown declared a non-pecuniary interest in Minute No. 7710g as Cowes Town Council's Representative on the Supporters of Cowes Library.

7694 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 2019:

The Town Mayor, The Deputy Town Mayor and Councillors R. Bartrum, Brown, Bustin, Jones, Oliver & Taylor.

7695 APPOINTMENTS TO PROJECTS COMMITTEE

RESOLVED

That the following members be appointed to serve on the Projects Committee until the Annual Town Council meeting in 2019:

The Town Mayor, The Deputy Town Mayor and Councillors Adams, J. Bartrum, Bertie, Brown, Nicholson & Taylor.

7696 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 2019:

The Town Mayor, The Deputy Town Mayor and Councillors J. Bartrum, Bertie, Bustin, Glendinning, Jones & Oliver.

7697 APPOINTMENTS TO THE AGE FRIENDLY ISLAND WORKING GROUP

RESOLVED

That the following members be appointed to serve on the Age Friendly Island Working Group until the Annual Town Council meeting in 2019:

Councillors J. Bartrum, R. Bartrum & Bustin. There remains one vacancy on this Working Group.

7698 APPOINTMENTS TO THE PUBLIC CONVENIENCES WORKING GROUP

Councillors discussed the Terms of Reference for this Working Group and expressed a preference for two additional members to be appointed to the Working Group. It was agreed:

ACTION

The Town Clerk will review the Terms of Reference for the Public Conveniences Working Group with a view to increasing its membership to six. This will be an agenda item for the Town Council meeting on 7 June 2018.

It was:

RESOLVED

That the following members be appointed to serve on the Public Conveniences Working Group until the Annual Town Council meeting in 2019:

Councillors J. Bartrum, R. Bartrum, Brown & Taylor.

**7699 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES
RESOLVED**

That the following representatives have been appointed to serve on the following outside bodies until the Annual Town Council meeting in 2019:

Age Friendly Island Project

Councillor R. Bartrum Deputy – Councillor J. Bartrum

Civil Military Partnership

Councillor J. Nicholson Deputy – Councillor P. Taylor

Community Waste Forum

Councillor R. Bartrum Deputy – Councillor P. Taylor

Cowes Business Association

Councillor J. Bartrum Deputy - Councillor C. Bustin

Cowes Deauville Twinning Association

Councillor W. Wardrop Deputy - Councillor L. Brown

Cowes Harbour Commission Advisory Group

Councillor N. Oliver Deputy - Councillor A. Adams

Destination Cowes

Councillors P. Bertie Deputy – Councillor J. Bartrum

Friends of ORP Blyskawica Society Executive Committee

Councillor D. Jones Deputy - Vacancy

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 Internal Financial Reviewers – Town Council Accounts

Councillors A. Adams and P. Taylor

Member Champion – Plastic Free Cowes

Councillor R. Bartrum

Deputy – Councillor J. Bartrum

Northwood House Charitable Trust Co. Ltd - Park Sub Committee

Councillor P. Taylor

Deputy – Councillor L. Brown

Shoreside Committee, Cowes Week Ltd.

Councillor A. Glendinning

Deputy – Councillor P. Bertie

Supporters of Cowes Library

Councillor A. Glendinning

Deputy – Councillor L. Brown

The Big Lunch

Councillor A. Glendinning

Deputy – Councillor C. Bustin

Tree Wardens

Councillors D. Jones and P. Taylor

West & Central Locality Health and Well-Being Group

Councillor J. Nicholson

Deputy – Councillor L. Peacey-Wilcox

Yachting Parade of Fame Steering Committee

Councillor P. Bertie

Deputy – Councillor A. Adams

7700 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.

7701 FINANCIAL REGULATIONS

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

RESOLVED

That Financial Regulations are amended, as discussed, and approved.

7702 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.

7703 POLICIES, PROCEDURES AND RISK ASSESSMENTS

A review of the following documents was carried out and no amendments were required: Equality & Diversity Policy; Internal Grievance Procedure; Health & Safety Policy; Policy for dealing with abusive, persistent or vexatious complaints or complainants. It was:

RESOLVED

That Cowes Town Council approves the annual reviews as listed.

A review of the following documents was carried out which included some minor amendments: Complaints Procedure; Complaints Procedure for complaints against members; Freedom of Information under the model publication scheme; Risk Management. It was:

RESOLVED

That Cowes Town Council amends and approves the annual reviews as listed.

7704 DATES OF COUNCIL AND COMMITTEE MEETINGS FOR THE MUNICIPAL YEAR 2018 / 2019

RESOLVED

That the Town Council and Committee meetings be held on the following dates and start times for the Municipal Year 2018 / 2019.

TOWN COUNCIL	7pm
7 June 2018	
19 July 2018	
6 September 2018	
4 October 2018	
1 November 2018	
13 December 2018	
7 February 2019	
7 March 2019	
4 April 2019	
9 May 2019 Annual Town Council Meeting	

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 6.15pm
26 June 2018
24 July 2018
28 August 2018
25 September 2018
23 October 2018
20 November 2018
4 December 2018
29 January 2019
26 February 2019
26 March 2019
30 April 2019

PROJECTS COMMITTEE 6.15pm
12 June 2018
10 July 2018
14 August 2018
11 September 2018
9 October 2018
6 November 2018
15 January 2019
12 February 2019
12 March 2019
16 April 2019

7705 ATTENDANCES

The Town Clerk reported that the attendances of Members at Town Council and Committee meetings during 2017 / 2018 were as follows:

TOWN COUNCIL

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	9	9	100
J.M. Bartrum	11	11	100
R.A. Bartrum	11	11	100
P.M. Bertie	11	6	55
L. Brown	11	11	100
S.Ellis	9	3	33
P.A. Fuller	11	10	91
A.J. Glendinning	11	11	100
L. Hammond	11	9	82
D.J. Jones	11	8	73
J. Nicholson	11	10	91
N.G. Oliver	11	8	73
L.Peacey-Wilcox	11	10	91
P.G. Taylor	11	10	91
W. Wardrop	11	8	73

PROJECTS COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	7	6	86
J.M. Bartrum	10	9	90
P.M. Bertie	10	3	30
L. Brown	10	9	90
P.A. Fuller	10	6	60
J. Nicholson	10	4	40
L. Peacey-Wilcox	10	6	60
P.G. Taylor	10	10	100

FINANCE, ACQUISITIONS & STAFFING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
J.M. Bartrum	8	7	88
P.M. Bertie	8	4	50
S.Ellis	5	1	20
P.A. Fuller	8	3	38
A.J. Glendinning	8	8	100
D.J. Jones	8	5	63
N.G. Oliver	8	7	88
L. Peacey-Wilcox	8	5	63

PLANNING & LICENSING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
R.A. Bartrum	16	14	88
L. Brown	16	13	81
P.A. Fuller	16	3	19
D.J. Jones	16	15	94
N.G. Oliver	16	8	50
L. Peacey-Wilcox	16	2	13
P.G. Taylor	16	13	81
W. Wardrop	16	10	63

7706 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 crime statistics for the last 31 days up to 30 April 2018 showed 11 assaults with injury; 6 criminal damage; 5 theft; 1 theft from a motor vehicle. In respect of anti-social behaviour the report showed 1 environmental; 4 personal; 9 community. Their priorities remain as the night time economy; safeguarding / prevention / domestic violence; youth anti-social behaviour and vulnerability.

7707 MINUTES RESOLVED

That the Minutes of the Town Council Meeting held on 5 April 2018, with a minor amendment to Minute No. 7672, be taken as read, approved as a correct record and signed by the Chairman.

7708 QUESTIONS FROM MEMBERS OF THE PUBLIC

A member of the public informed the Town Council that he will be producing a new Cowes Regatta magazine for the summer sailing season which will go to print on 22 June 2018 before the Round the Island Race; this will be an annual publication. An offer for the Mayor to prepare the foreward for the magazine was made and it was suggested to get in touch with the Town Clerk to co-ordinate arrangements with the Mayor.

Another member of the public reminded Town Councillors that it is the Cowes Business Association AGM on Wednesday 23 May 2018 at the Royal Yacht Squadron, 5.30pm for 6pm. He encouraged as many Town Councillors as possible to attend.

7709 REPORTS FROM ISLE OF WIGHT COUNCILLORS

Written reports focussing on local matters were received from Councillors Bertie, Fuller, Nicholson & Peacey-Wilcox.

Councillor Bertie's report stated that the IW Council has managed to meet its budget without any noticeable reduction in services. When questioned he stated that it should have read 'without any reduction in statutory services'. Gateway Cowes was also discussed; Councillor Bertie has seen the outline plans which had been somewhat hampered by the sale of the old Nat West building. Councillors discussed whether Cowes Town Council should have any input into this project. It was agreed:

ACTION

The Town Clerk will contact the Gateway Cowes Stakeholder Group to request that Cowes Town Council appoint a representative to join their stakeholder group.

Councillors Fuller, Nicholson & Peacey-Wilcox were available for questions but none were raised.

7710 REPORTS OF COMMITTEES AND MEETINGS

a) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meeting held on 2 May 2018 were received and noted.

b) Projects Committee

The Minutes of the Projects Committee meeting held on 24 April 2018 were received and noted. It was:

RESOLVED

That Cowes Town Council supports the rejuvenation of the Rope Walk trail.

Councillor Fuller left the meeting for the duration of Minute No. 7710c and returned to the meeting for Minute No. 7710d.

Councillor Oliver left the meeting for Minute No. 7710c7 and returned to the meeting for Minute No. 7710d.

c) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meetings held on 10 April 2018 & 15 May 2018 were received and noted. It was:

RESOLVED

1. That Cowes Town Council receive, note and approve the Financial Statement as at 31 March 2018.

2. That Cowes Town Council approves the cost of £4,400 plus VAT for G. Filer Engineering Ltd to sandblast and repaint the underside of the skate park ramps to be met from the 'Northwood Rec – Skate Park, MUGA and Outdoor Gym Maintenance' budget.
3. That Cowes Town Council approves the cost of £1,000 for the installation, maintenance and subsequent removal of bunting in the High Street for the summer season.
4. That a grant is made to Age UK – Isle of Wight – Cowes Memory Group in the sum of £200.
5. That a grant is made to Destination Cowes in the sum of £2,000 and Cowes Town Council strongly encourages East Cowes Town Council to support this initiative.
6. That a grant is made to BPRC Event Management Ltd in the sum of £1,000.
7. That a grant is made to the Isle of Wight Literary Festival Youth Zone in the sum of £5,000.
8. That a grant is made to Cowes Medical Centre Patient Participation Group in the sum of £500.
9. That a grant is not made to the Isle of Wight Day.
10. That Cowes Town Council will strongly encourage residents and businesses to take part in the Isle of Wight Day event.
11. That Cowes Town Council makes a donation of £250 for the RAF 100 Isle of Wight event on Sunday 27 May 2018.
12. That Cowes Town Council makes a donation of £500 to Citizens Advice Isle of Wight.
13. That Cowes Town Council enters into a five year long term insurance policy agreement, starting 1 June 2018, with Zurich Municipal for the annual sum of £2,368.67.
14. That Cowes Town Council extends the service contract for the 29 Wallgate units in Cowes from 1/5/18 – 31/3/19 for the sum of £4,105.50.
15. That Cowes Town Council extends the contract with I.E.H. Ltd for the provision and emptying of 32 sanitary bins from 1/4/18 – 31/3/19 for the sum of £965.12.
16. That the NJC 2018 – 2019 National Salary Award be received, noted and approved.

- d) Public Conveniences Working Group
The Minutes of the Public Conveniences Working Group meeting held on 10 May 2018 were received and noted.
- e) Cowes Big Lunch
The Notes of the Cowes Big Lunch meeting held on 20 April 2018 were received and noted. The draft Notes are subject to clarification at the next meeting of the Cowes Big Lunch.
- f) Amey Community Waste Forum
The Notes of the Amey Community Waste Forum held on 30 April 2018 were received and noted.

- g) Supporters of Cowes Library
The Minutes of the Supporters of Cowes Library meeting held on 23 April 2018 were received and noted.
- h) Age Friendly Island Champions Meeting
The Notes of the Age Friendly Island Champions meeting held on 30 April 2018 were received and noted. The Age Friendly Island Charter was discussed; Councils across the Island have been asked to adopt a charter to reflect their commitment to the Age Friendly principle. It was:
RESOLVED
That Cowes Town Council adopt the Age Friendly Island Charter.
- i) High Street Environment Meetings
The Notes of the High Street Environment meetings held on 19 April 2018 & 9 May 2018 were received and noted.

7711 UPDATE ON THE 2018 COWES WEEK PARADE VILLAGE CONTRACT

Councillor Bertie advised that he has seen a draft of the Contract for the 2018 Cowes Week Parade Village between the Isle of Wight Council and Cowes Week Ltd. Councillor Bertie is happy that this Contract is now signed. It gives an undertaking for Cowes Week Ltd to work with Cowes Town Council and Cowes Business Association for discussions around how The Parade Village is run. It is essential that Cowes Town Council is involved in these discussions at the earliest opportunity and appoints two representatives for this purpose. It was:

RESOLVED

That Councillors Fuller and Peacey-Wilcox represent Cowes Town Council in ongoing discussions with Cowes Week Ltd and Cowes Business Association in relation to the 2018 Cowes Week Parade Village.

7712 HIGH STREET ENVIRONMENT (MINUTE NO. 7673 REFERS)

Cowes Town Council has been investigating a proposal to provide hanging baskets for the summer 2018 season (June – September) along the extended High Street from the Methodist Chapel, Birmingham Road to the junction with Bath Road and The Parade. Councillors considered the costings for the provision of 50 hanging baskets and subsequent watering contract. It was:

RESOLVED

- 1. That Cowes Town Council supplies, installs and maintains 50 x 14” filled hanging baskets from Care In The Garden with a suitable watering contractor to be procured.**
- 2. That the sum of up to £3,000 be set aside from the ‘High Street Environment’ budget for this project.**

7713 BIG ISSUE VENDOR – COWES HIGH STREET

This matter was discussed by Councillors ‘in camera’ at the end of the meeting. This was a private and confidential matter and the discussion will not be disclosed in the public minutes.

7714 ANNUAL RETURN AND GOVERNANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

The Town Clerk presented Councillors with the Town Council's Annual Governance & Accountability Return for the year ended 31 March 2018. It was:

RESOLVED

That the Annual Governance & Accountability Return for the year ended 31 March 2018 be approved and signed by the Town Mayor.

7715 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2018. It was:

RESOLVED

That the Statement of Accounts for the year ended 31 March 2018 be approved and signed by the Town Mayor.

7716 INTERNAL AUDITORS' REPORT FOR THE YEAR ENDED 31 MARCH 2018

The Town Clerk presented Councillors with the Town Council's Internal Auditors' Report for the year ended 31 March 2018. It was:

RESOLVED

That the Internal Auditors' Report for the year ended 31 March 2018 be received and noted.

7717 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2018

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2018. Cheque payments totalled £12,105.99; petty cash payments totalled £79.57. It was:

RESOLVED

That the cheque payments of £12,105.99 and petty cash payments of £79.57 be received, noted and approved.

7718 CO-OPTION TO COWES WEST WARD (MINUTE NO. 7685 REFERS)

The Town Clerk advised that following co-option interviews on 19 April 2018, Christine Bustin was co-opted to the Cowes West Ward.

7719 REVIEW COUNCILLORS' REGISTER OF INTERESTS

The Town Clerk reminded Councillors to review their Register of Interest forms following the meeting this evening with particular attention to any outside body appointments that have been made. Amended Registers should be received by the Town Clerk within 28 days of the Annual Town Council meeting.

7720 INFORMATION AND DATA PROTECTION POLICY

To comply with the General Data Protection Regulations coming into force on 25 May 2018, the Town Clerk presented a draft 'Information and Data Protection Policy' for Councillors' consideration. It was:

RESOLVED

That Cowes Town Council approves and adopts the Information and Data Protection Policy.

Councillor Wardrop left the meeting at 9.26pm.

7721 DOCUMENT RETENTION AND DISPOSAL POLICY

To comply with the General Data Protection Regulations coming into force on 25 May 2018, the Town Clerk presented a draft 'Document Retention and Disposal Policy' for Councillors' consideration. It was:

RESOLVED

That Cowes Town Council approves and adopts the Document Retention and Disposal Policy.

7722 THE TOWN OF COWES AGE FRIENDLY COMMUNITIES REPORT – SPRING 2018

Councillors reviewed copies of 'The Town of Cowes Age Friendly Communities Report – Spring 2018'. This document was a collaboration between Cowes Town Council and the Age Friendly Island project.

Standing Order 7.6 was suspended at 9.30pm to allow further business of the Town Council to be considered.

7723 COWES BUSINESS SURVEY (MINUTE No. 7684 REFERS)

At the late stage of the evening it was felt that this matter should be fully discussed at the Town Council meeting on 7 June 2018.

7724 COWES TOWN COUNCIL'S MEMBERSHIP OF THE ISLE OF WIGHT SPORTS FOUNDATION

Cowes Town Council have been asked to consider renewing their membership with the Isle of Wight Sports Foundation for the annual sum of £6. It was:

RESOLVED

That Cowes Town Council renews its membership with the Isle of Wight Sports Foundation for the annual sum of £6.

7725 LOCAL GOVERNMENT BOUNDARY COMMISSION'S ELECTORAL REVIEW OF THE ISLE OF WIGHT

The Local Government Boundary Commission are undertaking an electoral review of the Isle of Wight and are seeking views on future ward boundaries for the Isle of Wight Council. It was:

RESOLVED

That Cowes Town Councillors make individual responses to the Boundary Commission's Electoral Review of the Isle of Wight.

7726 NATURAL ENGLAND'S ENGLISH COAST PATH PROJECT

Natural England's English Coast Path Project is seeking views as to whether the River Medina should be included in their English Coast Path project. If included, the England Coast Path route will follow the course of the Medina linking Cowes, East Cowes and Newport. It was:

RESOLVED

That Cowes Town Councillors make individual responses to Natural England's English Coast Path Project.

**7727 RESPONSE FROM NAT WEST REGARDING THE OUT OF ORDER ATM
(MINUTE NO 7682 REFERS)**

After an elapse of 14 days from the Town Council meeting on 5 April 2018, the Town Clerk lodged a formal complaint with Nat West regarding the out of order ATM at the old Nat West building. The complaint has been acknowledged and upheld and has resulted in two phone calls from Nat West to advise of any updates. Currently Nat West are stating that their engineers do not have access to the old Nat West building. The Town Clerk is expecting to receive weekly updates from Nat West in regard to when the ATM is likely to be repaired. Nat West have given a verbal commitment to get the ATM up and running again.

7728 UPDATE FROM THE ENVIRONMENT OFFICER

A spreadsheet outlining the activities of the Environment Officer in Cowes was circulated to all Town Councillors. Issues raised included fly-tipping; dog fouling; dogs off leads; fly-posting; pavement trip hazards; inspections of beaches, slipways and lifebelts.

Councillor Adams left the meeting at 9.33pm.

7729 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

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

7730 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- To review the Terms of Reference for the Public Conveniences Working Group
- To receive a response to questions raised regarding the proposed Cowes Business Survey (Minute No. 7684 refers)
- Cowes Week Sponsorship Opportunities - Update – Councillor Glendinning

The proceedings terminated at 9.41pm

CHAIRMAN