

COWES TOWN COUNCIL

Minutes of the Annual Meeting of Cowes Town Council held in the Drawing Room, Northwood House, Cowes on Thursday 9 May 2019 at 7pm.

Present: Councillor Peacey-Wilcox (Town Mayor) (Chairman)
Councillors Bertie, Brown, Bustin, Ellis, Fuller, Gilpin, Hammond, Jones, Nicholson, Oliver, Rafferty, Reynolds, Taylor & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; PS Justin Pringle; PC Adam Dollery.

Prior to the start of the meeting Councillor Fuller welcomed the newly Co-opted Members to Cowes Medina Ward, Councillors Ken Gilpin & John (Jock) Rafferty.

7916 ELECTION OF TOWN MAYOR

Prior to nominations a request was made for a secret ballot to be held. As there was only one nomination this was not necessary.

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

RESOLVED

That Councillor Peacey-Wilcox be elected as Town Mayor to serve until the Annual Town Council meeting in 2020.

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

7917 ELECTION OF DEPUTY TOWN MAYOR

Prior to nominations a request was made for a secret ballot to be held.

Councillor Bertie was proposed by Councillor Hammond and seconded by Councillor Wardrop.

Councillor Taylor was proposed by Councillor Bustin and seconded by Councillor Jones.

Following a secret ballot, it was:

RESOLVED

That Councillor Bertie be elected as Deputy Town Mayor to serve until the Annual Town Council meeting in 2020.

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

7918 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Adams.

7919 DECLARATIONS OF INTEREST

Councillor Hammond declared a non-pecuniary interest in Minute No. 7938b3 as she supervises the parking of participants' cars for the event, the parking fees being paid to Northwood House Charitable Trust Co. Ltd.

Councillor Oliver declared a non-pecuniary interest in Minute No. 7938b5 as he knows Martin Gibson and Will Ainslie from People Powered CIC.

Councillor Fuller declared a non-pecuniary interest in Minute No. 7946 as he is a former school friend of the contractor for the works.

Councillor Fuller declared a pecuniary interest in Minute No. 7950 as Chairman of the Footprint Trust Ltd.

7920 APPOINTMENTS TO PLANNING & LICENSING COMMITTEE

Following an amendment to Standing Orders there are nine representatives on the Planning & Licensing Committee. It was:

RESOLVED

That the following members be appointed to serve on the Planning & Licensing Committee until the Annual Town Council meeting in 2020:

The Town Mayor, The Deputy Town Mayor and Councillors Bustin, Brown, Jones, Rafferty, Reynolds, Taylor and Wardrop.

7921 APPOINTMENTS TO PROJECTS COMMITTEE

Following an amendment to Standing Orders there are nine representatives on the Projects Committee. It was:

RESOLVED

That the following members be appointed to serve on the Projects Committee until the Annual Town Council meeting in 2020:

The Town Mayor, The Deputy Town Mayor and Councillors Adams, Brown, Bustin, Fuller, Nicholson and Taylor. There remains one vacancy on this Committee.

7922 APPOINTMENTS TO FINANCE, ACQUISITIONS & STAFFING COMMITTEE

Following an amendment to Standing Orders there are nine representatives on the Finance, Acquisitions & Staffing Committee. It was:

RESOLVED

That the following members be appointed to serve on the Finance, Acquisitions & Staffing Committee until the Annual Town Council meeting in 2020:

The Town Mayor, The Deputy Town Mayor and Councillors Ellis, Fuller, Hammond, Jones, Oliver, Taylor and Wardrop.

7923 APPOINTMENTS TO THE AGE FRIENDLY ISLAND WORKING GROUP

Following an amendment to Standing Orders there are five representatives on the Age Friendly Island Working Group. It was:

RESOLVED

That the following members be appointed to serve on the Age Friendly Island Working Group until the Annual Town Council meeting in 2020:

Councillors Hammond and Nicholson. There remains three vacancies on this Working Group.

7924 APPOINTMENTS TO THE VISITOR COWES WORKING GROUP

Following an amendment to Standing Orders there are five representatives on the Visitor Cowes Working Group. It was:

RESOLVED

That the following members be appointed to serve on the Visitor Cowes Working Group until the Annual Town Council meeting in 2020:

Councillors Adams, Bertie, Bustin, Gilpin and Rafferty.

7925 APPOINTMENTS TO THE PARKING STRATEGY WORKING GROUP

Following an amendment to Standing Orders there are seven representatives on the Parking Strategy Working Group. It was:

RESOLVED

That the following members be appointed to serve on the Parking Strategy Working Group until the Annual Town Council meeting in 2020:

Councillors Bustin, Fuller, Gilpin, Hammond, Peacey-Wilcox, Taylor and Wardrop.

7926 APPOINTMENTS TO THE PUBLIC CONVENIENCES WORKING GROUP

Following an amendment to Standing Orders there are seven representatives on the Public Conveniences Working Group. It was:

RESOLVED

That the following members be appointed to serve on the Public Conveniences Working Group until the Annual Town Council meeting in 2020:

Councillors Brown, Gilpin, Hammond, Peacey-Wilcox, Taylor and Wardrop. There remains one vacancy on this Working Group.

7927 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

RESOLVED

That the following representatives have been appointed to serve on the following other bodies until the Annual Town Council meeting in 2020:

Age Friendly Island Project

Councillor J. Nicholson

Deputy – Councillor L. Hammond

Civil Military Partnership

Councillor J. Nicholson

Deputy – Vacancy

Community Waste Forum

Councillor P. Taylor

Deputy – Councillor P. Fuller

Cowes Business Association

Councillor C. Bustin

Deputy - Councillor J. Rafferty

Cowes Deauville Twinning Association

Councillor W. Wardrop

Deputy - Councillor P. Bertie

Cowes Harbour Commission Advisory Committee

Councillor S. Reynolds

Deputy - Councillor N. Oliver

Cowes Mobility Forum

Councillor K. Gilpin

Deputy – Councillor P. Fuller

Floating Bridge User Group

Councillors N. Oliver and L. Peacey-Wilcox

Friends of ORP Blyskawica Society Executive Committee

Councillor D. Jones

Deputy – Councillor J. Nicholson

Gateway Cowes Stakeholder Group

Councillor J. Nicholson

Highways P.F.I. District One

Councillors P. Fuller and J. Nicholson

Isle of Wight Against Scams Partnership (IWASP)

Councillor L. Hammond

Deputy – Councillor C. Bustin

Isle of Wight Association of Local Councils Executive Committee

Councillor L. Peacey-Wilcox

Deputy - Councillor S. Reynolds

Medina Valley Area Action Plan Group

Councillor D. Jones

Member Internal Financial Reviewers – Town Council Accounts

Councillors A. Adams and J. Rafferty

Member Champion – Plastic Free Cowes

Councillor P. Fuller

Deputy – Councillor P. Taylor

Northwood House Charitable Trust Co. Ltd - Park Forum

Councillor P. Taylor

Deputy – Councillor L. Brown

PACT Group (Partners / police And Communities Together)

Councillor L. Peacey-Wilcox

Deputy – Councillor J. Nicholson

Shoreside Committee, Cowes Week Ltd.

Councillor K. Gilpin

Deputy – Councillor A. Adams

Supporters of Cowes Library

Councillor L. Brown

Deputy – Councillor D. Jones

The Big Lunch

Councillor C. Bustin

Deputy – Councillor L. Peacey-Wilcox

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

7928 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.

7929 FINANCIAL REGULATIONS

A review of Financial Regulations was carried and no amendments were required. It was:

RESOLVED

That Cowes Town Council approves the Financial Regulations.

7930 CODE OF CONDUCT

A review of the Code of Conduct was carried out which included a minor amendment. It was:

RESOLVED

That the Code of Conduct is amended, as discussed, and approved.

7931 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 & Diversity Policy; Freedom of Information under the model publication scheme; Risk Management; Health & Safety Policy; Policy for dealing with abusive, persistent or vexatious complaints or complainants; Information and Data Protection Policy; Document & Retention Disposal Policy; Risk Assessment - Insurance. It was:

RESOLVED

That Cowes Town Council approves the annual reviews as listed.

A review of the Internal Grievance Procedure was carried out which included a minor amendment. It was:

RESOLVED

That the Internal Grievance Procedure is amended, as discussed, and approved.

7932 DATES OF COUNCIL AND COMMITTEE MEETINGS FOR THE MUNICIPAL YEAR 2019 / 2020

RESOLVED

That the Town Council and Committee meetings be held on the following dates and start times for the Municipal Year 2019 / 2020.

TOWN COUNCIL	7pm
6 June 2019	
18 July 2019	
5 September 2019	
3 October 2019	
7 November 2019	
12 December 2019	
6 February 2020	
5 March 2020	
2 April 2020	
7 May 2020 Annual Town Council Meeting	

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 6.15pm
25 June 2019
23 July 2019
20 August 2019
24 September 2019
22 October 2019
19 November 2019
3 December 2019
28 January 2020
25 February 2020
24 March 2020
28 April 2020

PROJECTS COMMITTEE	6.15pm
11 June 2019	
9 July 2019	
6 August 2019	
10 September 2019	
8 October 2019	
5 November 2019	
14 January 2020	
11 February 2020	
10 March 2020	
14 April 2020	

7933 ATTENDANCES

The Town Clerk reported that the attendances of Members at Town Council and Committee meetings during 2018 / 2019 were as follows:

TOWN COUNCIL

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	11	10	91
P.M. Bertie	11	4	36
L. Brown	11	9	82
C. Bustin	11	10	91
S.Ellis	11	6	54
P.A. Fuller	11	10	91
L. Hammond	11	5	45
D.J. Jones	11	10	91
J. Nicholson	11	7	64
N.G. Oliver	11	9	82
L.Peacey-Wilcox	11	9	82
S. Reynolds	4	4	100
P.G. Taylor	11	11	100
W. Wardrop	11	11	100

PROJECTS COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	10	8	80
L. Brown	10	9	90
C. Bustin	7	6	86
P.A. Fuller	10	4	40
J. Nicholson	10	3	30
L. Peacey-Wilcox	10	5	50
S. Reynolds	4	2	50
P.G. Taylor	10	10	100

FINANCE, ACQUISITIONS & STAFFING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
C. Bustin	10	7	70
P.A. Fuller	10	6	60
L. Hammond	2	2	100
D.J. Jones	10	9	90
N.G. Oliver	10	7	70
L. Peacey-Wilcox	10	7	70
P. Taylor	2	1	50
W. Wardrop	6	3	50

PLANNING & LICENSING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
L. Brown	16	14	88
C.Bustin	16	13	81
P.A. Fuller	16	1	6
D.J. Jones	16	16	100
N.G. Oliver	16	6	38
L. Peacey-Wilcox	16	1	6
S. Reynolds	2	2	100
P.G. Taylor	16	13	81

Councillor Ellis left the meeting at 7.46pm.

7934 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER

The Local Safer Neighbourhood Officer PC Dollery and PS Justin Pringle attended the meeting. A report had also been sent which was circulated to all Town Councillors. The crime statistics for the month of April 2019 showed 7 assaults; 6 criminal damage; 7 theft; 1 theft from a motor vehicle; 1 malicious communication; 1 drug offence; 10 public order offences. Their priorities are Shed breaks: in light of recent breaks Island-wide; Drug related harm: to identify and reduce harm to people who may be affected in the community; Op Sceptre: force-wide educational initiative / awareness into knife crime. A number of questions were raised by Councillors. PS Pringle advised that the Police are confident that they have the correct response time for crimes in Cowes and stated that Cowes is a healthy place to live in, especially when compared with the mainland. The Mayor thanked the Police for their attendance at the meeting and for the brilliant relationship between Cowes Town Council and the Police.

PS Pringle and PC Dollery left the meeting at 8.16pm.

7935 MINUTES RESOLVED

That the Minutes of the Town Council Meeting held on 4 April 2019, be taken as read, approved as a correct record and signed by the Chairman.

7936 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present, therefore no questions were raised.

7937 REPORTS FROM ISLE OF WIGHT COUNCILLORS

Written reports focussing on local matters were received from Councillors Fuller, Nicholson & Peacey-Wilcox and were circulated to all Town Councillors. Councillors were available for questions but none were raised.

7938 REPORTS OF COMMITTEES AND MEETINGS

a) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meetings held on 17 April 2019 and 7 May 2019 were received and noted.

b) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 30 April 2019 were received and noted. It was:

RESOLVED

- 1. That Cowes Town Council receive, note and approve the Financial Statement as at 31 March 2019.**
- 2. That a grant be made to Wight To Be Happy Ltd in the sum of £100.**
- 3. That a grant be made to the Cowes Open Bowls Tournament in the sum of £400.**
- 4. That a grant be made to Northwood Cricket Club in the sum of £1,500 with a request that the Club seek the further £500 from other funding sources.**

5. That Cowes Town Council provides funding of £600 to People Powered CIC to write a bid for funding a recreational pathway at Northwood Recreation Ground. The cost to be met from the money set aside for 'Consultation Events – Recreational Pathway'.
6. That Cowes Town Council engages Newnham Maintenance to decorate the Town Council's assets i.e. noticeboard; sign; finger post columns and finials x 7; finger post arms x 48; map display units x 6 for the sum of £4,640. The cost of £3,085 to be met from the 'Street Furniture Maintenance' budget heading and the shortfall of £1,555 to be met from the 'Discretionary Services Contingency' budget heading.
7. That the grant received from the IW Council of £1,500 be set aside to support the 'Cowes In Bloom' budget heading or any other environmental improvement initiatives.
8. That Cowes Town Council funds the cost of free skateboard sessions from John Cattle's Skate Club for young people aged between 5 and 18 years at Northwood Recreation Ground for 5 weeks in the school summer holidays for the sum of £700. The cost to be met from the 'Discretionary Services Contingency' budget heading.

c) Projects Committee

The Minutes of the Projects Committee meeting held on 16 April 2019 were received and noted. It was:

RESOLVED

1. That Cowes Town Council agrees to the request from Island Roads to extend the length of the loading bay on the plans by 1 metre in length and by 0.5 metres in width at The Cut.
2. That Cowes Town Council approves the design of the new mural at The Cut.
3. That Cowes Town Council approves the cost of up to £500 for paint and related materials for the mural at The Cut, with the cost to be met from the 'New Projects' budget heading.
4. That Cowes Town Council approves the cost of £30 plus VAT for the purchase of two additional polypropylene town maps for the two double-sided display cases, with the cost to be met from the 'New Projects' budget heading.

d) Visitor Cowes Working Group

The Minutes of the Visitor Cowes Working Group meeting held on 9 April 2019 were received and noted.

e) Community Waste Forum

The Notes of the Community Waste Forum held on 15 April 2019 were received and noted.

f) Cowes Business Association

The Minutes of the Cowes Business Association meeting held on 8 April 2019 were received and noted.

- g) Cowes Week Ltd – Shoreside Committee
The Minutes of the Cowes Week Ltd – Shoreside Committee meeting held on 6 March 2019 were received and noted.
- h) Cowes Big Lunch
The Notes of the Cowes Big Lunch meeting held on 24 April 2019 were received and noted.

7939 TO CONSIDER INCREASING THE NUMBER OF MEMBERS ON THE TOWN COUNCIL'S COMMITTEES AND WORKING GROUPS

A suggestion to increase the number of members on the Town Council's Committees and Working Groups was discussed in light of the two new Co-opted Councillors. New Councillors are always encouraged to join Committees / Working Groups which can impact on long serving Councillors who may feel obliged to relinquish their seats. The suggestion is an increase of one Councillor to each Committee and Working Group. It was:

RESOLVED

- 1. That Standing Orders be amended to include one additional representative on each of the Town Council's Committees and Working Groups.**
- 2. That an additional representative is sought for each of the Town Council's Committees and Working Groups.**

7940 ANNUAL RETURN AND GOVERNANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2019

The Town Clerk presented Councillors with the Town Council's Annual Governance & Accountability Return for the year ended 31 March 2019. It was:

RESOLVED

That the Annual Governance & Accountability Return for the year ended 31 March 2019 be approved and signed by the Town Mayor.

7941 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2019. It was:

RESOLVED

That the Statement of Accounts for the year ended 31 March 2019 be approved and signed by the Town Mayor.

7942 INTERNAL AUDITORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Town Clerk presented Councillors with the Town Council's Internal Auditors' Report for the year ended 31 March 2019. It was:

RESOLVED

That the Internal Auditors' Report for the year ended 31 March 2019 be received and noted.

7943 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2019

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2019. Cheque payments totalled £58,342.07; petty cash payments totalled £119.99. It was:

RESOLVED

That the cheque payments of £58,342.07 and petty cash payments of £119.99 be received, noted and approved.

7944 CO-OPTIONS TO COWES MEDINA WARD (MINUTE NO. 7911 REFERS)

The Town Clerk advised that following co-option interviews on 25 April 2019, Kenneth Gilpin and John (Jock) Rafferty were co-opted to the Cowes Medina Ward.

7945 REVIEW OF COWES TOWN COUNCIL'S ELIGIBILITY FOR USING THE GENERAL POWER OF COMPETENCE (MINUTE NO. 7494 REFERS)

The Town Clerk reminded Councillors that at the Annual Town Council meeting on 18 May 2017, Cowes Town Council adopted the General Power of Competence, the Town Council being eligible as the Clerk is qualified and at least two thirds (11) of Town Councillors had stood for election. However, since May 2017, due to Councillor resignations, six Councillors are Co-opted and ten have stood for election. Therefore Cowes Town Council does not now meet the criteria for using the General Power of Competence.

7946 RESPONSIBILITY FOR THE WATCH HOUSE SHELTER

Cowes Town Council agreed to fund the repairs, or subsequent demolition, if necessary, of the Watch House shelter up to a sum of £5,000. (Minute No. 7908b1 refers). The IW Council requested that Cowes Town Council take responsibility for the shelter once the works are complete. Councillor Fuller abstained from the vote. It was:

RESOLVED

That Cowes Town Council take responsibility for the Watch House shelter on completion of the works.

7947 REVIEW OF 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 'other body' appointments that have been made. Amended Registers should be received by the Town Clerk within 28 days of the Annual Town Council meeting.

7948 CREATION OF COWES TOWN COUNCIL EMAIL ADDRESSES / EMAIL ACCOUNTS FOR COWES TOWN COUNCILLORS

The Town Clerk advised Councillors that the creation of an email account specifically for Town Council communications would be advisable under the GDPR regulations. Councillors' emails are subject to any Subject Access Request (SAR) / Freedom of Information (FOI) request which must be responded to within one month. If personal email addresses are used then both personal and council-related data would have to be made available under any SAR or FOI requests for information.

Three options were proposed:

1. Councillors agree to provide an email address which is solely for council business, with no cost implication to the Town Council.
2. Councillors use an email address provided by the Town Council at a cost of £5.85 per month, per email address.
3. Councillors note the information and options available regarding emails and email accounts but take no action at this time.

It was:

RESOLVED

That each Town Councillor selects their preferred option and advises the Town Clerks accordingly.

7949 DESTINATION COWES / VISITOR COWES WORKING GROUP (MINUTE NO. 7907 REFERS)

At the Cowes Town Council meeting on 4 April 2019 the dissolution of Destination Cowes was discussed and the agreement that Cowes Town Council will take the lead on 'Visit Cowes' in the future through the 'Visitor Cowes Working Group', jointly with Cowes Business Association. Councillor Bertie advised that £5,000 of funds held by Destination Cowes is being spent on additional 'Welcome to Cowes' maps. The balance of funds should be returned to stakeholders by the percentage of contributions made. A decision is expected in 7 – 10 days' time.

7950 WARMER COWES REPORT FOR 2018 / 2019

The Footprint Trust Ltd, as administrators of the Warmer Cowes scheme, provided a report for 2018 / 2019. The report showed that 35 people had been seen during 19 home visits in the Cowes area. Of these 6 went on to have energy saving measures provided by Cowes Town Council totalling £242.99. The project cost £1,500 for the home visit service plus the energy-saving measures of £242.99, making a total cost of £1,742.99. The amount of annual energy savings identified for Cowes' residents at the home visits was £4,722. The Town Clerk advised The Footprint Trust Ltd that at the Cowes Town Council meeting on 13 December 2018 it was Resolved "That Cowes Town Council continues to support the 'Warmer Cowes Scheme' until further notice". Councillor Fuller took no part in the discussion about the report.

Councillor Wardrop left the meeting at 8.44pm.

7951 UPDATE FROM THE ENVIRONMENT OFFICER

A spreadsheet outlining the activities of the Environment Officer in Cowes was circulated to all Town Councillors. Actions taken included reporting loose coping stones at Princes Green; dog fouling patrols; reporting faulty playground equipment; beach inspections; dealing with domestic and business waste; public toilet inspections; play park inspections.

Councillors thanked the Environment Officer for all her hard work in Cowes.

7952 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

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

7953 ITEMS FOR INCLUSION ON FUTURE AGENDAS

No items were raised for inclusion on future agendas.

The proceedings terminated at 8.45pm.

CHAIRMAN