

COWES TOWN COUNCIL

Minutes of the Meeting of Cowes Town Council held in the Library, Northwood House, Cowes on Thursday 3 October 2019 at 7pm.

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

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; County Press Reporter; East Cowes Town Council representative; one member of the public.

8005 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bertie, Bustin, Jones & Rafferty.

8006 DECLARATIONS OF INTEREST

Councillor Peacey Wilcox declared a non-pecuniary interest in Minute No. 8011b2 as she purchases tickets and attends the Isle of Wight Literary Festival.

Councillor Oliver declared a non-pecuniary interest in Minute No. 8011b2 as his partner is involved in the Isle of Wight Literary Festival.

Councillor Ellis declared a non-pecuniary interest in Minute No. 8011b2 as the Isle of Wight Literary Festival is held at Northwood House and as part of Cowes Carnival he assists with parking at Northwood House during Cowes Week and Cowes Carnival receives a small percentage of car park takings.

Councillor Hammond declared a pecuniary interest in Minute No. 8011b2 as the Isle of Wight Literary Festival is held at Northwood House and as part of Cowes Carnival she assists with parking at Northwood House during Cowes Week and Cowes Carnival receives a small percentage of car park takings.

Councillors Brown & Taylor declared a non-pecuniary interest in Minute No. 8011b2 as the Isle of Wight Literary Festival is held at Northwood House and they are members of Northwood House.

8007 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER

The Local Safer Neighbourhood Officer did not attend the meeting and no written report had been received.

8008 MINUTES RESOLVED

That the Minutes of the Town Council meeting held on 5 September 2019 be taken as read, approved as a correct record and signed by the Chairman.

8009 QUESTIONS FROM MEMBERS OF THE PUBLIC

The member of the public asked Councillors how many had walked through the High Street recently and noticed all the empty properties. He is very concerned about this, he feels that Cowes Business Association is non-functional and would urge all Councillors to take the walk through the High Street, to talk to the traders and ask which direction their business is going in. He asked that Cowes Town Council do whatever they can to help the town.

Councillors commented that some years ago Town Councillors undertook a survey of the town's businesses. Recently parking charges seem to be of concern. A Councillor advised that a new business is coming to Cowes Town Central. The decline of High Streets are of national concern. Cowes High Street has no shoe shops, has lost local shops and the High Street needs the type of shops that will attract visitors to Cowes. Internet shopping can also be attributed to the loss of shoppers in general. Councillor Peacey Wilcox advised that Cowes Business Association are hosting a 'Re-launch' event at the Sir Max Aitken Museum in Cowes on Wednesday 27 November 2019 at 6pm; the purpose being to "Promote Cowes so that it is recognised as a thriving, resilient, dynamic and prosperous place to live, work and visit".

Councillors agreed to consider whether any further action is required after the outcome of the re-launch event is known; all Councillors are invited to attend.

8010 REPORTS FROM ISLE OF WIGHT COUNCILLORS

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

Councillors Peacey Wilcox and Nicholson were available for questions but none were raised.

Councillor Fuller, on behalf of Councillor Bertie, advised that the material used for the proposed bollard sleeves had perished after a week, therefore he is investigating alternative products. A new yachting event is coming to Cowes at the end of October – The Kerner Cup – which is as a result of a Swiss sailor who came for Cowes Week and wanted to bring this event to Cowes.

Councillor Fuller was asked about the progress in regard to the IW Council's Biosphere Strategy. Councillor Fuller advised that it is very early days but strategies are being worked on to meet the criteria; the biosphere status can be removed if the criteria is not upheld.

8011 REPORTS OF COMMITTEES AND MEETINGS

a) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meetings held on 12 September 2019 and 1 October 2019 were received and noted.

Councillors Hammond & Peacey Wilcox left the meeting while the Isle of Wight Literary Festival grant was discussed and resolved.

b) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 24 September 2019 were received and noted. It was:

RESOLVED

1. That Cowes Town Council transfers the funds held into another Nationwide Business 1 Year Fixed Rate Saver Account with a gross interest rate per annum of 1.10%.

2. That a grant be made to the Isle of Wight Literary Festival 2019 in the sum of £2,500.

c) Projects Committee

The Minutes of the Projects Committee meeting held on 10 September 2019 were received and noted.

- d) Island Roads and Cowes' cluster area town and parish councils meeting
The Notes of the Island Roads and Cowes' cluster area town and parish councils meeting held on 16 September 2019 were received and noted. It was noted that suggestions made to simplify the scheme had been considered by Island Roads and holding a public meeting had been agreed.
- e) Cowes Business Association
The Minutes of the Cowes Business Association meeting held on 2 September 2019 were received and noted.
- f) Road Verges Workshop
The Notes on the Road Verges Workshop held on 22 August 2019 were received and noted.
- g) Isle of Wight Council Environment & Sustainability Forum
The Minutes of the Isle of Wight Council Environment & Sustainability Forum meeting held on 22 August 2019 were received and noted.

8012 MEMBER REVIEW OF FINANCIAL RECORDS – QUARTER 1

Councillors Adams and Rafferty, as Cowes Town Council's Member Internal Financial Reviewers, undertook a review of the Town Council's financial records on 3 September 2019. The quarterly review covered the period 1 April 2019 to 30 June 2019. The purpose of the review was to take a random sample of financial transactions during the period and review for accuracy and compliance with financial regulations. Documents reviewed included the Cash book; invoices; bank records; petty cash records; reporting & approval by members: agendas / minutes – list of cheque and petty cash payments; VAT return spreadsheet. The review showed from the sample taken during the period that the standard of book-keeping continues to be very good. It was:

RESOLVED

That the Member Review of Financial Records for Quarter 1 be received, noted and approved.

8013 CHEQUE AND PETTY CASH PAYMENTS FOR THE MONTH OF SEPTEMBER 2019

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of September 2019. Cheque payments totalled £27,237.81; petty cash payments totalled £80.00. It was:

RESOLVED

That the cheque payments of £27,237.81 and petty cash payments of £80.00 be received, noted and approved.

8014 APPOINTMENT TO THE PLANNING & LICENSING COMMITTEE

The Town Clerk reported that following the resignation of Councillor Wardrop from the Planning & Licensing Committee there is a vacancy on this Committee. It was:

RESOLVED

That a vacancy remains on the Planning & Licensing Committee.

8015 SUMMER SKATE PARK SESSIONS AT NORTHWOOD RECREATION GROUND

The Town Council funded free skateboard sessions for young people for two hours on a Tuesday for five weeks throughout the school summer holidays at Northwood Recreation Ground. Feedback from the Skate Club showed that there were 106 attendees over the 5 weeks, a 29% increase from 2018. 26% of attendees were female. Ages ranged from 3 – 16 years. The sessions were an opportunity to collaborate with the IW Council travel scheme, encouraging children and young people to use their wheels safely when out and about. The Skate Club were also able to use a grant from Asda to promote their healthy snacks campaign, allowing the club to provide free fresh fruit at the sessions for those children attending. Councillors were very pleased that these sessions had been such a success.

8016 HIRE OF PA SYSTEM AND FLAG POLE FOR REMEMBRANCE SUNDAY

The Town Clerk asked Councillors to consider the hire of a PA system in the sum of £225 and flag pole in the sum of £215 for the Remembrance Sunday event at Northwood Park on Sunday 10 November 2019. It was:

RESOLVED

That Cowes Town Council hires a PA system in the sum of £225 and flag pole in the sum of £215 for the Remembrance Sunday event at Northwood Park on Sunday 10 November 2019.

8017 DONATION TO ST MARY'S CHURCH

The Town Clerk asked Councillors to consider making a donation of £100 to St Mary's Church for the production of the Remembrance Sunday programmes. It was:

RESOLVED

That Cowes Town Council make a donation of £100 to St Mary's Church for the production of the Remembrance Sunday programmes.

8018 DONATION TO ROYAL BRITISH LEGION POPPY APPEAL

The Town Clerk asked Councillors to consider making a donation of £50 to the Royal British Legion Poppy Appeal for the Remembrance Sunday wreath. It was:

RESOLVED

That Cowes Town Council make a donation of £100 to the Royal British Legion Poppy Appeal for the Remembrance Sunday wreath.

8019 DONATION TO COWES BRANCH OF THE ROYAL BRITISH LEGION

The Town Clerk asked Councillors to consider making a donation of £250 to the Cowes Branch of the Royal British Legion for refreshments after the Remembrance Sunday event on 10 November 2019. It was:

RESOLVED

That Cowes Town Council make a donation of £250 to the Cowes Branch of the Royal British Legion for refreshments after the Remembrance Sunday event on 10 November 2019.

8020 LIGHT UP A LIFE CAROL SERVICE

The Town Clerk reported that the Light Up A Life Love Carol Service will take place at 6.30pm on Thursday 5 December 2019 at Cowes Methodist Church, Birmingham Road. Consideration was given as to whether to make a donation of £400 to Mountbatten Isle of Wight at this event, as in other years. It was:

RESOLVED

- 1. That the date of the Light Up A Life Carol Service be noted.**
- 2. That a donation of £400 is made to Mountbatten Isle of Wight at this event.**

8021 POLICY ON DEBATE AND VOTING AT MEETINGS

A review of the Policy on Debate and Voting at Meetings was carried out and no amendments were required. It was:

RESOLVED

That Cowes Town Council approves the Policy on Debate and Voting at Meetings.

8022 DIGNITY AT WORK – BULLYING AND HARASSMENT POLICY

A review of the Dignity at Work – Bullying and Harassment Policy was carried out and no amendments were required. It was:

RESOLVED

That Cowes Town Council approves the Dignity at Work – Bullying and Harassment Policy.

8023 CHILD, YOUNG PERSON AND VULNERABLE ADULT PROTECTION POLICY

A review of the Child, Young Person and Vulnerable Adult Protection Policy was carried out and no amendments were required. It was:

RESOLVED

That Cowes Town Council approves the Child, Young Person and Vulnerable Adult Policy.

8024 GRIEVANCE PROCEDURE FOR EMPLOYEES

A review of the Grievance Procedure for Employees was carried out and no amendments were required. It was:

RESOLVED

That Cowes Town Council approves the Grievance Procedure for Employees.

8025 DISCIPLINARY PROCEDURE FOR EMPLOYEES

A review of the Disciplinary Procedure for Employees was carried out and no amendments were required. It was:

RESOLVED

That Cowes Town Council approves the Disciplinary Procedure for Employees.

8026 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 playground inspections; toilet inspections; business and domestic waste, stray dogs, dog fouling and beach inspections. Councillors acknowledged how busy the Environment Officer is and are appreciative of the work that she undertakes on behalf of the Town Council. It was agreed:

ACTION

The Town Clerk will ask the Environment Officer if the hours allocated for Cowes are sufficient for the work that is required.

8027 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

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

8028 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Cycling in Cowes – Councillor Oliver
- Armed Forces Covenant – Councillor Peacey Wilcox

The proceedings terminated at 7.47pm.

CHAIRMAN