

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 19 November 2019 at 6.15pm.

Present: Councillors Ellis (Chairman), Fuller (6.16pm), Jones, Oliver (6.16pm), Peacey Wilcox, Taylor & Wardrop.

In attendance: Debbie Faulkner, Town Clerk.

450 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hammond.

451 DECLARATIONS OF INTEREST

No declarations of interest were received.

452 MINUTES

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 22 October 2019 be taken as read, approved as a correct record and signed by the Chairman.

453 DRAFT BUDGET FOR 2020 / 2021

The Town Clerk presented Councillors with a draft budget for 2020 / 2021 which is split into three sections and each section was reviewed line by line.

1. General Administration – An increase in the scale points of the Clerks' salaries was discussed resulting in an increase of £1,940. Subscriptions have increased by £200, Insurance by £100 and Audit and Accountancy by £300. A new budget heading of 'Civic Regalia' has been included for the sum of £1,000 as agreed at the Town Council meeting on 18 July 2019 (Minute No. 7978 refers). The overall increase in this section being £3,540.

2. Discretionary Services – An increase to the IW Council's grounds maintenance contract has resulted in an overall increase of £400 along with slight increases to the cost of the Toilet Cleaning contract in the sum of £2,100. Cowes in Bloom has increased by £3,000 to take into account of the costs of summer and winter planting throughout the town and the watering contract charges. A new budget heading of 'Park Road Crossing Patrol' has been included for the sum of £5,000 to cover the full academic year's cost of this service. The overall increase in this section being £10,500.

3. Town Improvements / Grants/ Special Events – An increase of £500 has been added to Street Furniture Maintenance to enable further investment / upkeep in the Town Council's assets. This has resulted in an increase in this budget section of £500.

Overall within the three sections there is a proposed increase of £14,540 and the precept for 2020 / 2021 will be £314,340 which represents an increase of six pence per week on a Band D property.

Councillors discussed possible costs of £2,000 for a 'Place Plan' for Cowes which, subject to approval, could be supported from the 'Discretionary Services Contingency' budget heading.

It was:

RECOMMENDED

That Cowes Town Council approves the Draft Budget for 2020 / 2021, as below, which will require the precept, including grant, to be £314,340.

EXPENDITURE	2020 - 2021
GENERAL ADMINISTRATION	
Town Clerks' salaries / NIC/ Tax / Pension	£50,440
Office Rent	£8,100
Sundry Office Expenses	£350
Stationery & Office Supplies/Software	£350
Office Equipment / Photocopier	£1,000
Telephone/Broadband / Website	£1,500
Postage	£300
Travelling	£200
Conference fees	£500
Training	£500
Hire of Meeting Rooms	£200
Subscriptions	£2,100
Insurance	£2,300
Audit and Accountancy	£2,000
Mayor's Allowance	£2,000
Newsletter / Publicity	£4,000
Elections / Admin Contingency	£2,500
Civic Regalia	£1,000
Sub Total	£79,340
DISCRETIONARY SERVICES	
Northwood Rec Grounds Maintenance	£7,500
Northwood Rec - Skate Park /MUGA / Outdoor Gym Maintenance	£6,000
Northwood Rec Toilets - Cleaning, electricity + other costs	£12,000
Northwood Park Grounds Maintenance	£10,200
Northwood Park Toilets - Cleaning Only	£3,100
Dog + Litter bin emptying	£5,500
Other grounds maintenance in Cowes	£6,500
4 Public Toilets - Cleaning + other costs	£46,500
Cowes Library	£22,400
Cowes In Bloom	£8,000
Environment Officer	£2,600
Warmer Cowes	£2,700
Park Road Crossing Patrol	£5,000
Discretionary Services Contingency	£8,000
Sub Total	£146,000
TOWN IMPROVEMENTS / GRANTS / SPECIAL EVENTS	
Street furniture maintenance	£2,500
Civic-Xmas trees/Festive lights/Bunting	£17,000
New Projects	£4,000

Grants	£22,000
The Big Lunch	£2,000
Remembrance Sunday & Charity Donations	£1,500
Public Toilet refurbishment	£40,000
Sub Total	£89,000
TOTAL EXPENDITURE	£314,340

454 APPLICATION FOR GRANT

The Town Clerk reported that £11,150 remained in the budget for 'Grants'. The Town Council has been asked to consider the following application for grant:

- Isle of Wight Music, Dance and Drama Festival – 2020 Festival - £100

After a full discussion it was

RECOMMENDED

That a grant be made to the Isle of Wight Music, Dance and Drama Festival in the sum of £100.

455 TOWN CLERK'S APPRAISAL

The Town Clerk reported that she had a successful appraisal with the Mayor and Deputy Mayor on 25 October 2019. Achievements were acknowledged which included a successful conclusion of the 2018 / 2019 external audit with no matters of concern raised. Objectives for the following year include project management of the public toilet refurbishment project, managing existing contracts and future tendering processes, ensuring that the Town Council's website complies with the Accessibility regulations by the deadline of 23 September 2020 and working with the Assistant Town Clerk to achieve her CiLCA qualification. It was:

RECOMMENDED

That the Town Clerk's appraisal be received and noted.

456 ASSISTANT TOWN CLERK'S APPRAISAL

The Assistant Town Clerk had a successful appraisal with the Town Clerk on 28 October 2019. Achievements were acknowledged which included co-ordinating the repairs and roof replacement at The Parade public conveniences, overseeing the installation of CCTV at The Cut public conveniences, co-ordinating the completion of the new mural at The Cut, the servicing of the Projects Committee and Working Group meetings. The Town Clerk acknowledged that Kate's performance over the last twelve months has been excellent, she is a real asset to the Town Council and works hard for the benefit of the residents of Cowes. Councillors also acknowledged Kate's contribution towards the successful Watch House shelter project. It was:

RECOMMENDED

That the Assistant Town Clerk's appraisal be received and noted.

457 STAFFING

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

458 HEALTH AND SAFETY

There were no health and safety matters raised by Councillors or Clerks.

459 ITEMS FOR INCLUSION ON FUTURE AGENDAS

There were no items raised for inclusion on future agendas.

The proceedings terminated at 6.55pm.

CHAIRMAN