

COWES TOWN COUNCIL

Minutes of the Annual Meeting of Cowes Town Council held in The Ballroom, Northwood House, Cowes on Thursday 20 May 2021 at 7pm.

Present: Councillor Bertie (Town Mayor) (Chairman)
Councillors Adams, Brown, Ellis, Fuller, Hammond, Hollis, Jones, Nicholson, Peacey Wilcox, Rafferty, Walters & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk;
IW Councillor R. Quigley; two members of the public.

Prior to the start of the meeting the outgoing Mayor, Councillor Peacey Wilcox, thanked the Clerks for the arrangements to hold a Covid secure face to face meeting. She also welcomed the two new Town Councillors in attendance.

8262 ELECTION OF TOWN MAYOR

Councillor Bertie was proposed for Town Mayor by Councillor Nicholson, seconded by Councillor Fuller and following a unanimous show of hands, it was:

RESOLVED

That Councillor Bertie be elected as Town Mayor to serve until the Annual Town Council meeting in 2022.

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

Councillor Bertie also thanked the outgoing Mayor, Councillor Peacey Wilcox for her no nonsense approach during a difficult two years and he hopes that the positive Town Council will continue through his term of office.

8263 ELECTION OF DEPUTY TOWN MAYOR

Councillor Nicholson was proposed for Deputy Town Mayor by Councillor Jones, seconded by Councillor Hammond and following a unanimous show of hands, it was:

RESOLVED

That Councillor Nicholson be elected as Deputy Town Mayor to serve until the Annual Town Council meeting in 2022.

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

8264 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Slade.

8265 DECLARATIONS OF INTEREST

Councillor Fuller declared a pecuniary interest in Minute No. 8293 as he is a Trustee of The Footprint Trust Ltd.

8266 APPOINTMENTS TO FINANCE, ACQUISITIONS & STAFFING COMMITTEE

There are nine representatives on the Finance, Acquisitions & Staffing Committee. The Town Mayor and Deputy Town Mayor are 'ex officio' on all Committees. It was:

RESOLVED

That the following members be appointed to serve on the Finance, Acquisitions & Staffing Committee until the Annual Town Council meeting in 2022:

The Town Mayor, The Deputy Town Mayor and Councillors Ellis, Fuller, Hollis, Jones, Peacey Wilcox, Rafferty and Walters.

8267 APPOINTMENTS TO PLANNING & LICENSING COMMITTEE

There are nine representatives on the Planning & Licensing Committee. The Town Mayor and Deputy Town Mayor are 'ex officio' on all Committees. It was:

RESOLVED

That the following members be appointed to serve on the Planning & Licensing Committee until the Annual Town Council meeting in 2022:

The Town Mayor, The Deputy Town Mayor and Councillors Brown, Hollis, Jones and Rafferty. There remains three vacancies on this Committee.

8268 APPOINTMENTS TO PROJECTS COMMITTEE

There are nine representatives on the Projects Committee. The Town Mayor and Deputy Town Mayor are 'ex officio' on all Committees. It was:

RESOLVED

That the following members be appointed to serve on the Projects Committee until the Annual Town Council meeting in 2022:

The Town Mayor, The Deputy Town Mayor and Councillors Adams, Brown, Fuller, Peacey Wilcox, Slade and Walters. There remains one vacancy on this Committee.

8269 APPOINTMENTS TO THE VISITOR COWES WORKING GROUP

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 2022:

Councillors Adams, Fuller, Rafferty and Slade. There remains one vacancy on this Working Group.

8270 APPOINTMENTS TO THE PARKING STRATEGY WORKING GROUP

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 2022:

Councillors Fuller, Hollis and Peacey Wilcox. There remains four vacancies on this Working Group.

8271 APPOINTMENTS TO THE PUBLIC CONVENIENCES WORKING GROUP

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 2022:

Councillors Brown, Hammond and Peacey Wilcox. There remains four vacancies on this Working Group.

8272 APPOINTMENTS TO THE PLACE PLAN WORKING GROUP

There are eight representatives on the Place Plan Working Group. It was:

RESOLVED

That the following members be appointed to serve on the Place Plan Working Group until the Annual Town Council meeting in 2022:

Councillors Bertie, Brown, Hollis, Jones, Nicholson, Peacey Wilcox, Rafferty and Walters.

8273 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

Following a discussion about the other bodies it was:

RESOLVED

That the following representatives have been appointed to serve on the following other bodies until the Annual Town Council meeting in 2022:

Age Friendly Island Project

Councillor L. Peacey Wilcox Deputy – Councillor L. Hammond

Civil Military Partnership

Councillor J. Nicholson Deputy – Councillor P. Bertie

Cowes Business Association

Councillor J. Rafferty Deputy - Councillor P. Fuller

Cowes Harbour Commission Advisory Committee

Councillor R. Hollis Deputy - Councillor D. Walters

Cowes Mobility Forum

Councillor P. Fuller Deputy – Councillor P. Bertie

East Cowes Town Council Liaison

Councillor A. Adams Deputy - Vacancy

Environment & Sustainability Forum

Councillor P. Fuller Deputy – Councillor L. Brown

Floating Bridge User Group

Councillor V. Slade and one vacancy

Friends of ORP Blyskawica Society Executive Committee

Councillor D. Jones Deputy – Councillor P. Bertie

Highways P.F.I. District One

Councillors P. Fuller and J. Nicholson

Isle of Wight Against Scams Partnership (IWASP)

Councillor L. Hammond Deputy – Vacancy

Isle of Wight Association of Local Councils Executive Committee (IWALC)

Councillor P. Bertie Deputy - Councillor J. Nicholson

Medina Valley Area Action Plan Group

Councillor R. Hollis

Member Internal Financial Reviewers – Town Council Accounts

Councillors A. Adams and L. Hammond

Northwood House Charitable Trust Co. Ltd - Park Forum

Councillor L. Brown Deputy – Vacancy

PACT Group (Partners / police And Communities Together)

Councillor L. Peacey-Wilcox Deputy – Councillor J. Nicholson

Shoreside Committee - Cowes Week Ltd.

Councillor S. Ellis Deputy – Councillor D. Walters

Supporters of Cowes Library

Councillor W. Wardrop Deputy – Councillor V. Slade

The Big Lunch

Councillor P. Bertie Deputy – Vacancy

Tree Wardens

Councillors L. Brown and L. Hammond

West & Central Locality Health and Well-Being Group

Councillor J. Nicholson Deputy – Councillor L. Peacey-Wilcox

It was agreed:

ACTIONS

1. To remove Gateway Cowes Stakeholder Group and Yachting Parade of Fame from the 'Other Body' list as these no longer exist.
2. The Town Clerk will write to Northwood House Charitable Trust Co. Ltd - Park Forum, PACT Group (Partners / police And Communities Together) and West & Central Locality Health and Well-Being Group to establish whether they still exist and require representatives from Cowes Town Council.

8274 STANDING ORDERS

A review of Standing Orders was carried out which included a minor amendment to remove section 15.5.2. It was:

RESOLVED

That Standing Orders are amended, as discussed, and approved.

8275 FINANCIAL REGULATIONS

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

RESOLVED

That Cowes Town Council approves the Financial Regulations.

8276 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.

8277 POLICIES, PROCEDURES AND RISK ASSESSMENTS

A review of the following documents was carried out and no amendments were required: Complaints Procedure; Equality & Diversity Policy; Internal Grievance Procedure; 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 Complaints Procedure for complaints against members was carried out which included a minor amendment. It was:

RESOLVED

That the Complaints Procedure for complaints against members is amended, as discussed, and approved.

8278 DATES OF COUNCIL AND COMMITTEE MEETINGS FOR THE MUNICIPAL YEAR 2021 / 2022

RESOLVED

That the Town Council and Committee meetings be held on the following dates and start times for the Municipal Year 2021 / 2022.

TOWN COUNCIL	7pm
3 June 2021	
15 July 2021	
2 September 2021	
7 October 2021	
4 November 2021	
16 December 2021	
3 February 2022	
3 March 2022	
7 April 2022	
5 May 2022 Annual Town Council Meeting	

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 6.15pm
22 June 2021
27 July 2021
24 August 2021
28 September 2021
26 October 2021
23 November 2021
7 December 2021
25 January 2022
22 February 2022
22 March 2022
26 April 2022

PROJECTS COMMITTEE	6.15pm
8 June 2021	
13 July 2021	
10 August 2021	
14 September 2021	
12 October 2021	
9 November 2021	
11 January 2022	
8 February 2022	
8 March 2022	
12 April 2022	

8279 ATTENDANCES

The Town Clerk reported that the attendances of Members at Town Council and Committee meetings during 2019 / 2020 and 2020 / 2021 were as follows:

TOWN COUNCIL 2019 / 2020

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	9	6	67
P.M. Bertie	9	6	67
L. Brown	9	8	89

C. Bustin	9	7	78
S. Ellis	9	8	89
P.A. Fuller	9	8	89
K.J. Gilpin	9	7	78
L. Hammond	9	5	56
D.J. Jones	9	8	89
J.U.A. Nicholson	9	8	89
N.G. Oliver	9	6	67
L. Peacey Wilcox	9	9	100
J.M. Rafferty	9	6	67
S.C. Reynolds	9	9	100
P.G. Taylor	9	9	100
W. Wardrop	9	7	78

TOWN COUNCIL 2020 / 2021

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	10	9	90
P.M. Bertie	10	8	80
L. Brown	10	10	100
C. Bustin	10	6	60
S. Ellis	10	8	80
P.A. Fuller	10	10	100
K.J. Gilpin	10	7	70
L. Hammond	10	7	70
D.J. Jones	10	10	100
J.U.A. Nicholson	10	9	90
N.G. Oliver	10	8	80
L. Peacey Wilcox	10	10	100
J.M. Rafferty	10	9	100
S.C. Reynolds	10	8	80
P.G. Taylor	10	10	100
W. Wardrop	10	10	100

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 2019 / 2020

COUNCILLOR	POSSIBLE	ATTENDANCES	%
P.M. Bertie	9	5	56
C. Bustin	2	2	100
S. Ellis	9	8	89
P.A. Fuller	9	4	44
D.J. Jones	9	9	100
N.G. Oliver	9	8	89
L. Peacey Wilcox	9	7	78
P.G. Taylor	9	7	78
W. Wardrop	9	5	56

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 2020 / 2021

COUNCILLOR	POSSIBLE	ATTENDANCES	%
P.M. Bertie	10	6	60
C. Bustin	10	2	20
S. Ellis	10	10	100
P.A. Fuller	10	5	50
K.J. Gilpin	9	1	10
D.J. Jones	10	8	80
N.G. Oliver	10	5	50
L. Peacey Wilcox	10	10	100
P.G. Taylor	10	6	60

PLANNING & LICENSING COMMITTEE 2019 / 2020

COUNCILLOR	POSSIBLE	ATTENDANCES	%
P.M. Bertie	12	0	0
L. Brown	12	10	83
C. Bustin	12	5	42
D.J. Jones	12	12	100
L. Peacey Wilcox	12	0	0
J.M. Rafferty	12	5	42
S.C. Reynolds	12	4	33
P.G. Taylor	12	12	100

PROJECTS COMMITTEE 2019 / 2020

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	10	7	70
P.M. Bertie	10	5	50
L. Brown	10	7	70
C. Bustin	10	8	80
P.A. Fuller	10	5	50
J.U.A. Nicholson	10	10	100
L. Peacey Wilcox	10	4	40
J.M. Rafferty	8	3	37
P.G. Taylor	10	8	80

PROJECTS COMMITTEE 2020 / 2021

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A.L. Adams	10	9	90
P.M. Bertie	10	5	50
L. Brown	10	10	100
C. Bustin	10	3	30
P.A. Fuller	10	4	40
J.U.A. Nicholson	10	10	100
L. Peacey Wilcox	10	8	80
J.M. Rafferty	10	1	10
P.G. Taylor	10	10	100

8280 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER

The local Safer Neighbourhood Officer provided a written report which had been circulated to all Town Councillors. The crime statistics for the month of April 2021 showed 11 assaults; 4 criminal damage; 1 theft; 8 malicious communications; 1 drug offence; 5 public order offences; 2 shoplifting offences; 4 harassment offences; 7 sexual incidents. The current police priorities are: Op Sceptre – nationwide knife crime initiative; Domestic violence – signposting / referring to partner agencies; Drugs – gathering intelligence and taking appropriate action. The report also included details of recent staff changes and the latest scams detected on the Island.

8281 MINUTES

RESOLVED

That the Minutes of the Town Council Meeting held on 1 April 2021, be taken as read, approved as a correct record and signed by the Chairman.

8282 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were members of the public present but no questions were raised.

8283 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.

IW Councillor Quigley was in attendance and advised the Town Council that he and Councillor Fuller are liaising with Cowes Enterprise College in regard to their admission process and the shortage of spaces for children at the College in the Cowes area.

8284 REPORTS OF COMMITTEES AND MEETINGS

a) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 27 April 2021 were received and noted. It was:

RESOLVED

That Cowes Town Council receive, note and approve the Financial Statement as at 31 March 2021.

b) Projects Committee

The Minutes of the Projects Committee meeting held on 13 April 2021 were received and noted.

c) Cowes Harbour Advisory Committee

The Minutes of the Cowes Harbour Advisory Committee meeting held on 19 February 2021 were received and noted.

d) Isle of Wight Community Safety Partnership

The Notes of the Isle of Wight Community Safety Partnership meeting held on 10 March 2021 were received and noted.

e) IWLAC Executive Committee

The draft Minutes of the IWLAC Executive Committee meeting held on 18 March 2021 were received and noted.

8285 PROPOSED CHANGE TO DURATION OF CHAIRMANSHIP

A proposal was made for the continuation of annually electing Committee, Sub-Committee and Working Group Chairs and a departure from the recent rule of two years maximum served. (Standing Order 15.5.2) This would preserve continuity, accumulated knowledge and expertise while also reducing an unwelcome competitive urge among Councillors. Following a discussion it was:

RESOLVED

That Standing Order 15.5.2 be removed from Cowes Town Council's Standing Orders with immediate effect.

8286 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2021

The Town Clerk presented Councillors with the Town Council's Annual Governance & Accountability Return for the year ended 31 March 2021. The date of the period for the Exercise of Public Rights has been set for Monday 14 June 2021 to Friday 23 July 2021 inclusive. It was:

RESOLVED

That the Annual Governance & Accountability Return for the year ended 31 March 2021 be approved and signed by the Town Mayor and Town Clerk.

8287 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2021. It was:

RESOLVED

That the Statement of Accounts for the year ended 31 March 2021 be approved and signed by the Town Mayor and Town Clerk.

8288 INTERNAL AUDITORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Town Clerk presented Councillors with the Town Council's Internal Auditors' Report for the year ended 31 March 2021. It was:

RESOLVED

That the Internal Auditors' Report for the year ended 31 March 2021 be received and noted.

8289 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2021

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2021. Cheque payments totalled £19,851.04; petty cash payments totalled £10.00. It was:

RESOLVED

That the cheque payments of £19,851.04 and petty cash payments of £10.00 be received, noted and approved.

8290 REVIEW OF COWES TOWN COUNCIL'S ELIGIBILITY FOR USING THE GENERAL POWER OF COMPETENCE

The Town Clerk advised Councillors that, following the Election on 6 May 2021, the Town Council must decide whether to adopt the General Power of Competence. The criteria to meet eligibility is that the Clerk has a full CiLCA qualification and at least two thirds (11) of Town Councillors had stood for election. This criteria being met, Cowes Town Council are eligible to adopt the General Power of Competence. It was:

RESOLVED

That Cowes Town Council adopts the General Power of Competence.

8291 REVIEW OF COUNCILLORS' REGISTER OF INTERESTS

The Town Clerk reminded Councillors to complete their Register of Interest forms following the meeting this evening, paying particular attention to any 'other body' appointments that have been made. Completed Registers should be received by the Town Clerk by Monday 7 June 2021 at the latest.

8292 COWES TOWN COUNCIL'S APPLICATION FOR FINANCIAL SUPPORT FROM THE WELCOME BACK FUND

The Town Council had been invited by the IW Council to make an application for financial support from the Welcome Back Fund, details below. This application was submitted on 27 April 2021, to date a response has not been received.

Proposal	Location	Approximate Cost
Additional public seating x 10 To allow for safe social distancing while enjoying the fresh air	Mornington Road; The Green, Crossfield Avenue; The Parade and other areas in Cowes TBA	£25,000 (£2,500 per bench)
A large 'COWES' sign for photo opportunities	Princes Green	£8,000
World Fingerpost	The Parade	£4,000
Ark & Dove Information Board	The Parade	£3,500
Route 32 Community Bus – To support and protect this invaluable service for residents	Throughout Cowes	£5,000
Cowes IOW / Cowes Australia Friendship sign	TBA	£2,000
Hanging Baskets	The Parade	£1,800
Additional planters and planting of existing planters	Princes Green	£2,000
Cowes Fayre. New event - programme and infrastructure costs	Cowes High Street	£2,500
Contribution towards new 'Cowes' flags	Cowes High Street	£3,000
Yachting Parade of Fame. Start up costs and 10 pavement plaques	The Parade	£12,000
Cowes Graphics Competition (mainly to involve schools)	TBA	£3,000
Posters, fixed to sites, highlighting the historic parts of the Town.	Throughout Cowes	£2,000

Councillor Fuller left the meeting while the following item was discussed.

8293 WARMER COWES REPORT FOR 2020 / 2021

The Footprint Trust Ltd, as administrators of the Warmer Cowes scheme, provided a report for 2020 / 2021. The report showed that 78 people had received telephone assistance during the period. Energy saving measures have saved residents £8,415. The project cost to Cowes Town Council was £1,500 for the telephone service plus energy-saving measures of £249, making a total cost of £1,749.

8294 COWES TOWN COUNCIL'S MEMBERSHIP OF THE ISLE OF WIGHT SPORTS FOUNDATION

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

RESOLVED

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

8295 UPDATE FROM THE ENVIRONMENT OFFICER

A report outlining the activities of the Environment Officer in Cowes was circulated to all Town Councillors. Actions taken included targeted dog fouling investigations to secure enforcement; weekly playpark inspections; public toilet inspections; fly tipping; monitoring the High Street for any misuse of eScooters.

8296 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

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

8297 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Cowes Enterprise College – Councillor Nicholson
- Cowes Medical Centre – Councillor Nicholson
- eScooters – Councillor Fuller

The proceedings terminated at 8.10pm.

CHAIRMAN