

## COWES TOWN COUNCIL

Minutes of the Annual Meeting of Cowes Town Council held in The Drawing Room, Northwood House, Cowes on Thursday 5 May 2022 at 7pm.

**Present:** Councillor Bertie (Town Mayor) (Chairman)  
Councillors Brown, Ellis, Fuller, Nicholson, Paler, Peacey Wilcox, Rafferty, Walters & Wardrop.

**In attendance:** Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; PCSO Lisa Paul; Kay Smith, Action IW's Community Resilience Coordinator, Cowes area; one member of the public.

### **8473 ELECTION OF TOWN MAYOR**

Councillor Fuller was proposed for Town Mayor by Councillor Peacey Wilcox and seconded by Councillor Wardrop.

Councillor Bertie was proposed for Town Mayor by Councillor Paler and seconded by Councillor Brown.

A vote was taken and five votes were received for each candidate; Councillor Bertie used his casting vote. It was:

#### **RESOLVED**

**That Councillor Bertie be elected as Town Mayor to serve until the Annual Town Council meeting in 2023.**

Councillor Bertie thereupon made a Declaration of Acceptance of Office.

### **8474 ELECTION OF DEPUTY TOWN MAYOR**

Councillor Nicholson was proposed for Deputy Town Mayor by Councillor Wardrop and seconded by Councillor Paler.

Councillor Fuller was proposed for Deputy Town Mayor by Councillor Ellis and seconded by Councillor Peacey Wilcox.

A vote was taken and Councillor Nicholson received five votes and Councillor Fuller received 4 votes. It was:

#### **RESOLVED**

**That Councillor Nicholson be elected as Deputy Town Mayor to serve until the Annual Town Council meeting in 2023.**

Councillor Nicholson thereupon made a Declaration of Acceptance of Office.

### **8475 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Adams, Carter, Hammond, Hollis, Jones & Sanders.

### **8476 DECLARATIONS OF INTEREST**

Councillor Fuller declared a non-pecuniary interest in Minute No. 8499 as he is the Chairman of The Footprint Trust Ltd.

### **8477 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 2023:**

**The Town Mayor, the Deputy Town Mayor and Councillors Brown, Carter, Ellis, Hollis, Jones, Rafferty and Walters.**

**8478 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 2023:**

**The Town Mayor, the Deputy Town Mayor and Councillors Brown, Carter, Fuller, Hollis, Jones, Sanders and Wardrop.**

**8479 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 2023:**

**The Town Mayor, the Deputy Town Mayor and Councillors Adams, Brown, Paler, Rafferty, Sanders and Wardrop. There remains one vacancy on this Committee.**

**8480 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 2023:**

**Councillors Bertie, Brown, Hollis, Jones, Nicholson, Paler, Rafferty and Walters.**

**8481 APPOINTMENTS TO THE LAND AT MARKET HILL WORKING GROUP**

There are five representatives on the Land at Market Hill Working Group. It was:

**RESOLVED**

**That the following members be appointed to serve on the Land at Market Hill Working Group until the Annual Town Council meeting in 2023:**

**Councillors Carter, Jones, Paler and Wardrop. There remains one vacancy on this Working Group.**

**8482 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 2023:**

**Age Friendly Island Project**

Vacancy

Deputy – Vacancy

**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 A. Adams Deputy - Councillor D. Walters

**Cowes Heritage & Community Group Liaison**

Councillor D. Jones

**Cowes Mobility Forum**

Councillor P. Fuller Deputy – Councillor P. Bertie

**East Cowes Town Council Liaison**

Councillor M. Paler Deputy – Councillor J. Rafferty

**Environment & Sustainability Forum**

Councillor P. Fuller Deputy – Vacancy

**Floating Bridge User Group**

Councillor L. Peacey Wilcox and one vacancy

**Friends of ORP Blyskawica Society Executive Committee**

Councillor M. Paler Deputy – Councillor P. Bertie

**Highways P.F.I. District One**

Councillors P. Fuller and J. Nicholson

**Isle of Wight Against Scams Partnership (IWASP)**

Councillor P. Fuller Deputy – Vacancy

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

Councillor M. Paler Deputy - Councillor P. Fuller

### **Medina Valley Area Action Plan Group**

Chairman of the Planning & Licensing Committee

### **Member Internal Financial Reviewers – Town Council Accounts**

Councillor A. Adams and one vacancy

### **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

### **Picnic in the Park**

Councillor P. Bertie Deputy - Vacancy

### **Place Plan Steering Group**

Councillor J. Nicholson Deputy – Councillor P. Fuller

### **Shoreside Committee - Cowes Week Ltd.**

Councillor S. Ellis Deputy – Councillor P. Bertie

### **Supporters of Cowes Library**

Councillor W. Wardrop Deputy – Councillor D. Walters

### **Tree Wardens**

Councillor L. Brown and one vacancy

### **West & Central Locality Health and Well-Being Group**

Inactive, to be removed from the list.

#### **8483 STANDING ORDERS**

A review of Standing Orders was carried out and no amendments were made. It was:  
**RESOLVED**

**That Cowes Town Council approves the Standing Orders.**

#### **8484 FINANCIAL REGULATIONS**

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

**RESOLVED**

**That Cowes Town Council approves the Financial Regulations.**

**8485 CODE OF CONDUCT**

A review of the Code of Conduct was carried out and no amendments were made. It was:

**RESOLVED**

**That Cowes Town Council approves the Code of Conduct.**

**8486 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; Internal Grievance Procedure; Freedom of Information under the model publication scheme; Health & Safety Policy; Policy for dealing with abusive, persistent or vexatious complaints or complainants; Information and Data Protection Policy; Document & Retention Disposal Policy; Community Emergency Plan; Risk Assessment - Insurance. It was:

**RESOLVED**

**That Cowes Town Council approves the annual reviews as listed above.**

A review of the Risk Management Policy was carried out which included some minor amendments. It was:

**RESOLVED**

**That the Risk Management Policy is amended, as discussed, and approved.**

**8487 DATES OF COUNCIL AND COMMITTEE MEETINGS FOR THE MUNICIPAL YEAR 2022 / 2023**

**RESOLVED**

**That the Town Council and Committee meetings be held on the following dates and start times for the Municipal Year 2022 / 2023.**

<b>TOWN COUNCIL</b>	<b>7pm</b>
9 June 2022	
14 July 2022	
1 September 2022	
6 October 2022	
3 November 2022	
15 December 2022	
2 February 2023	
2 March 2023	
6 April 2023	
4 May 2023 Annual Town Council Meeting	

<b>FINANCE, ACQUISITIONS &amp; STAFFING COMMITTEE</b>	<b>6.15pm</b>
24 May 2022	
28 June 2022	
26 July 2022	
23 August 2022	
27 September 2022	
25 October 2022	
22 November 2022	
6 December 2022	

24 January 2023
28 February 2023
28 March 2023
25 April 2023

<b>PROJECTS COMMITTEE 6.15pm</b>
14 June 2022
12 July 2022
9 August 2022
13 September 2022
11 October 2022
8 November 2022
10 January 2023
14 February 2023
14 March 2023
11 April 2023

**8488 ATTENDANCES**

The Town Clerk reported that the attendances of Members at Town Council and Committee meetings during 2021 / 2022 were as follows:

**TOWN COUNCIL**

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
A. Adams	10	8	80
P. Bertie	10	9	90
L. Brown	10	10	100
A. Carter	8	6	75
S. Ellis	10	10	100
P. Fuller	10	9	90
L. Hammond	10	6	60
R. Hollis	10	7	70
D. Jones	10	4	40
J. Nicholson	10	10	100
M. Paler	4	4	100
L. Peacey Wilcox	10	8	80
J. Rafferty	10	8	80
P. Sanders	8	8	100
D. Walters	10	10	100
W. Wardrop	10	9	90

## FINANCE, ACQUISITIONS & STAFFING COMMITTEE

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
P. Bertie	6	6	100
L. Brown	3	3	100
A. Carter	5	4	80
S. Ellis	6	6	100
R. Hollis	6	3	50
D. Jones	6	4	66
J. Nicholson	6	6	100
J. Rafferty	6	3	50
D. Walters	6	6	100

## PLANNING & LICENSING COMMITTEE

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
P. Bertie	6	1	16
L. Brown	6	5	83
A. Carter	4	3	75
R. Hollis	6	1	16
D. Jones	6	6	100
J. Nicholson	6	1	16
J. Rafferty	6	1	16
P. Sanders	4	3	75
W. Wardrop	4	2	50

## PROJECTS COMMITTEE

<b>COUNCILLOR</b>	<b>POSSIBLE</b>	<b>ATTENDANCES</b>	<b>%</b>
A. Adams	10	8	80
P. Bertie	10	6	60
L. Brown	10	8	80
J. Nicholson	10	9	90
M. Paler	3	3	100
J. Rafferty	5	2	40
P. Sanders	8	8	100
D. Walters	10	8	80
W. Wardrop	3	3	100

### **8489 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER**

The local Safer Neighbourhood Officer attended the meeting and had also provided a written report which had been circulated to all Town Councillors. Following a Partners and Communities Together (PaCT) meeting where issues across Cowes, Northwood and Gurnard had been discussed, it was decided that the three priorities for the next quarter would be:

1. Criminal damage in the Skate Park, Park Road. To engage with the young people in the park and try to work with Cowes Enterprise College. Patrols have been made at the Skate Park with no anti-social behaviour issues noted. It is permissible to take

photographs of any offenders for passing on to the Police. Councillors felt that more urgent action is needed from the Police at the time of any incidents of vandalism.

2. Parking in Newport Road opposite the reservoir. PCSO Agrotis will be working with an IW Council officer to address this issue, also the parking at the junction of Ash Grove and Love Lane.

3. Anti-social behaviour in Cranleigh Gardens, Northwood; this remains ongoing. Community Speed Watch is restarting but they do need more volunteers so that it can run regularly. A letter drop to residents will be undertaken to encourage new volunteers.

It was agreed:

#### ACTIONS

1. Councillor Fuller will write a report for the next newsletter advising people to take photographs of any persons offending at Northwood Recreation Ground, and any other areas, for passing on to the Police.

2. Cowes Town Council will include a request for Speed Watch volunteers in the next newsletter.

PCSO Lisa Paul left the meeting at 7.55pm.

#### **8490 MINUTES**

##### **RESOLVED**

**That the Minutes of the Town Council Meeting held on 7 April 2022, be taken as read, approved as a correct record and signed by the Chairman.**

#### **8491 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There was a member of the public present but no questions were raised.

#### **8492 REPORTS FROM ISLE OF WIGHT COUNCILLORS**

Written reports focussing on local matters were received from Councillors Fuller, Nicholson, Peacey Wilcox and Quigley and were circulated to all Town Councillors. Councillor Fuller was asked why the Island Planning Strategy had been paused; he advised that the delays are to allow time to engage with IW Councillors so that Councillors understand the implications of the Plan and any risks before it moves on to the next phase. Councillor Fuller expects this to go the IW Full Council meeting for approval in approximately two months' time.

Councillor Nicholson advised that he had attended a very productive meeting with Cowes Medical Centre who wish to be involved in future Place Plan discussions.

#### **8493 REPORTS OF COMMITTEES AND MEETINGS**

##### a) Projects Committee

The Minutes of the Projects Committee meeting held on 12 April 2022 were received and noted. It was:

##### **RESOLVED**

**1. That Cowes Town Council write to the Police and Crime Commissioner and Chief of Police at Newport to complain about the lack of action being taken to repeated issues of vandalism at Northwood Recreation Ground public conveniences.**

**2. That Cowes Town Council purchases a Push-up and Dip Station for the sum of £1,297 plus VAT, with the cost to be met from the 'Northwood Rec – Skate Park / MUGA / Outdoor Gym Maintenance' budget heading.**



- b) IWALC Executive Committee  
The draft Minutes of the IWALC Executive Committee meeting held on 31 March 2022 were received and noted.

Kay Smith left the meeting at 8.07pm.

**8494 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2022**

The Town Clerk presented Councillors with the Town Council's Annual Governance & Accountability Return for the year ended 31 March 2022. The date of the period for the Exercise of Public Rights has been set for Monday 13 June 2022 to Friday 22 July 2022 inclusive. It was:

**RESOLVED**

**That the Annual Governance & Accountability Return for the year ended 31 March 2022 be approved and signed by the Town Mayor and Town Clerk.**

**8495 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2022. It was:

**RESOLVED**

**That the Statement of Accounts for the year ended 31 March 2022 be approved and signed by the Town Mayor and Town Clerk.**

**8496 INTERNAL AUDITORS' REPORT FOR THE YEAR ENDED 31 MARCH 2022**

The Town Clerk presented Councillors with the Town Council's Internal Auditors' Report for the year ended 31 March 2022. It was:

**RESOLVED**

**That the Internal Auditors' Report for the year ended 31 March 2022 be received and noted.**

**8497 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2022**

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2022. Cheque payments totalled £28,152.35; petty cash payments totalled £67.14. It was:

**RESOLVED**

**That the cheque payments of £28,152.35 and petty cash payments of £67.14 be received, noted and approved.**

**8498 REVIEW OF COUNCILLORS' REGISTER OF INTERESTS**

The Town Clerk reminded Councillors to review their Register of Interest forms. If any changes are required then a new form will need to be completed.

**8499 WARMER COWES REPORT FOR 2021 / 2022**

The Footprint Trust Ltd, as administrators of the Warmer Cowes scheme, provided a report for 2021 / 2022. The report showed that 64 people had received help during the period. Energy saving measures have saved residents £8,152. The project cost to Cowes Town Council was £1,500.

**8500 FURTHER FUNDING FOR THE QUEEN'S PLATINUM JUBILEE PICNIC IN THE PARK**

Northwood House Charitable Trust Company Ltd, who are organising the Picnic in the Park, have requested further funding for the event of £1,055. If this amount is not forthcoming the event will have to be significantly pared back. The Town Council agreed that they want this to be a very special event for the residents of Cowes. It was:

**RESOLVED**

**That Cowes Town Council approves the further funding of up to £1,055 for the Queen's Platinum Jubilee Picnic in the Park with the cost to be met from the 'Discretionary Services Contingency' budget heading.**

**8501 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 dogs off leads; weekly playpark inspections; weekly public toilet inspections; fly tipping in Cross Street car park; littering and graffiti.

**8502 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE**

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

**8503 ITEMS FOR INCLUSION ON FUTURE AGENDAS**

No items were raised for inclusion on future agendas.

The proceedings terminated at 8.14pm.

**CHAIRMAN**