

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 28 February 2023 at 6.15pm.

Present: Councillors Ellis (Chair), Bertie, Brown, Carter, Hollis, Nicholson & Walters.

In attendance: Debbie Faulkner, Town Clerk.

713 APOLOGIES FOR ABSENCE

No apologies for absence were received.

714 DECLARATIONS OF INTEREST

Councillors Hollis and Walters declared a non-pecuniary interest in Minute No 718 as they are members of Cowes Corinthian Yacht Club where Cowes Sailability Club are based.

715 MINUTES RESOLVED

That the Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 24 January 2023 be taken as read, approved as a correct record and signed by the Chairman.

716 EAR MARKING FUNDS RECEIVED FROM VISIT IOW

The Town Council received funds of £4,602.56 from Visit Isle of Wight on 11 April 2022 specifically for the purpose of promoting Cowes. These funds remain unspent in the current financial year. It was:

RECOMMENDED

That Cowes Town Council ear marks and adds these funds of £4,602.56 to the budget heading 'Cowes and Northwood Place Plan Promotion' for 2023 / 2024.

717 RE-CONSIDER APPLICATIONS FOR GRANT

The Town Clerk reported that £4,450 remains in the budget for 'Grants' for the financial year 2022 / 2023. The Town Council has been asked to re-consider the following Applications for Grant:

- i. Dragon Class, Solent Division – 75th Edinburgh Cup - £2,000
- ii. Island Food Festival Ltd – Food Festival 2023 - £3,000 (Grant Funding) & £7,900 (Place Plan Funding)

After a full discussion about each grant application it was:

RECOMMENDED

- 1. That a grant is not made to Dragon Class, Solent Division.**
- 2. That a grant is not made to Island Food Festival Ltd.**

718 APPLICATION FOR GRANT

The Town Council has been asked to consider the following Application for Grant:

- i. Cowes Sailability Club – Charter Wetwheels Hamble for two days at £500 per day - £1,000.

After a full discussion it was:

RECOMMENDED

That Cowes Town Council makes a grant of £1,000 to Cowes Sailability Club.

719 CAPPING THE AMOUNT OF GRANT THAT CAN BE APPLIED FOR FROM COWES TOWN COUNCIL

Councillors discussed the large grant applications that have recently been made to the Town Council and Councillors were asked to consider whether a cap should be set on the amount of grant that can be applied for. It was:

RECOMMENDED

That Cowes Town Council does not set a cap on the amount of grant that can be applied for.

720 CONNECT4COMMUNITIES HOUSEHOLD SUPPORT FUND

Cowes Town Council have been successful in its application to the Connect4communities Household Support Fund in the sum of £5,000. The fund will be used to purchase 100 x £50 Aldi vouchers. Councillors discussed the proposed form that would need to be completed by any applicants. It was agreed:

ACTION

That Cowes Town Council circulate the application form to local schools, Health Visitors and the Social Prescriber in Cowes, Mr Rudi Hendon-John.

721 COWES TOWN COUNCIL'S WATERING CONTRACT FOR 2023

Councillors were asked to consider the watering contract for 2023 which includes all the hanging baskets, 3-tier planters, wooden tubs and concrete planters in Cowes. The cost per visit will be £100 with a standard contract of 58 visits (based on 3 times per week as an average) will be £5,800. The cost of feeding the plants will be around £120. It was:

RECOMMENDED

1. That Cowes Town Council suspends Financial Regulation 10.4 as only one quotation has been received from Contractor A.

2. That Cowes Town Council engages Contractor A for the watering contract in Cowes for 2023 for the sum of £5,920.

722 REVIEW OF COWES TOWN COUNCIL'S SUMMARY OF PROCEDURES FOR DEALING WITH COMPLAINTS AGAINST MEMBERS

At the Finance, Acquisitions and Staffing Committee meeting held on 24 May 2022 it was agreed that the Committee would look at one of the Town Council's policies or procedures at each meeting. This meeting reviewed the Summary of Procedures for dealing with Complaints against Members. It was:

RECOMMENDED

That no amendments are required to the Cowes Town Council's Summary of Procedures for dealing with Complaints against Members.

723 DRAFT OFFER TO TOWN AND PARISH COUNCILS TO ACCESS A PACKAGE OF eLEARNING (MIN NOS 679 AND 708 REFER)

At the Finance, Acquisitions and Staffing Committee meeting held on 24 January 2023, Councillors discussed a draft offer provided by the IW Council to the Town Council, to provide a number of online courses at the cost of £25 per person per course, which must be completed within 7 days. The IW Council are requesting feedback on the offer. The Town Clerk advised the IW Council that Councillors thought that the cost of £25 per course is too high and the time constraint to complete the course is too short. The IW Council have responded by saying that the cost of £25 is for all thirteen online courses, which equates to £1.92 per course. There is also no time limit for the courses to be completed.

Once the course has been completed, the course will be available for 7 days and will then lock. It was:

RECOMMENDED

- 1. That Cowes Town Councillors and staff are offered the opportunity to take part in these learning opportunities at the cost of £25 per person.**
- 2. That any costs are taken from the budget heading 'Training'.**

724 STAFFING MATTERS

The Town Clerk is in the process of arranging a meeting between the Town Clerk, the Town Mayor, the Chairman of the Finance, Acquisitions & Staffing Committee and the Assistant Town Clerk to discuss the Assistant Town Clerk's job title, job description and salary.

725 HEALTH AND SAFETY MATTERS

Councillors discussed the persistent dog fouling of the pavement at Market Hill. It was agreed:

ACTION

The Town Clerk will ask the Environment Officer to target the area with appropriate signage and fines, if appropriate.

726 CLERKS' CONCERNS

No concerns were raised by the Clerks.

727 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Review of the Cowes Town Council's Equality & Diversity Policy.

The proceedings terminated at 7.18pm.

CHAIRMAN