

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 25 April 2023 at 6.15pm.

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

In attendance: Councillor Paler (non-voting); Debbie Faulkner, Town Clerk; Kate Scragg, Assistant Town Clerk.

Prior to the start of the meeting, Councillor Ellis thanked Councillors for their support during his Chairmanship of the Committee and for the lively debates that had taken place.

728 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Carter & Hollis.

729 DECLARATIONS OF INTEREST

Councillor Walters declared a non-pecuniary interest in Minute No. 732 as he assisted the Cowes Classics Day organisers with completion of their grant application form.

730 MINUTES RESOLVED

That the Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 28 February 2023 be taken as read, approved as a correct record and signed by the Chairman.

731 FINANCIAL STATEMENT AS AT 31 MARCH 2023

The Town Clerk submitted a financial statement for the year ending 31 March 2023 giving details of income and expenditure. Councillors looked at the spend against the budget headings and the ring fenced and ear marked balances. The balances in the Town Council's bank accounts and petty cash as at 31 March 2023 were £599,590.80 of which £314,824.12 is ring fenced / ear marked expenditure. The Reserves as at 31 March 2023 were £284,766.68 which represents approximately ten and a half months operating costs. This falls within the recommended 3 to 12 months reserves as set by the National Association of Local Councils. It was:

RECOMMENDED

That Cowes Town Council receive, note and approve the Financial Statement as at 31 March 2023.

732 APPLICATIONS FOR GRANT

The Town Clerk reported that there is a sum of £15,000 in the 'Grants' budget heading for the 2023 / 2024 financial year. The Town Council has been asked to consider the following Applications for Grant:

- i. Cowes Classics Day 9 July 2023 – Operating and setting up costs - £1,350
- ii. BPRC Event Management – 2023 Cowes Torquay and Cowes Poole Offshore Powerboat Event - £2,000
- iii. Cowes Open Bowls Tournament – 2023 Tournament Costs - £600

After a full discussion about each application (Councillor Brown voted against recommendation ii) it was:

RECOMMENDED

- i. That a grant be made to Cowes Classics Day 2023 in the sum of £1,350 on the proviso that the Town Council's logo is included in the event programme.
- ii. That a grant be made to BPRC Event Management for the 2023 Cowes Torquay and Cowes Poole Offshore Powerboat Event in the sum of £2,000 specifically for the promotion and marketing of the event. The organisers will send their invoices up to that amount for payment by the Town Council. The Town Council's logo to be included in any promotion and marketing materials.
- iii. That a grant be made to Cowes Open Bowls Tournament in the sum of £600 on the proviso that the Town Council's logo is included in the event programme and the Town Council is acknowledged for its sponsorship of the awards.

733 CONNECT4COMMUNITIES HOUSEHOLD SUPPORT FUND OF £5,000

Cowes Town Council have purchased, to date, 40 x £50 Aldi vouchers of which, to date, 37 have been allocated to those who have provided a completed application form and claimed eligibility. The balance of £3,000 is held in the Town Council's bank account until we are advised whether we can continue to allocate the vouchers, the provisional deadline for allocation being 6 April 2023.

734 DRAFT UPDATED JOB DESCRIPTION FOR KATE SCRAGG (MIN NO 709 REFERS)

At the Finance, Acquisitions & Staffing Committee meeting held on 24 January 2023, Councillors discussed the Assistant Town Clerk's (ATC) job description and whether it encompasses all the tasks that the ATC is undertaking. It was agreed to review the ATC's job title, job description and salary. Councillors received an updated job description for the ATC which proposes to rename the job title to Deputy Town Clerk and Facilities Manager, to reflect the additional tasks undertaken. The salary is currently on LC1 Spinal Point 16; this rises by one spinal point each year on the 1 April. The Town Clerk proposed that to acknowledge the ATC's additional responsibilities her salary should be raised to LC2 Spinal Point 18, which will give an immediate annual increase of £987. There will continue to be a rise of one spinal point each year on 1 April. It was:

RECOMMENDED

- 1. That the Assistant Town Clerk's job title will change to Deputy Town Clerk and Facilities Manager.**
- 2. The Deputy Town Clerk and Facilities Manager will be paid at LC2 Spinal Point 18, backdated to 1 April 2023.**
- 3. The Deputy Town Clerk and Facilities Manager's salary will continue to rise by one Spinal Point each year on 1 April.**

735 OTHER STAFFING MATTERS

No other staffing matters were raised by Councillors or Clerks.

736 HEALTH AND SAFETY MATTERS

The Clerks were advised to visit the HSE website who have provided advice on stress and mental health at work, including risk assessments.

737 CLERKS' CONCERNS

No concerns were raised by the Clerks.

738 ITEMS FOR INCLUSION ON FUTURE AGENDAS

No items were raised for inclusion on a future agenda.

The proceedings terminated at 7.03pm.

CHAIRMAN