

COWES TOWN COUNCIL

Minutes of the Annual Meeting of Cowes Town Council held in The Drawing Room, Northwood House, Cowes on Thursday 11 May 2023 at 7pm.

Present: Councillor Nicholson (Town Mayor) (Chairman)
Councillors Adams, Bertie, Brown, Carter, Dodwell, Ellis, Fuller (8.01pm),
Oliver, Paler, Peacey Wilcox, Rafferty, Sanders, Walters & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Kate Scragg, Assistant Town Clerk;
Councillor Palin, East Council Town Council Liaison.

Prior to the start of the meeting, the departing Town Mayor, Councillor Bertie, thanked Town Councillors and the Clerks for their support over the last two years which Councillor Bertie had thoroughly enjoyed.

8694 ELECTION OF TOWN MAYOR

Councillor Nicholson was proposed for Town Mayor by Councillor Walters and seconded by Councillor Sanders. Following a show of hands, it was:

RESOLVED

That Councillor Nicholson be elected as Town Mayor to serve until the Annual Town Council meeting in 2024.

Councillor Nicholson thereupon made a Declaration of Acceptance of Office.

8695 ELECTION OF DEPUTY TOWN MAYOR

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

Councillor Sanders was proposed for Deputy Town Mayor by Councillor Bertie and seconded by Councillor Walters.

A vote was taken and Councillor Ellis received nine votes and Councillor Sanders received 4 votes. It was:

RESOLVED

That Councillor Ellis be elected as Deputy Town Mayor to serve until the Annual Town Council meeting in 2024.

Councillor Ellis thereupon made a Declaration of Acceptance of Office.

8696 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hollis.

8697 DECLARATIONS OF INTEREST

Councillor Fuller declared a non-pecuniary interest in Minute No. 8723 as he is the Chairman of The Footprint Trust Ltd.

8698 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 2024:

The Town Mayor, the Deputy Town Mayor and Councillors Brown, Carter, Hollis, Oliver, Rafferty & Walters. There remains one vacancy on this Committee.

8699 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 2024:

The Town Mayor, the Deputy Town Mayor and Councillors Brown, Carter, Dodwell, Hollis, Sanders & Wardrop. There remains one vacancy on this Committee.

8700 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 2024:

The Town Mayor, the Deputy Town Mayor and Councillors Adams, Brown, Dodwell, Oliver, Paler, Rafferty & Sanders.

8701 APPOINTMENTS TO THE PLACE PLAN WORKING GROUP

There were eight representatives on the Place Plan Working Group. Councillors discussed that the Place Plan may need to be going in a different direction, under the auspices of the Projects Committee. Therefore it was:

RESOLVED

That no appointments will be made to the Place Plan Working Group.

ACTION

This matter will be referred to the Projects Committee to draw up draft 'Terms of Reference' for a Place Plan Steering Group.

8702 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 2024:

Civil Military Partnership

Councillor J. Nicholson

Deputy – Councillor P. Sanders

Cowes Business Association

Councillor J. Rafferty

Cowes Harbour Commission Advisory Committee

Councillor A. Adams Deputy - Councillor M. Paler

Cowes Heritage & Community Group Liaison

Councillor M. Paler

Cowes Mobility Forum

Councillor P. Fuller Deputy – Councillor A. Carter

East Cowes Town Council Liaison

Councillor M. Paler Deputy – Councillor J. Rafferty

Environment & Sustainability Forum

Councillor P. Fuller Deputy – Vacancy

Friends of ORP Blyskawica Society Executive Committee

Councillor M. Paler Deputy – Councillor P. Bertie

Highways P.F.I. District One

Councillor D. Walters

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

Councillor M. Paler Deputy - Councillor P. Fuller

Member Internal Financial Reviewers – Town Council Accounts

Councillors A. Adams and M. Paler

Northwood House Charitable Trust Co. Ltd - Park Forum

Councillor L. Brown Deputy – Councillor A. Carter

Place Plan Steering Group

Councillor J. Nicholson Deputy – Councillor P. Fuller

Shoreside Committee - Cowes Week Ltd.

Councillor S. Ellis Deputy – Councillor D. Walters

Supporters of Cowes Library

Councillor W. Wardrop

Deputy – Councillor D. Walters

Tree Wardens

Councillors L. Brown and P. Sanders

8703 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.

8704 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.

8705 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.

8706 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; 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 above.

A review and update of the Community Emergency Plan will be carried out. It was:

RESOLVED

That the Community Emergency Plan is reviewed and updated.

8707 DATES OF COUNCIL AND COMMITTEE MEETINGS FOR THE MUNICIPAL YEAR 2023 / 2024

RESOLVED

That the Town Council and Committee meetings be held on the following dates and start times for the Municipal Year 2023 / 2024.

TOWN COUNCIL	7pm
1 June 2023	
13 July 2023	
7 September 2023	
5 October 2023	
2 November 2023	
14 December 2023	
1 February 2024	
7 March 2024	
4 April 2024	
9 May 2024 Annual Town Council Meeting	

FINANCE, ACQUISITIONS & STAFFING COMMITTEE 6.15pm
16 May 2023
27 June 2023
25 July 2023
22 August 2023
26 September 2023
24 October 2023
21 November 2023
23 January 2024
27 February 2024
26 March 2024
23 April 2024

PROJECTS COMMITTEE	6.15pm
13 June 2023	
11 July 2023	
8 August 2023	
12 September 2023	
10 October 2023	
7 November 2023	
9 January 2024	
13 February 2024	
12 March 2024	
9 April 2024	

8708 ATTENDANCES

The Town Clerk reported that the attendances of Members at Town Council and Committee meetings during 2022 / 2023 were as follows:

TOWN COUNCIL

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A. Adams	10	7	70
P. Bertie	10	10	100
L. Brown	10	9	90
A. Carter	10	3	30
S. Dodwell	1	1	100
S. Ellis	10	8	80
P. Fuller	10	4	40
R. Hollis	10	7	70
J. Nicholson	10	10	100
N. Oliver	1	1	100
M. Palar	10	9	90
L. Peacey Wilcox	10	4	40
J. Rafferty	10	6	60
P. Sanders	10	8	80
D. Walters	10	6	60
W. Wardrop	10	8	80

FINANCE, ACQUISITIONS & STAFFING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
P. Bertie	7	4	57
L. Brown	7	7	100
A. Carter	7	5	71
S. Ellis	7	7	100
R. Hollis	7	4	57
J. Nicholson	7	7	100
J. Rafferty	7	1	14
D. Walters	7	5	71

PLANNING & LICENSING COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
P. Bertie	15	1	7
L. Brown	15	12	80
A. Carter	15	8	53
R. Hollis	15	12	80
J. Nicholson	15	4	27
P. Sanders	15	12	80
W. Wardrop	15	13	87

PROJECTS COMMITTEE

COUNCILLOR	POSSIBLE	ATTENDANCES	%
A. Adams	7	6	86
P. Bertie	7	4	57
L. Brown	7	6	86
J. Nicholson	7	7	100
M. Palar	7	7	100
J. Rafferty	7	0	0
P. Sanders	7	6	86
W. Wardrop	7	5	71

8709 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER

The local Safer Neighbourhood Officer did not attend the meeting but provided a short email which had been circulated to all Town Councillors. The Mayor advised Councillors to report any issues to the Town Clerk, who will forward these on to the local Police Officers.

8710 MINUTES

RESOLVED

That the Minutes of the Town Council Meeting held on 6 April 2023, be taken as read, approved as a correct record and signed by the Chairman.

8711 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present, therefore no questions were raised.

8712 REPORTS FROM ISLE OF WIGHT COUNCILLORS

Written reports focussing on local matters were received from Councillors Fuller, Peacey Wilcox and Quigley and were circulated to all Town Councillors. Councillors discussed overflowing rubbish bins and removal of bins on the sea front. It was agreed that Councillors would contact Island Roads to get the missing bins replaced.

8713 REPORTS OF COMMITTEES AND MEETINGS

a) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 25 April 2023 were received and noted. It was:

RESOLVED

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

2. 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. A counter proposal to reduce the amount of the grant was made but failed to gain a majority.

3. That a grant is not made to BPRC Event Management.

4. 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.

5. That the Assistant Town Clerk's job title will change to Deputy Town Clerk and Facilities Manager.

6. The Deputy Town Clerk and Facilities Manager will be paid at LC2 Spinal Point 18, backdated to 1 April 2023.

7. The Deputy Town Clerk and Facilities Manager's salary will continue to rise by one Spinal Point each year on 1 April.

b) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meetings held on 12 April 2023 and 3 May 2023 were received and noted.

- c) IWALC Executive Committee
The draft Minutes of the IWALC Executive Committee meeting held on 30 March 2023 were received and noted.
- d) IWALC Meeting with IW Council's Cabinet
The Report of the IWALC meeting with the IW Council's Cabinet held on 13 April 2023 was received and noted.

8714 COUNCILLOR REPORT

Councillor Paler provided a written report including his attendance at the Seagrass Symposium at Cowes Yacht Haven, and details of UKSA's Test the Water program for year 6 and year 11 students.

8715 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31 MARCH 2023

The Town Clerk presented Councillors with the Town Council's Annual Governance & Accountability Return for the year ended 31 March 2023. The date of the period for the Exercise of Public Rights has been set for Monday 5 June 2023 to Friday 14 July 2023 inclusive. It was:

RESOLVED

That the Annual Governance & Accountability Return for the year ended 31 March 2023 be approved and signed by the Town Mayor and Town Clerk.

8716 STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

The Town Clerk presented Councillors with the Town Council's Statement of Accounts for the year ended 31 March 2023. It was:

RESOLVED

That the Statement of Accounts for the year ended 31 March 2023 be approved and signed by the Town Mayor and Town Clerk.

8717 INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Town Clerk presented Councillors with the Town Council's Internal Auditor's Report for the year ended 31 March 2023. It was:

RESOLVED

That the Internal Auditor's Report for the year ended 31 March 2023 be received and noted.

8718 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF APRIL 2023

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of April 2023. Cheque payments totalled £33,409.03; petty cash payments totalled £77.97. It was:

RESOLVED

That the cheque payments of £33,409.03 and petty cash payments of £77.97 be received, noted and approved.

8719 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 and returned to the Clerks within 28 days.

8720 TOWN COUNCIL'S INSURANCE QUOTATION FOR 2023 / 2024

The Town Clerk sought three quotations for the 2023 / 2024 Town Council Insurance Policy. Two companies felt unable to quote for the policy, leaving the remaining company Zurich Municipal, the current insurer, quoting £2,466.08. This is a higher cost than last year but represents the increasing cost of the replacement value of buildings. It was:

RESOLVED

That Cowes Town Council renews its insurance policy with Zurich Municipal from 1 June 2023 to 31 May 2024 for the sum of £2,466.08.

8721 RESPONSE FROM COWES TOWN WATERFRONT TRUST (MIN NO 8680c REFERS)

At the Town Council meeting on 6 April 2023, Councillors agreed to write to the Cowes Town Waterfront Trust (CTWT) to request that a Cowes Town Councillor or an IW Council representative be appointed to the Board of Trustees for the CTWT. The Chairman of the Trust responded by saying that they have a full complement of Trustees at present, but would be delighted to meet with any Town Councillors should they wish to visit.

8722 RESPONSE FROM THE IW COUNCIL REGARDING PARKING PROBLEMS IN GORDON ROAD (MIN NO 8679 REFERS)

At the Town Council meeting on 6 April 2023, Councillors agreed that the Town Council should write to the IW Council to advise of ongoing parking problems on the double yellow lines in Gordon Road. The IW Council responded by saying that they have this area on their radar. On a recent night shift Civil Enforcement Officers issued two Penalty Charge Notices in Gordon Road.

8723 WARMER COWES REPORT FOR 2022 / 2023

The Footprint Trust Ltd, as administrators of the Warmer Cowes scheme, provided a report for 2022 / 2023. The report showed that 87 people had received help during the period. Energy saving measures have saved residents £18,205. The project cost to Cowes Town Council was £500.

8724 COWES WEEK 2023

To date, it has not been possible to meet with representatives of Cowes Week Ltd. It was agreed:

ACTION

The Town Clerk will provide contact details to the Deputy Mayor to enable him to make contact with Cowes Week Ltd to request a meeting with the Town Council's Shoreside Committee members.

8725 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 playground inspections; public toilet inspections; monitoring streets for dog fouling; fly tipping patrols.

8726 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

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

8727 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Empty High Street shop

The proceedings terminated at 8.33pm

CHAIRMAN