

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 27 February 2024 at 6.15pm.

Present: Councillors Ellis (Chair), Brown, Hollis, Nicholson, Oliver and Walters.

In attendance: Councillor Wardrop (non-voting), Claudine Russell, Town Clerk; A representative from Community Action and a representative from Cowes Fringe.

812 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Rafferty.

813 DECLARATIONS OF INTEREST

No declarations of interest were received.

814 MINUTES RESOLVED

That the Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 23 January 2024 be taken as read, approved as a correct record and signed by the Chairman.

815 APPLICATION FOR GRANT

The Town Clerk reported that there is a sum of £1,737 remaining in the 'Grants' budget heading for the 2023 / 2024 financial year. The Town Council has been asked to consider the following Application for Grant:

i) Cowes Fringe 2024 - £10,000

The Director of Cowes Fringe Ltd attended the meeting to talk about her event and answer questions from Councillors, following which she left the meeting. The grant was requested towards marketing costs, artist fees, lighting & technical services and venue hire.

After a full discussion it was:

RECOMMENDED

That Cowes Town Council pay Cowes Fringe Ltd £1,500 for the 'Upper Circle' sponsorship tier for Cowes Fringe 2024. This includes logo visibility on event materials, recognition during selected activities, and social media appreciation for sponsorship.

816 APPLICATION FOR FUNDING TOWARDS A DEFIBRILLATOR ON MEADOW VIEW ESTATE

The Town Clerk circulated a letter from one of the residents of the Meadow View Estate asking for a contribution of £500 towards the installation of a defibrillator and £300 towards replacement battery costs. Whilst the Councillors fully support the additional defibrillator, they are unable to support this financially and suggest the resident contacts Gurnard Parish Council for a contribution. It was agreed:

ACTION:

1. The Town Clerk will respond advising the resident to consider contacting Gurnard Parish Council.

817 DRAFT STAFF INDUCTION AND COUNCILLOR INDUCTION CHECKLISTS

Councillors received and considered the draft Staff and Councillor Induction checklists.

It was suggested that the Town Council introduces a summary sheet for new Councillors on the Role of a Councillor, including information on how many meetings they are required to attend and how meetings proceed. It was agreed:

ACTION:

Councillors should email the Town Clerk with submissions for the Councillor summary sheet.

Following discussion it was:

RECOMMENDED

That Cowes Town Council approves the Staff and Councillor Induction Checklists.

6:56pm – Councillor Wardrop left the meeting.

818 DRAFT LONE WORKING POLICY

Councillors considered the draft Lone Working Policy. It was suggested that the Town Council introduces a summary sheet for new Councillors on the Role of a Councillor, including information on how many meetings they are required to attend and how meetings proceed. It was agreed:

ACTION:

Town Clerk to make the suggested amendments to the Lone Working Policy.

It was:

RECOMMENDED

That Cowes Town Council approves the Lone Working Policy.

819 DRAFT TRAINING AND DEVELOPMENT POLICY

Councillors considered the draft Training and Development Policy. Following discussion it was:

RECOMMENDED

That Cowes Town Council approves the Training and Development Policy.

820 OTHER STAFFING MATTERS

No other staffing matters were discussed.

821 HEALTH AND SAFETY MATTERS

Councillor Rafferty was not present at the meeting to discuss his Health and Safety proposal, therefore this was deferred.

There have been some concerns from the local community regarding the gravel pathways at Northwood House. Cowes Town Council are liaising with the Administrators of Northwood House regarding this.

822 CLERKS CONCERNS

No concerns were raised by the Town Clerk.

823 ITEMS FOR INCLUSION ON A FUTURE AGENDA

- Councillor Rafferty's Health and Safety proposal.

The proceedings terminated at 7.09pm

CHAIRMAN