

COWES TOWN COUNCIL



Council Chamber: The Library
Northwood House
Ward Avenue
Cowes

Twinned with Deauville – France
Friendship links with
Bulls – New Zealand
and Cowes - Australia

Town Mayor
Councillor Stuart Ellis

All communications to:
The Town Clerk
Northwood House
Cowes
Isle of Wight
PO31 8AZ
Telephone: (01983) 209022

townclerk@cowestowncouncil.org.uk
deputytownclerk@cowestowncouncil.org.uk

21 October 2025

You are hereby summoned to attend a meeting of the FINANCE, ACQUISITIONS & STAFFING COMMITTEE to be held in the **Dining Room, Northwood House, Cowes (enter via St Mary's door) on Tuesday 28 October 2025 at 6.15pm** to consider the following matters set out in the agenda.

D. Faulkner
Debbie Faulkner
Town Clerk

AGENDA

1. To receive any apologies for absence.
2. Declarations of Pecuniary and Non-Pecuniary Interest.
 - a) To receive members Declarations of Interest on items on the agenda.
 - b) To receive, consider and grant as appropriate, any written requests for dispensation for disclosable pecuniary interests.
3. To approve as a correct record and sign the Minutes of the Finance, Acquisitions & Staffing Committee Meeting held on 23 September 2025.
4. **Finance & Acquisitions**
 - a) To receive the Financial Statement as at 30 September 2025.
 - b) To discuss the comments raised by BDO, the External Auditor, at the conclusion of the external audit as at 31 March 2025.
 - c) To review the cap of £1,500 for grant applications.
 - d) To review the process for funding from the 'Place Plan Projects' budget heading.
 - e) To consider whether to make a separate budget heading to financially support the Friends of Northwood Cemetery.
 - f) To consider the following Application for Grant:
 - UKSA – Test the water programme – £1,260
 - g) To consider the grant of £1,250 awarded to ASTO and the subsequent cancellation of the event due to inclement weather.
 - h) To consider the provision of a debit card for use by Town Council staff.
 - i) To receive details of the activities of Cowes Library and consider the summary of future costs.
 - j) To review current contractors, current contracts and future tenders / contracts.
 - k) To receive an update on the existing Household Support Fund of £5,000.
5. **Staffing**
 - a) To receive details of the Probationary Review for the Facilities and Town Manager.
 - b) To receive details of the Deputy Town Clerk's recent appraisal.

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- c) To receive details of the Admin Assistant's recent appraisal.
- d) To discuss the advertisement for the forthcoming vacancy of Deputy Town Clerk.
- e) To discuss any other staffing matters.
- f) To discuss any health and safety matters.
- g) Staff concerns.

6. To receive any items for inclusion on a future agenda.

THE PUBLIC AND PRESS ARE INVITED TO ATTEND