COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Dining Room, Northwood House, Cowes on Tuesday 24 February 2026 at 6.15pm.

Present: Councillors Ellis (Chair), Marriott, Rafferty, Peacey Wilcox and Walters.

In attendance: Patrick Jolin, Town Clerk, Richard Shaul, Responsible Financial Officer (RFO) and two representatives of Experience Cowes

In the absence of the Chairman, Councillor Ellis took the Chair.

1125 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Carter, Hollis and Nicholson.

1126 DECLARATIONS OF INTEREST

None received.

1127 MINUTES

RESOLVED

That the Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 27 January 2026 be taken as read, approved as a correct record and signed by the Chairman.

1128 APPLICATIONS FOR GRANTS

The RFO advised that £190 remains in the budget heading 'Grants' for the financial year 2025 / 2026. Councillors were asked to consider the following applications for grants:

i. Cowes Fringe – Cowes Fringe 2026 - £1,500.

RECOMMENDED

That as there are insufficient funds available in the current year grants budget that the decision regarding the grant for Cowes Fringe be deferred until the April Finance, Acquisitions & Staffing Committee meeting

1129 UPDATED BUSINESS PLAN FROM EXPERIENCE COWES

Two representatives from Experience Cowes presented an updated business plan and responded to questions from councillors.

RECOMMENDED

That of the £15,000 budget for Experience Cowes £5,000 is allocated to sponsorship of the proposed Family Zone. The remaining £10,000 to be ring fenced for Experience Cowes. Future draw down to be equally matched by other sponsors.

1130 TO CONSIDER A REQUEST FROM ROUND TABLE FOR SPONSORSHIP OF COWES EASTER BUNNY HOP.

This request is effectively a grant and therefore a grant application form should be completed. As this will be too late to be approved for this year's event suggest to the Round table that they may wish to apply for a grant in future years.

1131 UPDATE ON THE EXISTING HOUSEHOLD SUPPORT FUND OF £5,000

The RFO gave Councillors an update on the Household Support Fund. Cowes Town Council had received £5,000; the Clerks have purchased vouchers to the full value of the £5,000. The Clerks had handed out 87 vouchers from the 100 Aldi vouchers purchased, 13 remained available for issue.

1132 REVIEW OF THE CURRENT OFFICE STAFFING STRUCTURE

The Town Clerk presented a paper on a proposed future office staffing structure giving details of roles, responsibilities, timelines and costs.

RECOMMENDED

That the proposed structure be taken forward to the Full Council for approval.

1133 TEAM BUILDING AND ALIGNMENT PLAN

RECOMMENDED

That further work on the team building and alignment plan be deferred pending the implementation of the proposed office staffing structure.

1134 OTHER STAFFING MATTERS

None

1135 HEALTH AND SAFETY MATTERS

None

1136 STAFF CONCERNS

None

1137 ITEMS FOR INCLUSION ON A FUTURE AGENDA

None

The proceedings terminated at 19:43.

CHAIRMAN