

COWES TOWN COUNCIL

Council Chamber -The Drawing Room
Northwood House
Cowes

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



Town Mayor
Councillor Stuart Ellis

All communications to:
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7 May 2026

You are hereby summoned to attend the Annual Meeting of COWES TOWN COUNCIL to be held in **The Drawing Room, Northwood House, Cowes** on **Thursday 14 May 2026 at 7pm** to consider the following matters set out in the Agenda.

P. Jolin
Patrick Jolin
Town Clerk

AGENDA

1. To elect a Town Mayor and to receive the Declaration of Acceptance of Office.
2. To elect a Deputy Town Mayor and to receive the Declaration of Acceptance of Office.
3. To receive any apologies for absence.
4. 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.
5. To appoint nine representatives to each of the following Committees:
(The Town Mayor & Deputy Town Mayor are 'ex officio' members on all Committees)
 - a) Finance, Acquisitions & Staffing Committee
 - b) Planning & Licensing Committee
 - c) Projects Committee
6. To appoint nine representatives to each of the following Working Groups:
(The Town Mayor & Deputy Town Mayor are 'ex officio' members on all Working Groups)
 - a) Events Working Group
 - b) Northwood House Review Working Group
 - c) Website & IT Working Group
7. To consider appointing representatives to the following other bodies:
 - a) Civil Military Partnership (1) plus Deputy
 - b) Connecting Cowes Advisory Group (2)
 - c) Cowes Harbour Commission Advisory Committee (1) plus Deputy

- d) East Cowes Town Council Liaison (1) plus Deputy
- e) Environment & Sustainability Forum (1) plus Deputy
- f) Experience Cowes (1) plus Deputy
- g) Friends of ORP Blyskawica Society Executive Committee (1) plus Deputy
- h) Highways PFI District One (1)
- i) Isle of Wight Association of Local Councils Executive Committee (IWALC) (1) plus Deputy
- j) Member Internal Financial Reviewers – Town Council Accounts (2)
- k) Northwood House Charitable Trust Co Ltd – Park Forum (1) plus Deputy
- l) Supporters of Cowes Library (1) plus Deputy
- m) Tree Wardens (2)

8. Annual Reviews. **(For consideration & decision).**

- a) To review and approve Standing Orders.
- b) To review and approve Financial Regulations.
- c) To review and approve the Code of Conduct.
- d) To review and approve Policies & Procedures:
 - i) Complaints Procedure
 - ii) Complaints Procedure for complaints against members
 - iii) Internal Grievance Procedure
 - iv) Freedom of Information under the model publication scheme
 - v) Risk Management Policy
 - vi) Health & Safety Policy
 - vii) Policy for dealing with abusive, persistent or vexatious complaints or complainants
 - viii) Information and Data Protection Policy
 - ix) Document Retention and Disposal Policy
 - x) Community Emergency Plan
 - xi) Risk Assessment - Insurance

9. To receive details of the following: **(For notification and consideration)**

- a) Dates of Council & Committee Meetings 2026 / 2027.
- b) Members' attendances at Council & Committee meetings 2025 / 2026.

10. To receive a report from the local Safer Neighbourhood Officer, plus an opportunity to discuss local policing priorities.

11. To approve as a correct record and sign the Minutes of the Meeting held on 2 April 2026.

12. To receive questions from members of the public.

13. To receive reports from Isle of Wight Councillors.

14. Reports of Committees and Meetings: **(For notification, consideration and decision)**

- a) Finance, Acquisitions & Staffing Committee – 28 April 2026
- b) Planning & Licensing Committee – 22 April and 13 May 2026
- c) Projects Committee – 14 April 2026
- d) Supporters of Cowes Library – 14 March 2026 and 18 April 2026
- e) Cowes Harbour Advisory Committee – 15 April 2026
- f) NALC National Assembly of Local Councils (NALC) – 24 March 2026
- g) Isle of Wight Association of Local Councils (IWALC) Executive Committee – 26 March 2026

- h) IW Council Public Realm and Coastal Meeting – West Wight – 7 April 2026 and 5 May 2026
- i) Isle of Wight Bus and Rail User Group – 25 April 2026

15. Miscellaneous items submitted by Councillors: **(For notification, consideration and decision)**

- a) Mayor's Report – Councillor Ellis.
- b) Town Quay Harbour Commission Report – Councillor Walters.

16. Miscellaneous items submitted by the Responsible Financial Officer: **(For notification, consideration and decision)**

- a) To approve and sign the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026.
- b) To approve and sign the Statement of Accounts for the year ended 31 March 2026.
- c) To receive and note the Internal Auditor's report for the year ended 31 March 2026.
- d) To note and approve the cheque payments and petty cash payments for the month of April 2026.

17. Miscellaneous items submitted by the Town Clerk: **(For notification, consideration and decision)**

- a) To remind Councillors to complete a new Register of Interest form.
- b) To receive and approve the Town Council's Insurance quotation for 2026 / 2027.
- c) To receive an update from the Town Clerk.
- d) To receive an update from the Public Realm Officer.
- e) To receive Miscellaneous Publications & Correspondence.

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

THE PUBLIC AND PRESS ARE INVITED TO ATTEND

www.cowestowncouncil.org.uk