

Cowes Town Council

Town Clerk Monthly Report

May 2026

Issued Version 1.0

Contents

1. Key Achievements By Function



Key Achievements

Responsibility	Owner	Function	Headline Monthly Achievements
Proper Officer, Operations and Staff Management	Town Clerk	Staffing	<ul style="list-style-type: none"> • New staff references received without issue and all started 05-May as planned • Retiring Deputy Town Clerk left 29-May with full handover completed to new role holder completed as planned
		Operations	<ul style="list-style-type: none"> • Continued requirements analysis for the implementation of: <ul style="list-style-type: none"> - An accounting, financial and supplier management ERP software package - An updated project proposal and adoption process covering cost benefit analysis, business case production, project delivery and progress reporting - An updated risks, issues and actions tracking system - A searchable all meeting minutes register • Re-engineering of current working hours tracking and reporting system completed for implementation in June • Town Office IT systems review report received; next steps and recommendations being identified for presentation to July Town Council
		Commercial	<ul style="list-style-type: none"> • Template LGA based supplier service provision contract completed • Investigations into upgrading office broadband service commenced (to support IT systems review)
		Legal & Policy	<ul style="list-style-type: none"> • Ongoing legal activity supported with information being provided as required • Instigation of an in-depth investigation into the recent incident at The Cut with findings to be reported to the Town Council • Continued evaluation of policies & procedures

Key Achievements

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Office Management & Town Clerk Support	Deputy Town Clerk	Office Administration & Office Staff & Town Clerk Support and Deputation	<ul style="list-style-type: none"> • Handover from retiring Town Clerk completed • Continued Town Office management and support activities • Continued deputisation for the Town Clerk as required • Event preparation activities for: <ul style="list-style-type: none"> - Picnic in the Park (07-Jun-2026) - Mayor's reception (03-Aug-2026)
Financial Management	Responsible Financial Officer	Financial	<ul style="list-style-type: none"> • Submission of all Town Council annual meeting resolved financial statements for FY2025-26 to relevant audit and compliance bodies; all accepted • Submission and subsequent HMRC acceptance of annual CTC VAT refund return • Electronic banking partially live; finalising remaining Councillor electronic authorisation processes • Working with the Town Clerk, commenced Chart of Accounts and budget categories requirements analysis of updated chart of accounts / budget categories
Facilities & Town Management	Facilities & Town Manager	Town Liaison, Facilities & Asset Management	<ul style="list-style-type: none"> • Facilities Manager on annual leave 18-29 May • Continued daily management of Town assets and facilities activities • Completed Northwood Rec skatepark repaint • Implementation of Smart CCTV project still on schedule for 08-Jun-2026

Key Achievements

Responsibility	Owner	Function	Headline Monthly Achievements
Comms & Media, Funding & Councillor Support	Comms & Funding Manager	Management of Grants & Funding Requests, Public & Internal Media Communications and Support of Councillor Activities	<p>Communications & Media</p> <ul style="list-style-type: none"> 4 positive stories secured in local press Over 100% increase in Social Media followers and engagement Regular and consistent updates across all Council communication channels <p>Partnerships & Funding Development</p> <ul style="list-style-type: none"> Multiple new stakeholder relationships established through networking Active discussions initiated for sponsorship opportunities New partnerships formed with Royal Navy Youth Engagement Officer, Experience Cowes, Trinity Theatre, Crewkit (Britannia Exhibition), Adgestone Vineyard, Red Funnel, Hampshire & Isle of Wight Air Ambulance <p>Community & Youth Engagement</p> <ul style="list-style-type: none"> 3 local youth groups secured attendance at Cowes Week tour Programme of future engagement agreed (talks in Northwood, Cowes, Gurnard) Speaker arranged for Britannia Exhibition (Cowes Week) <p>Mayoral & Civic Engagement</p> <ul style="list-style-type: none"> Mayoral visits and engagements coordinated and delivered
Project Management	Town Clerk	Delivery of Key Town Council Projects	<ul style="list-style-type: none"> The following key projects are currently on schedule and without major issue: <ul style="list-style-type: none"> Parade Refurbishment (expected completion 10-Jul, 1 week ahead of 17-Jul deadline) Sainsburys Area Enhancement (estimated completion mid-Jul) New Town Council website (estimated completion 30-Jun)