

Cowes Town Council

Town Clerk Monthly Report

July and August 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	• Successful completion of Deputy Town Clerk and Communications and Funding Manager probation periods.
		Operations	• Completed requirements analysis of the accounting, financial and supplier management ERP software package. Software suppliers and associated costs now being identified and draft business case for presentation to FAS committee in production. • Project adoption policy completed and agreed by Projects Committee to be recommended to Full Council for adoption. • On going investigations into a risks, issues and actions tracking system. • Beta version of a searchable all meeting minutes register process developed and being trailed. • Town Office IT systems review next steps and recommendations report in draft and awaiting costings prior to a recommendation being presented to the Town Council.
		Commercial	• No significant commercial activity beyond business-as-usual activities.
		Legal & Policy	• Ongoing legal activity supported with information being provided as required. • Presentation of The Cut incident report to Town Council delayed to allow for the inclusion of any recommendations from the Public Conveniences Emergency Meeting held on 26 August 2026 and to be presented for adoption at the Oct-2026 Town Council meeting. • Continued evaluation of polices & procedures.

Key Achievements

Responsibility	Owner	Function	Headline Monthly Achievements
Office Management & Town Clerk Support	Deputy Town Clerk	Office Administration & Office Staff & Town Clerk Support and Deputisation	• Successful delivery of the Mayor's Reception. • Successful delivery of Cowes 200 CTC and Community Groups promotional activities. • Continued assistance with CTC promotional activities. • Continued assistance with facilities support activities. • Continued development of the processes needed to support the Town Clerk and Town Office operations.
Financial Management	Responsible Financial Officer	Financial	• Continued Chart of Accounts and budget categories requirements analysis of updated chart of accounts / budget categories with the Town Clerk. • Successful identification of a replacement Payroll Services provider.
Facilities & Town Management	Facilities & Town Manager	Town Liaison, Facilities & Asset Management	• Successful delivery of The Parade public conveniences renovation project. • Successful migration of the Smart CCTV system from trial to live. • Continued significant management activity supporting Cowe's toilet facilities (vandalism, inappropriate use and significant additional cleaning activity due to unhygienic public behaviour).

Key Achievements

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Comms & Media, Funding & Councillor Support	Comms & Funding Manager	Management of Grants & Funding Requests, Public & Internal Media Communications and Support of Civic Engagement Activities	Communications & Media - Successful delivery of the Cowes 200 CTC media campaign with social media engagement of 244,750 views achieved, representing an increase of 243% on average weekly views and demonstrating that visitors, residents and businesses are increasingly using the Council's channels as a trusted source of information, updates and community news Partnerships & Funding Development - Ongoing research into potential funding and sponsorship opportunities. Community & Youth Engagement - Continued networking with local businesses, community organisations and stakeholders across Cowes. Civic Engagement - Continued management of Mayor and Councillor event activities.
Project Management	Town Clerk	Delivery of Key Town Council Projects	Key Projects Status - Parade Refurbishment completed on schedule for Cowes 200. Project close report (costings) included as a separate agenda item for the 03-Sep-2026 Town Council. - Sainsburys Area Enhancement remains delayed due to Island Roads availability to remove existing street furniture. - New Town Council website now estimated completion end-Sep due to ongoing content migration issues.