

COWES TOWN COUNCIL

Minutes of the Finance, Acquisitions & Staffing Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 21 May 2024 at 6.15pm.

Present: Councillors Carter (Chair), Brown, Ellis, Hollis, Nicholson, Rafferty & Walters.

In attendance: Councillor Wardrop (non-voting); Debbie Faulkner, Town Clerk; three representatives for grant applications being considered.

851 ELECTION OF A CHAIRMAN OF THE FINANCE, ACQUISITIONS & STAFFING COMMITTEE

Councillor Rafferty was proposed as Chairman of the Finance, Acquisitions & Staffing Committee by Councillor Nicholson and seconded by Councillor Walters.

Councillor Carter was proposed as Chairman of the Finance, Acquisitions & Staffing Committee by Councillor Brown and seconded by Councillor Ellis.

A vote was taken and Councillor Rafferty received two votes and Councillor Carter received three votes. It was:

RESOLVED

That Councillor Carter be elected as Chairman of the Finance, Acquisitions & Staffing Committee for the municipal year 2024 / 2025.

852 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Barney.

853 DECLARATIONS OF INTEREST

Councillor Nicholson declared a non-pecuniary interest in Minute No. 855 (ii) as he is a Trustee of the Friends of Northwood Cemetery,

Councillors Carter & Walters declared a non-pecuniary interest in Minute No. 855 (ii) as they are Members of the Friends of Northwood Cemetery.

Councillor Walters declared a non-pecuniary interest in Minute No. 855 (iv) as he is Cowes Town Council's Deputy Representative on the Supporters of Cowes Library.

854 MINUTES

RESOLVED

That the Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 23 April 2024 be taken as read, approved as a correct record and signed by the Chairman.

855 APPLICATIONS FOR GRANT

The Town Clerk reported that there is £15,000 in the 'Grants' budget heading for the 2024 / 2025 financial year. At the Town Council meeting on 9 May 2024 it was resolved that all grants will be capped to 10% of the total in the 'Grants' budget heading i.e. a maximum grant of £1,500. The Town Council has been asked to consider the following Applications for Grant:

- i. Cowes Open Bowls Tournament - 2024 Tournament - £600
- ii. Friends of Northwood Cemetery - Grounds Maintenance - £4,000
- iii. Independent Arts - SingAbout in Cowes - £1,920
- iv. Supporters of Cowes Library – Purchase of 20 new study chairs - £1,000

After a full discussion about each application it was:

RECOMMENDED

- i. **That a grant be made to Cowes Open Bowls Tournament in the sum of £600. Councillors have requested that the Town Council are regarded as sponsors and recognised in any promotional material for the event. Cowes Town Council will help the Tournament to seek other ways of funding in future years.**
- ii. **That a grant be made to Independent Arts in the sum of £1,500.**
- iii. **That a grant be made to the Supporters of Cowes Library in the sum of £1,000.**

It was agreed:

ACTION

The Town Clerk will forward the 'Place Plan' template to the Friends of Northwood Cemetery so that their grant application can be considered by the Place Plan Advisory Group.

Councillor Wardrop left the meeting at 7.18pm.

856 COWES TOWN COUNCIL HOLDING FUNDS FOR COWES YOUTH HUB

Councillors discussed the formation of the Cowes Youth Hub at their meeting on 23 April 2024. This Hub will generate income and expenditure but they do not have a bank account. Cowes Town Council have been approached to manage the funds raised by the Youth Hub. As the Youth Hub employ staff there were some concerns around how the Payroll would be managed and overseen; those concerns have been alleviated as the staff will be self-employed.

857 PROVISION OF FUNDS FOR WORKS TO ARCTIC PARK

Mornington Woods Volunteer Group have agreed to undertake works at Arctic Park to clean and tidy the area. They are currently having to bring tools from Mornington Woods to undertake these works and have requested funds to purchase equipment solely for use at Arctic Park. It was:

RECOMMENDED

That Cowes Town Council sets aside £500 from the 'Discretionary Services Contingency' budget heading for works at Arctic Park.

858 DONATION FOR ISLE OF WIGHT ARMED FORCES DAY 2024

Councillors have been asked to consider making a donation to the Isle of Wight Armed Forces Day 2024 on 30 June 2024 as this year commemorates the 80th Anniversary of D-Day. Cowes Town Council has a surplus of funds ear-marked for D-Day celebrations. It was:

RECOMMENDED

That Cowes Town Council donates £500 from the ear-marked D-Day funds to Isle of Wight Armed Forces Day 2024 for the provision of the Marching Bands on 30 June 2024.

859 UPDATE ON CONNECT4COMMUNITIES HOUSEHOLD SUPPORT FUND OF £5,000

The Town Clerk gave Councillors an update on the Household Support Fund. Cowes Town Council have received a total of £5,000. Cowes Town Council have spent £2,000 from this fund and the remaining £3,000 can continue to be used for this purpose so has been earmarked accordingly. The Clerks have successfully handed out 21 vouchers so far; 19 remain available for issue. The Town Clerk asked the administrators of the Household Support Fund if application forms could be given out by the Food Pantry organisers in the Cowes area. The Town Clerk has been advised that the Food Pantries will be applying for their own funding so this will not be possible.

860 STAFFING MATTERS

Councillors discussed the process for recruiting a new Town Clerk. Councillors Carter and Rafferty are currently waiting for the workload analysis forms from the Locum Town Clerk and Deputy Town Clerk. It was agreed:

ACTIONS

1. The Locum Town Clerk and Deputy Town Clerk will provide completed workload analysis forms by the deadline of 29 May 2024.
2. Councillors Carter and Rafferty will meet with the Clerks to discuss the completed forms.
3. The Locum Town Clerk will review the submitted workload analysis form from the former Town Clerk.

861 HEALTH AND SAFETY MATTERS

The Town Clerk requested specific information from Councillor Rafferty as to which Policies and Procedures he has offered to review so that she can get a like-for-like quote from other appropriate companies. Councillor Rafferty advised that the terms as set out in his proposal gave this information.

Councillor Rafferty stated that the recently adopted 'Lone Working Policy' was not fit for purpose. It was agreed:

ACTION

The 'Lone Working Policy' will be reviewed at the next Chairs and Clerks meeting.

862 CLERKS' CONCERNS

No concerns were raised by the Clerks.

863 ITEMS FOR INCLUSION ON FUTURE AGENDAS

No items were raised for inclusion on a future agenda.

The proceedings terminated at 7.50pm.

CHAIRMAN