



## East Cowes Town Council

Town Hall, York Avenue, East Cowes, Isle of Wight, PO32 6R  
Tel: (01983) 299082 Email: [clerk@eastcowestowncouncil.co.uk](mailto:clerk@eastcowestowncouncil.co.uk)

You are hereby summoned to a meeting of **East Cowes Town Council** to be held at the Town Hall, East Cowes on **Thursday 20<sup>th</sup> September 2018** commencing at 6.30 pm for the transaction of the business set out in the agenda below:

**Signed:** *Sue Chilton*

Locum Town Clerk

**Dated: 14<sup>th</sup> September 2018**

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**6.30 Public Forum - 15 minutes are allocated for members of the public to comment and ask questions relating to Town Council business prior to the start of the meeting.**

### AGENDA

1. 6.45 APOLOGIES FOR ABSENCE
  
2. 6.50 DECLARATIONS OF INTERESTS
  - 2.1 To receive any declarations of pecuniary and non- pecuniary interests
  - 2.2 To receive and consider granting any written requests for dispensations.
  
3. 6.55 PLANNING APPLICATIONS RECEIVED  
To comment on planning applications received  
P/00973/18 TCP/21256/A – **Sunnymead, Victoria Grove, East Cowes PO32 6BJ**  
Proposed single storey extension
  
4. 7.05 MINUTES OF THE PREVIOUS MEETING  
To approve and sign the minutes of the meeting held on 2<sup>nd</sup> August 2018
  
5. 7.10 POLICE REPORT  
To note any police report received
  
6. 7.10 TREE PRESERVATION ORDERS TPO/2002/24  
To note the refusal of consent to carry out work to trees at Managers Office, Coburg Court, East Cowes
  
7. 7.15 FLOATING BRIDGE  
To agree that the FOI questions from the Stakeholder Group can be sent to the IW Council from the Town Council
  
8. 7.20 UMBRELLA TREE UPDATE
  - 8.1 To receive any update on the Umbrella Tree

- 8.2 To resolve any actions
9. 7.35 FINANCES
    - 9.1 To approve and agree payments as presented
    - 9.2 To ratify payments made by Direct Debit and BACS
  10. 7.40 COUNCILLOR EMAIL ADDRESSES
    - 10.1 To consider the implications of rescinding resolution TC0131/17 made in December 2017: That ECTC would provide Councillors with specific email addresses to be used for Town Council work/business.
    - 10.2 To resolve to implement or rescind resolution TC0131/17, **“That ECTC would provide Councillors with specific email addresses to be used for Town Council work/business”**
  11. 7.50 BENCHES & NOTICES FOR ESPLANADE
    - 11.1 To consider the provision and installation of “Do not feed the Gulls/Birds” notices on the Esplanade
    - 11.2 To consider the provision and installation of additional benches in the Esplanade play area
  12. 7.55 EAST COWES 2019 PROJECTS
    - 12.1 To consider forming a Projects & Events Committee with delegated powers
    - 12.2 If 12.1 agreed, to agree the Terms of Reference for the Project & Events Committee
    - 12.3 If 12.1 agreed, to appoint members to the Project & Events Committee
  13. 8.10 EAST COWES & WHIPPINGHAM MAGAZINE
 

To consider having a regular Clerk’s Report on Town Council activity in the magazine
  14. 8.15 TOWN COUNCIL MEETINGS
 

To consider holding Town Council meetings in the Hawthorn Meadows area on a quarterly basis.
  15. 8.20 COMMEMORATION OF THE 100<sup>th</sup> ANNIVERSARY OF THE END OF WW1
 

To ratify the decision to purchase a memorial bench to commemorate the 100<sup>th</sup> anniversary of the end of WW1 and to resolve the placement of the bench
  16. 8.25 TO RECEIVE REPORTS FROM:
    - 16.1 Clerk:
      - a) Thank you from Breakout Youth
      - b) Opening Date for Keziah play park at Hawthorn Meadows
      - c) Island Roads Volunteering Scheme
      - d) East Cowes Youth Club
    - 8.30** 16.2 Mayor
    - 8.35** 16.3 Town Councillors
    - 8.40** 16.4 IW Ward Councillors
  17. **8.45 EXCLUSION OF PRESS AND PUBLIC**

That in view of the confidential nature of the business to be transacted, that it is in the public interest that the press and public are excluded. (1960 Public Bodies Admission to Meetings Act s1 (2)).

    - 17.1 Staffing Matters
    - 17.2 To consider contractual quotes received

## **COUNCILLOR EMAILS**

The reasons for having addresses provided by the town council are as follows:

- **FOIs** If an FOI request comes in then emails are covered. By using the Office 365 platform an FOI can be easily carried out. Data protection policies can be put in place to prevent the deletion of emails. **Personal email accounts would then not be subject to enquiries as no Town Council business is carried out.**
- **GDPR** We sometimes get sent personal data. This includes names and email addresses. We need to handle this data in a secure way. Office 365 is GDPR compliant. It also guarantees that the data is stored on servers in the UK. If data goes outside the EU then that can add complexity. A self-hosted [gmail.com/outlook.com](https://www.google.com/privacy-policy) address does not guarantee that the data remains in the UK. If we choose not to implement the resolution then we would need to consider putting in place a system that will ensure the GDPR regulations are actioned and complied with. This could involve employing a data protection officer.
- **Security** By controlling the email provision we can implement security policies such as; password complexity, password lifetime, two-factor authentication
- **Professionalism** Using the [@eastcowestowncouncil.co.uk](mailto:@eastcowestowncouncil.co.uk) looks more professional when sending and receiving email
- **Change of Cllrs** When a Councillor leaves the council we can prevent new information being sent to their address and any new mail can be directed to the clerk who can pass any relevant information on.
- **Support** Wight Computers can assist in setting up email accounts & devices.