



**ILFRACOMBE TOWN COUNCIL**  
**Minutes of the Finance & General Purposes Committee Meeting**  
**Monday 28<sup>th</sup> January 2019**

this was held in the Ilfracombe Centre, High Street, Ilfracombe and began at 7pm

**COMMITTEE MEMBERS PRESENT:** Cllrs; G Schofield (A/Chair), V Gates, L Aston, P Crabb, D Turton, G Coulter.

Also present: Cllr N Pearson, the Proper Officer & Centre Manager.

**9.1 Apologies received:** Cllrs; B Gear (holiday), R Donovan (holiday)

**9.2 Declarations of interest and notification of Chairs Discretion**

A record book was available for any declarations of Interest to be made.  
(For chair's discretion, see 9.5.13).

**9.3 Adoption of minutes & matters arising from actions**

Cllr P Crabb proposed the minutes as a true and correct record, Cllr G Schofield seconded and all members were in favour of adoption.

A resume of outstanding and new actions is included at the end of these minutes.

**9.4 FINANCE AND AUDIT**

**9.4.1 Financial Management – Budget Tracker; a report of income and expenditure to date.**

The Proper Officer tabled the budget exceptions noting that all income was included and up to date. Members asked for a breakdown of admin/subscription costs to be broken down and circulated.

**9.4.2 Audit Matters**

Nothing to report.

**9.5 GENERAL PURPOSES**

**9.5.1 Town Assets (including Asset report)**

The Asset report had been previously circulated to all members and was noted.

a) Report ITC 373 had been previously circulated and highlighted a request for an improved entry/access system for the Lantern Preschool.

Cllr P Crabb proposed to agree to the purchase of a new system as per the recommendation on the report, Cllr V Gates seconded and all members were in favour.

**Recommendation to Full Council** – to purchase a new door access system for the Lantern Preschool as per report ITC 373

b) Report ITC 374 had been previously circulated and highlighted a request to remove a eucalyptus tree from the garden of the Lantern Preschool. Members asked for 2 more quotes and for a report to be brought back to this committee.

**9.5.2 Car Parks**

a) Ropery Road

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening.

The Proper Officer noted a Freedom of Information request that had been received regarding Ropery Road car park, legal advice had been obtained from NALC and members were happy for the information requested to be released upon receipt of the written legal advice from NALC.

Cllr G Coulter asked if there could be a couple of signs displayed in Ropery Road car park to state that users could pay for overstays before they leave, Cllr G Schofield proposed to delegate up to £300 to the Proper Officer to obtain 2 new signs for Ropery Road car park, Cllr P Crabb seconded and all members were in favour.

**Recommendation to Full Council** – to delegate up to £300 to the Proper Officer to purchase 2 new signs for Ropery Road car park.

b) Cheyne Beach car park

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening.

**9.5.3 The Ilfracombe Centre – Centre Manager Report**

The Proper Officer had previously circulated her Centre Manager report which was also tabled this evening. The report was noted.

Report ITC 375 had been previously circulated and was a request to replace the air conditioning unit in the server room at the Ilfracombe Centre. Members asked for 2 more quotes and to bring an updated report back to this committee.

#### **9.5.4 Vision Community Centre**

Cllr L Aston noted that there are plenty of bookings and all is well. There has been a car abandoned at the Centre which has been reported to NDC. The floor repairs are due to be carried out at the end of February and the Centre will have to be closed for 2-3 weeks for this to take place.

#### **9.5.5 Public Toilets**

Report ITC 376 had been previously circulated and was a request from Lee and Lincombe Residents Association to open Lee toilets for two weeks over Christmas and New Year and to carry out maintenance works to the external and internal doors. All members were happy for the toilets to be opened during this period. Cllr G Schofield proposed that the Facilities Manager carried out the maintenance works at Lee Toilets at a cost of up to £1,200, Cllr G Coulter seconded and all members were in favour.

**Recommend to Full Council** – the Facilities Manager to carry out the repairs at Lee toilets at a cost of up to £1,200.

It was noted that the Cove toilets are currently being used for storage until the new Watersports Centre has been built and that discussions are ongoing regarding the Northfield Road site.

#### **9.5.6 One Ilfracombe – to include Town Team feedback**

Cllr D Turton noted there is a One Ilfracombe meeting on Tuesday 29<sup>th</sup> January. There hasn't been a recent Town Team meeting.

#### **9.5.7 Green Team / Town Maintenance Operative updates**

The Town Maintenance Operative had provided a report for January which was read out by the Proper Officer. To summarise;

- Introduction of Road Warden Scheme enabling the team to deal with dangerous potholes. Funding from the Highways Agency available for tools, PPE, signs, etc.
- Training with the Environment Agency
- Salt bins have been topped up as part of Snow Warden duties
- Green Team has new volunteers and a new flower bed is to be created at Score layby
- ITC website and social media pages to start promoting the work that has been carried out
- Plants are being grown from seed and the team are recycling where possible

Members thanked the Town Maintenance Operative and team for the report and good work.

#### **9.5.8 Drain Clearing**

Cllr Crabb reminded members to identify any blocked drains.

#### **9.5.9 Grants**

a) Applied for – Updates (Lighting at Skateboard Park)

Cllr P Crabb proposed that ITC take on the electricity supply from the owners of the Football Golf next to the skate park, Cllr G Schofield seconded and all members were in favour.

**Recommendation to Full Council** – ITC to take on the electricity supply from the owners of the Football Golf next to the skate park.

#### **9.5.10 CCTV (general)**

Cllr P Crabb noted that the Police and Crime Commissioner is offering funding for CCTV projects and a meeting has been arranged for Tuesday 29<sup>th</sup> January to discuss ideas, a report will be brought to the next meeting.

#### **9.5.11 Report from Harbour Forum**

It was noted that discussions are ongoing regarding the major alterations to the entrance of the harbour.

#### **9.5.12 Web/Facebook updates**

Cllr N Pearson noted that there is a section on the ITC website for the Youth Council to promote their projects and there is also a Youth Council forum.

#### **9.5.13 Chair's Discretion**

None this evening.

The meeting finished at 20:07

### Recommendations to Full Council

- to purchase a new door access system for the Lantern Preschool as per report ITC 373
- to delegate up to £300 to the Proper Officer to purchase 2 new signs for Ropery Road car park
- the Facilities Manager to carry out the repairs at Lee toilets at a cost of up to £1,200
- ITC to take on the electricity supply from the owners of the Football Golf next to the skate park.

### Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. – **Members happy for Instavolt to contact network provider in order to start negotiations on contract. N Pearson will obtain feedback from Braunton**
- Car Park tidying up/painting. - **S&J Decorating to start works in February 2019.**
- to chase TAP funding for the skate park flood lights – **Funding agreed, licence granted by NDC. Now to arrange trench for electricity supply. Members agreed to take on electricity contract from Football Golf**
- Draft lease to be drawn up for the Lantern Café. –**signed lease returned by tenant and Cllr V Gates, back with Turners. P Crabb looking into URC covenant, ongoing**
- Working group (Crabb, Gates, SS, NI) to meet and investigate spec/costs for IT Provision at the Ilfracombe Centre. – **a meeting with potential suppliers has now been arranged for January (SS)**
- to report on Cheyne car park lights – **ongoing, Proper Officer has contacted CEF and they're looking into a suitable replacement under warranty.**
- To obtain 3 quotes for drain clearing – **Town Team involvement to identify blocked drains, ongoing,**
- To look into a 'pay on exit' scheme and arrange a meeting with Premier Park for February/March 2019 to investigate alternative operation for Ropery Road car park when existing agreement ends. **meeting to be arranged for W/C 4<sup>th</sup> Feb.**
- To advertise the vacant offices at the Lantern with Turners – **Turners have carried out a valuation. Awaiting info**
- Cllr S Trebble to obtain quotes for replacement control/power supply for lights at war memorial to report to Full Council. **Steve Trebble to advise**
- Cllr S Trebble/TMO to chase selling/purchasing lawn mowers **Steve Trebble / Rob Townsend to arrange.**



Miss Rachel Collins  
Proper Officer & Centre Manager

29 January 2019