



ILFRACOMBE TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
Monday 25th February 2019

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

COMMITTEE MEMBERS PRESENT: Cllrs; R Donovan (Chair), V Gates, L Aston, D Turton, G Coulter, S Trebble.

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

10.1 Apologies received: Cllrs; B Gear (holiday).

10.2 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 10.5.15).

10.3 Adoption of minutes & matters arising from actions

Cllr G Coulter proposed the minutes as a true and correct record, Cllr V Gates seconded and all members were in favour of adoption.

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

10.4 FINANCE AND AUDIT

10.4.1 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.

10.4.2 Audit Matters – to agree proposed Risk Assessment document

The Proper Officer had previously circulated the updated risk assessment. Cllr R Donovan proposed to agree the risk assessment, Cllr L Aston seconded and all members were in favour.

Recommendation to Full Council – to agree the proposed risk assessment.

10.5 GENERAL PURPOSES

10.5.1 Town Assets (including Asset report)

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

a) Updated report ITC 374 had been previously circulated and highlighted a request to remove a eucalyptus tree from the garden of the Lantern Preschool. Cllr R Donovan proposed to agree to remove the eucalyptus tree from the lantern garden at a cost of £1,100, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to remove the eucalyptus tree from the Lantern garden at a cost of £1,100.

10.5.2 Car Parks

a) Ropery Road

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

- Reservation request from the dive club for June 2020 – members happy to agree in principle, to be ratified by new council.
- Reservation request from Sea Ilfracombe – members happy to agree.
- Management contract options – awaiting full options, to be discussed at March meeting. Cllr V Gates proposed to agree to Premier Park printing and installing 2 large banners at Ropery Road car park, Cllr S Trebble seconded and all members were in favour.

Recommendation to Full Council – to agree to Premier Park printing and installing 2 large banners at Ropery Road car park.

- Car charging point update – InstaVolt have suggested a location for the charging points, members have asked for more information from InstaVolt before agreeing to this.

b) Cheyne Beach car park

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening. So far 54 permits have been sold for 2019/20 season.

- Barrier deployment agreement – the Proper Officer had previously circulated a memorandum of understanding to be agreed by ITC, the Environment Agency and the RNLI. Cllr R Donovan proposed to agree the MOU, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to agree the Memorandum of Understanding for the barrier deployment procedure at Cheyne Beach car park.

10.5.3 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.

Updated 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. Cllr V Gates proposed to agree to purchase a replacement air conditioning unit for the Ilfracombe Centre server room at a cost of £1,098 + £79 per annum thereafter as per the report. Cllr S Trebble seconded and all members were in favour.

Recommendation to Full Council – to purchase a replacement air conditioning unit for the Ilfracombe Centre server room at a cost of £1,098 + £79 per annum thereafter.

Cllr N Pearson left the meeting at this point.

10.5.4 Vision Community Centre

Cllr L Aston noted that there is a committee meeting this Thursday 28th February. There are plenty of bookings coming in, but the abandoned car is still parked at the Centre which has been reported to NDC. The floor repairs are yet to be carried out, Cllr R Donovan will chase the contractor as the Centre will have to be closed for 2-3 weeks for this to take place.

10.5.5 Public Toilets

Cllr R Donovan noted there had been some vandalism to the harbour toilets causing them to be closed. A complaint had been received at the Ilfracombe Centre which has been passed on to North Devon Council. A request had been received from Lee and Lincombe Residents Association asking ITC to assist with the cost of a replacement defibrillator. Members did not agree and instead suggested the request is put to the Ilfracombe Lions Club.

10.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan will distribute the recent Town Team minutes to all members.

Cllr R Donovan noted that One Ilfracombe had recently received funding from the Police and the NHS.

10.5.7 Green Team / Town Maintenance Operative updates

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

- Start of grass cutting season
- Some potholes have been filled
- Salt and grit bins have been topped up as part of Snow Warden duties
- Lee Bay toilet maintenance underway to be ready for Easter
- Introduction of troughs to grow vegetables in

10.5.8 Drain Clearing

Members were reminded to identify any blocked drains.

10.5.9 Grants

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

It was noted that the work must be completed and invoiced by mid-March to be able to claim the funding. The Proper Officer has submitted a CTF funding bid for the replacement windows at the Lantern, the outcome should be known in 2-3 weeks.

10.5.10 CCTV (general)

Cllr V Gates noted there had been meetings with the Police and Crime Commissioner, North Devon Council and Devon & Cornwall Police regarding options for a CCTV hub and monitoring. Discussions are ongoing and more information will be brought to the next meeting.

10.5.11 Visit by Mayor of Herxheim

Cllr R Donovan noted that a small group from Herxheim, Germany will be visiting Ilfracombe 23rd-26th April 2019. There will be an event on Thursday 25th April to which members of the public will be invited. A small amount of funds from the hospitality budget will be used to cover costs.

10.5.12 Annual Town Meeting – to discuss content and date for next meeting

Members were happy to hold the meeting on Thursday 21st March 7-9pm and agreed to invite recipients of ITC grant funding.

10.5.13 Report from Harbour Forum

Nothing to report this evening

10.5.14 Web/Facebook updates

Cllr G Coulter noted a complaint about Ropery Road car park, he will forward to the Proper Officer.

10.5.15 Chair's Discretion

Cllr R Donovan advised that the Dotto Train operation has gone out to tender with no interest at all. North Devon Council has asked if ITC would be interested in taking over the operation. Members were happy for Cllr R Donovan to talk to the current operator and come back to this committee with a report/proposal. Cllr R Donovan noted that some posts are in need of repair in the Cairn Conservation area, members were happy for up to £200 to be spent from the street furniture budget to cover this.

The meeting finished at 20:50

Recommendations to Full Council

- to agree the proposed risk assessment
- to remove the eucalyptus tree from the Lantern garden at a cost of £1,100.
- to agree to Premier Park printing and installing 2 large banners at Ropery Road car park.
- to agree the Memorandum of Understanding for the barrier deployment procedure at Cheyne Beach car park.
- to purchase a replacement air conditioning unit for the Ilfracombe Centre server room at a cost of £1,098 + £79 per annum thereafter

Resume Actions

- To look into a new 'pod point' that has been installed in Braunton. – **Instavolt carried out site visit & have suggested a location. More information has been requested. They advise that 1 hour free parking will apply to charging cars. 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, awaiting invoices to claim funding.**
- 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, tenant hoping to move in 1st March**
- 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 21st March (SS)**
- to report on Cheyne car park lights – **ongoing, Proper Officer has contacted CEF and they've suggested replacements, members agreed cost of £250 + VAT for labour, fixings.**
- 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 6th Feb, immediate options circulated by email, Proper Officer has asked NDC to quote for managed services. Ongoing, awaiting full options.**
- Cllr S Trebble to obtain quotes for replacement control/power supply for lights at war memorial **Steve Trebble to bring quotes/report to next meeting**
- Cllr S Trebble/TMO to chase selling/purchasing lawn mowers **Steve Trebble / Rob Townsend to arrange and bring report to next meeting.**

Miss Rachel Collins
Proper Officer & Centre Manager

26 February 2019