



ILFRACOMBE TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
Monday 17 December 2018

this was held in the Ilfracombe Centre, High Street, Ilfracombe and began at 7.55pm

COMMITTEE MEMBERS PRESENT: Cllrs; R Donovan (Chair), G Schofield (Vice Chair), V Gates, L Aston, P Crabb, D Turton.

Also present: Cllrs: G Fowler and K Leck and the Proper Officer & Centre Manager.

8.1 Apologies received: Cllrs; B Gear (holiday), G Coulter (other commitments)

8.2 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 8.5.13).

8.3 Adoption of minutes & matters arising from actions

Cllr P Crabb 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

8.4 FINANCE AND AUDIT

8.4.1 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.

8.4.2 Audit Matters

The Proper Officer noted that an interim internal audit was carried out by APB Accountants last month and is awaiting a report.

8.4.3 Precept and budget considerations for financial year 2019/20 and to agree response to North Devon Council re provisional precept requirement

The Proper Officer noted that a provisional budget of £259,531 (6.5% increase) had been submitted to North Devon Council and that notification had been received of a Precept Grant of £5,891.81. Members will finalise the Precept at the meeting in January.

Cllr R Donovan asked members to consider if there were any items that they would like to see included in the Council's budget for 2019/20 which would need to be factored into formulating the Council's final precept.

8.5 GENERAL PURPOSES

8.5.1 Town Assets (including Lantern Centre report)

No report submitted.

8.5.2 Car Parks

a) Ropery Road

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

b) Cheyne Beach car park

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

8.5.3 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.

8.5.4 Vision Community Centre

Cllr R Donovan noted that there had been a meeting last week and that they had been successful with some grant applications. The Vision Centre had a well-attended grant funded fun day and work has been carried out to clear the vegetation around the stream.

8.5.5 Public Toilets

Nothing to report.

8.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted that the last meeting was cancelled due to not enough attendees. One Ilfracombe had been successful with a funding bid but are yet to receive the funding. Cllr P Crabb noted there had been an ad-hoc marketing meeting to start a campaign promoting the projects One Ilfracombe carry out. There hasn't been a recent Town Team meeting.

8.5.7 Green Team / Town Maintenance Operative updates

Cllr R Donovan noted that the team had been drain clearing.

8.5.8 Drain Clearing

Cllr R Donovan reminded members to identify any blocked drains.

8.5.9 Grants

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

The Proper Officer noted that the Asset manager is meeting with North Devon Council's Estates Department to discuss the electricity supply/licence for the skate park lights.

b) A grant assessment group meeting had taken place, Cllrs; G Schofield, N Pearson and G Coulter had sifted through all applications. Letters will be sent to all applicants in January with payments due in April. Cllr P Crabb proposed a grants budget for 2019/20 of £20,000, Cllr V Gates seconded and all members were in favour.

Recommend to Full Council – to agree a grants budget of £20,000

8.5.10 CCTV (general)

Cllr P Crabb is looking into CCTV regulations and is also identifying locations for additional cameras.

8.5.11 Report from Harbour Forum

It was noted that the Harbour Master is keen to improve the entrance to the harbour to include new ticket offices.

8.5.12 Web/Facebook updates

Nothing to report.

8.5.13 Chair's Discretion

Cllr R Donovan asked if ITC would consider offering room hire at the Ilfracombe Centre at a discounted rate for the Friends of Score Valley Group, this was not agreed by the committee members.

The meeting finished at 21:35

Recommendations to Full Council

- To agree a grants budget for 2019/20 of £20,000

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. – **Cllr G Schofield reviewed exclusivity contract and members happy to proceed. Asset Manager looking into compatibility issues and to chase contract & circulate original paperwork and obtain lease. Cllr N Pearson will obtain feedback from Braunton**
- Car Park tidying up/painting. - **S&J Decorating to start works in February 2019.**
- The Asset Manager to chase TAP funding for the skate park flood lights – **Funding agreed, licence granted by NDC. Now to arrange trench for electricity supply. NDC trying to sort arrangements for ITC to take over supply at pitch & putt – ongoing**
- Draft lease to be drawn up for the Lantern Café. –**Turners has forwarded the draft lease to the new tenant who is getting it checked by his solicitor and 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)**
- Asset Manager to obtain report on Cheyne car park lights – **ongoing, AM now has warranty info for existing lights to chase with CEF**
- The Asset Manager to obtain 3 quotes for drain clearing – **blocked drains to be identified, ongoing, in progress**
- The Asset Manager 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. **AM handing over.**
- The Asset Manager to advertise the vacant offices at the Lantern with Turners – **Turners have carried out a valuation. Awaiting info**
- The Proper Officer to obtain costs for ITC ties and scarves for council members to wear at civic functions and events. – **ongoing, awaiting costs (min order of 50)**
- The Asset manager to investigate if ITC's public liability insurance could be used to cover the replacement of flag wall brackets along the High Street. **AM to hand over**
- Asset Manager to obtain quotes for replacement control/power supply for lights at war memorial to report to Full Council. **Steve Trebble to advise**
- Asset Manager to chase selling/purchasing lawn mowers **Steve Trebble / Rob Townsend to arrange.**



Miss Rachel Collins
Proper Officer & Centre Manager

18 December 2018