



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting Monday 22 October 2018

this was held in the Ilfracombe Centre, High Street, Ilfracombe and began at 7.00pm

COMMITTEE MEMBERS PRESENT: Cllrs; R Donovan (Chair), B Gear, G Schofield (Vice Chair), V Gates, L Aston (7.20pm), S Trebble, V Gates.

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

6.1 Apologies received: Cllrs; G Coulter (holiday)

6.2 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 6.5.17).

6.3 Adoption of minutes & matters arising from actions

Cllr R Donovan 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

6.4 FINANCE AND AUDIT

6.4.1 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.

6.4.2 Audit Matters

The Proper Officer noted that an interim internal audit is being arranged for mid-November.

6.4.3 Precept and budget considerations for financial year 2019/20

The Proper Officer presented a draft prediction of income and expenditure for 2019/20 which will be circulated to all members.

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.

6.5 GENERAL PURPOSES

6.5.1 Town Assets (including Lantern Centre report)

The Asset Manager had previously circulated her report which was also tabled this evening. The Asset Manager had noted that it was previously agreed for Jamie Brown to carry out the roofing repairs, however, there was no availability until 2019, so members were in agreement for the Asset Manager to instruct ZW roofing to carry out the roofing repairs as per the tabled quotes.

Interviews had taken place for potential tenants for the Lantern Café, Cllr R Donovan proposed to offer the lease to the third applicant pending references and clarifying the licensing covenant, Cllr G Schofield seconded and all members were in favour.

Recommendation to Full Council – to offer the lantern café lease to the third applicant pending references and clarification of licensing covenant.

Members asked if the Asset Manager could advertise the vacant offices with Turners.

NEW ACTION: The Asset Manager to advertise the vacant offices at the Lantern with Turners.

6.5.2 Car Parks

a) Ropery Road

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

Cllr B Gear asked if a 'pay on exit' scheme could be looked into when reviewing the car park operations. It was requested that a meeting with Premier Park should be arranged for February/March 2019 to investigate the alternatives available for the operation of the car park when the existing agreement ends in June 2019.

NEW ACTION: 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.

Cllr B Gear noted that it is unclear who receives notice of high tides from the environment agency in order for the wave barriers to be erected, so he will liaise with the Programme Manager.

Cllr B Gear asked if provision could be made to offer 3 free Saturday's parking at Ropery Road car park in December, namely 8th, 15th & 22nd December. He noted that signs will need to be erected in advance to advise customers and permit holders and Premier Park, RingGo and the Tourist Information Centre will need to be made aware, the Proper Officer will add to the Full Council agenda for November's meeting.

Cllr B Gear noted that the new signs are now ready to be put up in Ropery Road car park.

Cllr B Gear said that the bin storage had not yet been carried out due to a complication with North Devon Council, he asked of the Asset Manager could chase NDC.

NEW ACTION: The Asset Manager to chase NDC regarding collection of bins at the bin store in 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.

Committee members agreed that the new car park signs should be installed next spring due to any adverse weather effects, however, they agreed the main sign can be reinstated now.

6.5.3 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.

6.5.4 Vision Community Centre

Cllr L Aston noted that there had not been a Committee meeting recently and that bookings continue to do well.

Cllr R Donovan noted that they had received a quote for £2,000 for work required to repair soft areas of the flooring at the Centre. He will be submitting a grant request on behalf of the Vision Centre to ITC. Cllr V Gates suggested the Vision Centre apply to the Lions as well.

Cllr R Donovan noted that North Devon Council have asked for the Vision Centre to be considered to be used as a rest centre in emergency situations.

6.5.5 Public Toilets

It was noted that Lee Toilets are currently open and are due to close for the year at the end of October.

Cllr R Donovan noted that taking on the Cove toilets would be a fairly major investment, however, Cllr B Gear noted that they will now be used as storage for the canoe club for 12-18 months while the Watersports Centre is being built.

6.5.6 One Ilfracombe – to include Town Team feedback

It was noted that there is a Town Team meeting next week.

Cllr R Donovan noted that One Ilfracombe were unsuccessful in their bid for lottery funding for the Community Connector, however, he noted that he is meeting with the Combe Coastal Practice Manager to look at working with them to promote social prescribing and put together a funding bid.

At the One Ilfracombe board meeting, members were asked if they would support paying a subscription, 50% said they would accept the idea.

One Ilfracombe are currently working with the police on a business survey and they're also working with North Devon Council's Head of Environmental Health & Housing Services on HMO licensing.

6.5.7 Green Team / Town Maintenance Operative updates

Cllr S Trebble noted that the Green Team are now in a quiet period.

Cllr S Trebble noted that he and the Town Maintenance Operative had attended the Ilfracombe in Bloom awards and that Ilfracombe had won another gold making it 5 years in a row. Ilfracombe had also won the Preece Cup for best in group. He noted that the judges had very positive remarks about Ilfracombe and he gave his thanks on behalf of the council to the Town Maintenance Operative and the Facilities Manager for their hard work and contributions towards their success.

Cllr B Gear asked if the ITC vehicle could display 5 stickers to show the gold awards won for the last 5 years, members supported this, so he will investigate costs.

Cllr S Trebble noted that the War Memorial is nearly ready for the WWI commemorations.

Ilfracombe in Bloom are actively looking for volunteers, information on how to apply (when available) will be displayed in the Ilfracombe Centre window.

6.5.8 Drain Clearing

The TMO is identifying if any drains have been cleared following a recent visit by DCC and the Asset Manager will obtain quotes for drain clearing once we know how many drains are blocked. Cllr R Donovan said that we must be better prepared when the next drain clearing vehicle is employed by ensuring that blocked drains are made accessible by attempting to prevent cars parking over the drains.

6.5.9 Medals for past Mayors – Updated report ITC 351

The Proper Officer tabled updated report ITC 351 which had been previously circulated. Cllr V Gates asked to withdraw her request and proposal due to the expense of the medals. Instead, Cllr V Gates asked of the Proper Officer could look into ties and scarves for members to wear at events and functions.

NEW ACTION: The Proper Officer to obtain costs for ITC ties and scarves for council members to wear at civic functions and events.

6.5.10 Fore Street lights – Report to follow

Due to a report not being submitted, this item is deferred to the next Full Council meeting in November.

6.5.11 Request for bulbs – Report ITC 358

The Asset Manager had previously circulated report ITC 358. Cllr S Trebble noted that the tulip bulbs he has asked for costs approx.. £300, and that the £1,000 requested on this report was unrealistic and require more clarification and a breakdown before making a decision. A more detailed report stating how many bulbs and where they will be planted should be taken to Full Council.

6.5.12 Request for lawn mower – Report ITC 357

The Asset Manager had previously circulated report ITC 357. Cllr S Trebble noted that he had loaned his lawn mower to ITC and it had been returned to him broken and at the end of its life. Cllr S Trebble suggested selling one of the other 2 lawn mowers to contribute towards the cost of a new one. Members were minded to sell one of the other lawn mowers and contribute to 2 new lawn mowers to replace the machine loaned from Cllr S Trebble. Cllr S Trebble will liaise with the TMO to find out exactly what is required and costs.

6.5.13 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 for the skate park lights. Members asked if the Asset Manager could look into different electricity options, Cllr R Donovan would be happy to assist.

6.5.14 CCTV (general)

Cllr P Crabb had given a demonstration at the Full Council meeting at the beginning of October. Members discussed the possibility of a grant system to go towards the installation and running costs of CCTV cameras in various locations. An item will be added to the Full Council agenda for November's meeting. Members were minded to support a request from Cllr P Crabb for ITC to take on a direct debit for the CCTV, this will also be added to the Full Council agenda for the meeting in November.

6.5.15 Report from Harbour Forum

Cllr B Gear tabled the costings obtained by the Ilfracombe Harbour Master for an intensive programme using Harris Hawks and Falcons to break the natural behaviour habits of the gulls throughout the harbour areas. Cllr B Gear would like ITC to express an interest and contribute towards the cost of around £10k. This item will be taken to November's Full Council meeting.

Cllr B Gear noted that there had been some objections received regarding the fair on Ilfracombe Pier not being open during the day causing some local traders to lose money.

6.5.16 Web/Facebook updates

Nothing to report this evening

6.5.17 Chair's Discretion

Cllr L Aston asked if ITCs public liability insurance could be used to cover some councillors and contractors replacing the flag wall brackets along the High Street.

NEW ACTION: The Asset Manager to investigate if ITCs public liability insurance could be used to cover the replacement of flag wall brackets along the High Street and at what cost.

The meeting finished at 20:55

Recommendations to Full Council

- to offer the lantern café lease to the third applicant pending references and clarification of licensing covenant.

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 to chase contract & circulate original paperwork and obtain lease.**
- Car Park tidying up/painting. – **ongoing. Asset Manager to instruct S&J Decorating AFTER February 2019.**
- The Asset Manager to chase TAP funding for the Skate Park flood lights – **Asset Manager to chase grant funding and purchase floodlights, electricity options to be investigated – ongoing**
- The Asset Manager to look into further training for pot hole repairs for the Facilities Manager and the TMO. – **Cllr R Donovan tabled report ITC 360, committee members all agreed to sign up for the warden scheme.**
- Draft lease to be drawn up for the Lantern Café. – **Cllr Schofield to prepare and hand to Turners, 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 been arranged (SS)**
- Asset Manager to obtain report on Cheyne car park lights – **ongoing, awaiting report**
- Cllr G Schofield to draft a letter to Companies House. – **members were happy for £16-£20 to be spent on company/director searches before complaint is made**
- Cllrs; R Donovan & G Coulter and Asset Manager to interview 3 lantern café applicants by 8th October. – **interviews complete, Asset Manager to instruct turners of successful applicant**
- The Asset Manager to obtain 3 quotes for drain clearing – **ongoing in progress**
- The Proper Officer to research alternative options for past Mayor medals – **updated report circulated, Cllr V Gates has now withdrawn report & proposal. CLOSED.**
- **NEW ACTION:** 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.
- **NEW ACTION:** The Asset Manager to advertise the vacant offices at the Lantern with Turners
- **NEW ACTION:** The Asset Manager to chase NDC regarding collection of bins at the bin store in Ropery Road car park.
- **NEW ACTION:** The Proper Officer to obtain costs for ITC ties and scarves for council members to wear at civic functions and events.
- **NEW ACTION:** 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.

Miss Rachel Collins
Proper Officer & Centre Manager

23 October 2018