



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting 23 April 2018

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

COMMITTEE MEMBERS PRESENT: Cllrs; G Schofield (A/Chair), N Pearson, V Gates, L Aston, P Crabb, B Gear.

Also present: Cllr G Coulter, The Proper Officer & Centre Manager and the Asset Manager

12.1 Apologies received: Cllrs; R Donovan (holiday), S Trebble (work commitments), D Turton (other commitments).

12.2 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 12.5.14).

12.3 Adoption of minutes & matters arising from actions

Cllr G Schofield 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

12.4 FINANCE AND AUDIT

12.4.1 Financial Management

Presentation of the end of year Financial accounts 31 March 2018 together with the Annual Return and Annual Governance statement.

The Proper Officer presented the accounts for financial year ending 31 March 2018 which included:

- Summary of Accounts and Financial Data
- Annual Governance Statement
- Accounting Statements
- Comparison of income and expenditure against budget for 2017/18 and comparison to the previous financial year
- Detail and totals of ring-fenced and general reserves
- Accounting information for the Charity which the Town Council acts as trustee

The Proper Officer had recently met with the internal auditor, who will be supplying his feedback following this audit meeting. Mr Wright had asked if the Council would like him to attend their next meeting (at which the documents will be proposed for adoption). Committee members advised that they would like Mr Wright to attend to answer any questions arising from the meeting.

Recommendation to Full Council – Cllr B Gear proposed that the Councils Financial accounts 31 March 2018 together with the Annual Governance statement and accounting statements 2017/18 be adopted.

This was seconded by Cllr Schofield and all were in favour with one abstention.

Budget Tracker; a report of income and expenditure to date was tabled.

12.4.2 Audit Matters

See above.

12.5 GENERAL PURPOSES

12.5.1 Town Assets (including Lantern Centre report)

The Asset Manager had previously circulated her report, copies of which were tabled this evening. It was noted that the notice period for a tenant had ended with the debt still outstanding and as such;

NEW ACTION: Cllr G Schofield to liaise with the Asset Manager to look into the signed lease agreement and take legal advice before taking a report to Full Council.

The Asset Manager asked the committee members to discuss options for leasing the now vacant café and it was suggested that a working group is formed of Cllrs: G Schofield, R Donovan, G Coulter and the Asset Manager. They will meet to discuss options and report back to Full Council.

NEW ACTION: Working group to meet & discuss options for the Lantern Café before taking report to Full Council.

12.5.2 One Ilfracombe

Nothing to report.

12.5.3 Car Parks

a) Ropery Road

Cllr B Gear noted that the owner of a wall at Ropery Road car park has requested to reinstate a door in the wall. Members had no objections to allow this and as such;

Recommend to Full Council – To formally allow the owner of a wall at Ropery Road car park to reinstate a door in the wall in response to his request.

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 via a report which was tabled this evening.

12.5.4 The Ilfracombe Centre

The Centre Manager had previously circulated her Centre report, copies of which were tabled this evening. The report was noted.

12.5.5 Vision Community Centre

Cllr L Aston noted that there hadn't been a meeting recently and that they continue to take new bookings.

12.5.6 Lee Toilets

Toilets are now open for the season, and the grant funding for 2018/19 is expected to be £550.

12.5.7 Green Team / Town Maintenance Operative updates

The Asset Manager noted that the Green Team had been assisting the Town Maintenance Operative with planting around the town and all members noted their thanks.

The Asset Manager also noted that there had been interest received from the Academy for a volunteer to carry out some work experience with the Green Team.

Members were reminded that all councillors are welcome to help out with the Green Team.

12.5.8 Drain Clearing

The Asset Manager noted that the Hygiene Operative is currently identifying blocked drains. Members are reminded to identify any blocked drains and report to the Asset Manager.

Cllr P Crabb noted that he is waiting for a response from Devon County Council regarding an increase in budget for small maintenance jobs which includes drain clearing.

It was suggested that those who are Chapter 8 trained have pot hole repair training.

NEW ACTION: The Asset Manager to look into training for pot hole repairs for Cllr R Donovan, the Facilities Manager and the TMO.

12.5.9 Barnstaple Records Office

Information received from Barnstaple Town Council has requested if this council would be able to make a further contribution towards second year running costs of ND Record Office. Cllr N Pearson proposed a contribution of £500 for ND Record Office running costs from reserves, Cllr G Schofield seconded and all members were in favour.

Recommend to Full Council – To agree a contribution of £500 for second year running costs for ND Records Office.

12.5.10 Grants

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

The Asset Manager noted that the planning application for the floodlights at the skate park is still ongoing and she will chase North Devon Council's Planning department.

12.5.11 CCTV (general)

Cllr P Crabb has now taken delivery of the stand-alone camera to cover part of the High Street. He noted that he is continuing to test it before reporting back to this committee.

Cllr P Crabb also noted that NDC are slowly moving forward with their proposals for CCTV.

12.5.12 Report from Harbour Forum

Cllr B Gear noted that there is a meeting due tomorrow. There was nothing further to report.

12.5.13 Web/Facebook updates

Cllr N Pearson asked if the website could be updated as some of the advertised events have now passed and are out of date.

Members noted how much of an improvement the new website is compared to the previous one.

12.5.14 Chair's Discretion

- Cllr V Gates had been asked about the benches not being replaced in Runnymede Gardens, Cllr P Crabb replied that due to high demand they were going to be replaced with memorial benches.
- Cllr B Gear had received a request from the trustees of Ilfracombe Museum for a letter of support for their Coastal Communities funding bid, all members were in support of a letter being sent.
- Cllr L Aston had been asked to pass on to Cllr P Crabb that vehicles unloading are being ticketed by Devon County traffic wardens.
- Cllr G Coulter noted that the locks on the toilets by the Aquarium are getting stuck, Cllr B Gear will bring it up at the Harbour Forum meeting.
- Cllr N Pearson asked for the Ilfracombe Centre doorbell to be checked as it hadn't worked at a recent meeting.
- The Asset Manager noted that the Facilities Manager would like to reduce his workload which would result in a requirement for a cleaner, she will take a report to the Staffing Committee.

The meeting finished at 21:00

Recommendations to Full Council

- That the Councils Financial accounts 31 March 2018 together with the Annual Governance statement and accounting statements 2017/18 be adopted.
- To formally allow the owner of a wall at Ropery Road car park to reinstate a door in the wall in response to his request.
- To agree a contribution of £500 for second year running costs for ND Records Office.

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. **Ongoing – Cllr N Pearson to resend information, the Asset Manager and Cllr B Gear to meet to discuss.**
- The programme Manager and CEC to work on creating a newsletter to include plastic free updates – **Cllr R Donovan to follow up with the Programme Manager in the new mayoral year.**
- Cllr P Crabb and the Asset manager to look into power for the town clock and gaining access to the site. – **ongoing, Cllr Crabb waiting to hear back from Barclays' Estates/CBRE**
- Cllr P Crabb to write a letter to the Police and Crime Commissioner on behalf of Ilfracombe Town Council outlining concerns with issues and resources. – **ongoing, awaiting response.**
- Cllr Crabb to write a letter to North Devon Council regarding concerns for the opening of S&P Fish shop due to having no toilets for staff or customers. – **Cllr Crabb will chase.**
- Ropery Road Car park tidying up/painting – **lines painted, Asset Manager to get 3 quotes for wheelie bin boxes and report to next meeting – ongoing.**
- The Asset Manager to write a letter to businesses along the quay asking them that if they wish to keep their trade waste bins on Cheyne Beach car park then they must be chained to a wall. – **letters drafted awaiting hand delivery.**
- The Asset Manager to contact Premier Park to arrange replacement signs for the ones gone missing. – **ongoing**
- The Asset Manager to chase the planning application for skatepark floodlights. – **ongoing**
- **NEW ACTION:** Cllr Schofield and the Asset manager to look into the signed lease agreement for the Lantern Café and seek legal advice before taking a report to Full Council.
- **NEW ACTION:** Working group of Cllrs: G Schofield, R Donovan, G Coulter and the Asset manager to meet & discuss options for the Lantern Café before taking a report to Full Council.
- **NEW ACTION:** The Asset manager to look into further training for pot hole repairs for Cllr R Donovan, the Facilities Manager and the TMO.

Miss Rachel Collins
Proper Officer & Centre Manager

24 April 2018