



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting 23 July 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, P Crabb, D Turton.

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

3.1 Apologies received: Cllrs: L Aston (other commitments), G Coulter (other commitments), V Gates (other commitments), S Trebble (work commitments).

3.2 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 3.5.14).

3.3 Adoption of minutes & matters arising from actions

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

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

3.4 FINANCE AND AUDIT

3.4.1 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.

Recommend to Full Council – Cllr P Crabb proposed to agree to the tabled report containing items which exceed budget predictions. Cllr R Donovan seconded and all members were in agreement.

3.4.2 Audit Matters

No matters arising.

3.5 GENERAL PURPOSES

3.5.1 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 a third quote is still outstanding for the roof repairs.

The Asset Manager had requested to implement a list of preferred suppliers. Members, instead, suggested that Councillors can be contacted to make recommendations before obtaining 3 quotes in accordance with ITC standing orders and financial regulations.

Cllr P Crabb will investigate if North Devon Council could offer a block booking for permit holders while the Combe Christmas event takes place.

3.5.2 One Ilfracombe – to include Town Team feedback

The Proper Officer had previously circulated minutes from the recent Town Team meeting.

One Ilfracombe are holding their AGM this Wednesday at 4pm, all are welcome to attend.

Cllr R Donovan had attended a One Northern Devon meeting with the programme Manager and they were able to meet the new Chief Executive of North Devon Hospital Trust and Royal Devon & Exeter Hospital who plans on visiting Ilfracombe in the near future.

Cllr R Donovan noted that the report on the Community Connector is due out soon and will be circulated to all members. Cllr N Pearson suggested the Community Connector does a presentation at the next Full Council meeting.

3.5.3 Car Parks

a) Ropery Road

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

Report ITC 342 was tabled this evening which had also been previously circulated. The report provided information and costings to have 2 car charging points installed in Ropery Road car park.

Recommend to Full Council – Cllr P Crabb proposed to agree to 2 car charging points being installed in Ropery Road car park, with the caveats that Cllr G Schofield looks at the lease in detail (which should include planning permission to be obtained from the supplier if required) and any break clause should be applicable to both parties. Cllr B Gear seconded and all members were in agreement. Members recommended a press release goes out once charging points are installed.

Cllr B Gear has looked into new car park signage and signs to deter people from feeding the seagulls and as such;

Recommend to Full Council – Cllr B Gear proposed to agree to purchase clearer, distinctive car park 'P' signs and some seagull signs to display in the advertising boards and on posts. Cllr P Crabb seconded and all members were in agreement.

Cllr P Crabb noted that the wooden board near the Fore Street entrance in the car park is empty and that he will work with the Community Engagement Coordinators to research into fixing a large map of the High Street to it.

Recommend to Full Council – Cllr P Crabb proposed to agree to fix a large map of the High Street on to the wooden board near the Fore Street entrance at Ropery Road car park, Cllr B Gear seconded and all members were in agreement.

b) Cheyne Beach Car park

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

Cllr B Gear noted that vehicles parking in one particular bay of the car park are blocking a fire escape, Cllr R Donovan will arrange for yellow cross hatching to be painted.

3.5.4 The Ilfracombe Centre

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

The Proper noted that CAB are not currently offering a drop-in service or clinic for Ilfracombe due to ill health and no other volunteers being available.

3.5.5 Vision Community Centre

Cllr R Donovan noted that all is going well and that there is a meeting this Thursday.

3.5.6 Lee Toilets

Toilets are cleaned and checked daily. Nothing further to report.

3.5.7 Green Team / Town Maintenance Operative updates

Members noted receiving positive feedback from members of the public regarding how good the Town looks with thanks to the Green Team and the TMO.

3.5.8 Drain Clearing

Members are reminded to identify any blocked drains and report to the Asset Manager.

3.5.9 Staff/Member ID badges – Report ITC 344 refers

Report ITC 344 was tabled this evening and had also been previously circulated. The report was a proposal to purchase ID badges for staff and members to add to the ongoing security monitoring of the Ilfracombe Centre.

Recommend to Full Council – Cllr B Gear proposed to agree to purchase 40 ID badges at £195 + VAT. Cllr D Turton seconded and all members were in agreement.

3.5.10 Grants

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

The Proper Officer noted that the planning application for the floodlights at the skate park has now been approved by the District Planning Committee, the Asset manager now has to obtain a licence from North Devon Council in order to secure the funding. Members recommended a press release is issued once the lights have been installed.

The remaining 25% of funding for the chipper has now been received.

3.5.11 CCTV (general)

Cllr P Crabb noted that there has now been a verbal agreement on a location to house the camera and that it should be all up and running within the next month. Cllr P Crabb will liaise with One Ilfracombe and the Town Team.

3.5.12 Report from Harbour Forum

The Proper Officer had previously circulated the minutes from the recent meeting.

3.5.13 Web/Facebook updates

Members noted there had been some negative comments regarding the new Watersports Centre.

3.5.14 Chair's Discretion

None this evening

The meeting finished at 20:25

Recommendations to Full Council

- to agree to the tabled report containing items which exceed budget predictions
- to agree to 2 car charging points being installed in Ropery Road car park, with the caveats that Cllr G Schofield looks at the lease in detail (which should include planning permission to be obtained from the supplier if required) and any break clause should be applicable to both parties
- to agree to purchase clearer, distinctive car park 'P' signs and some seagull signs to display in the advertising boards and on posts
- to agree to fix a large map of the High Street on to the wooden board near the Fore Street entrance at Ropery Road car park
- to agree to purchase 40 ID badges at £195 + VAT

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. – Report ITC 342 tabled this evening and recommended to Full Council. – **Asset Manager to obtain lease, Cllr G Schofield to look at in detail**
- Car Park tidying up/painting. – **Ongoing, lines painted, Asset Manager to get 1 more quote for wheelie bin boxes and report to next meeting – ongoing. Asset Manager to speak Lee Gremo, Steve Hunt and Doug Bolton.**
- The Asset Manager to chase TAP funding for skatepark floodlights – **Asset Manager to obtain licence from NDC to release funding. ongoing**
- The Asset Manager to look into further training for pot hole repairs for the Facilities Manager and the TMO. – **In process, ongoing. Cllr R Donovan has passed info from DCC to Asset Manager, Asset Manager to look into Warden Scheme**
- Once full information has been received and understood, the Asset Manager to instruct Turners as commercial agents to market the Lantern Café. – **ongoing, contract signed by Cllr G Schofield and returned to Turners**
- With regard to the Town Clock, the Asset Manager to use Turners as an intermediary with the new owner of the building regarding the electricity supply and negotiating terms. – **ongoing**
- The Asset Manager to place labels on traders' bins being stored in Ropery Road car park. – **completed**
- The Asset Manager to write a letter to Premier Park to obtain a log of when Cheyne Beach car park is patrolled and how often. To state ITC require them to display signage in the car park (check contract) – **completed**
- The Proper Officer and Programme Manager to investigate costs for IT Provision at the Ilfracombe Centre. – **ongoing**

Miss Rachel Collins
Proper Officer & Centre Manager

24 July 2018