



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting Monday 24 September 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), P Crabb, L Aston, G Coulter, D Turton.

Also present: The Proper Officer & Centre Manager.

5.1 Apologies received: Cllrs; V Gates (holiday), S Trebble (work commitments)

5.2 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 5.5.14).

5.3 Adoption of minutes & matters arising from actions

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

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

5.4 FINANCE AND AUDIT

5.4.1 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.

5.4.2 Audit Matters

The Proper Officer noted that the external audit certificate has now been received with no matters arising.

Cllr R Donovan gave a vote of thanks from this Committee to the Proper Officer for achieving her first external audit.

5.5 GENERAL PURPOSES

5.5.1 Town Assets (including Lantern Centre report)

The Asset Manager had previously circulated her report which was also tabled this evening.

The report had requests to purchase plants, flowers & compost (£1,000) and a new lawn mower (£1,000), members asked for a formal request to go back to this Committee.

Three applicants had been put forward by Turners for leasing the Lantern Café.

NEW ACTION: Cllrs; R Donovan, G Coulter and the Asset Manager to interview the Lantern Café applicants.

5.5.2 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 noted that he had incorrectly received a parking fine from Premier Park. He asked if a letter of complaint could be sent along with his evidence of payment for the period charged.

Cllr B Gear noted he has received the new car park signs and they're ready to be installed.

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.

5.5.3 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.

5.5.4 Vision Community Centre

Cllr L Aston noted that there was a Committee meeting last week and that bookings continue to do well. Cllr R Donovan noted that he is waiting for a quotation from North Devon Homes for work required to repair soft areas of the flooring at the Centre.

5.5.5 Public Toilets

Cllr R Donovan asked if contact could be made to North Devon Council regarding Cove Toilets as the lack of toilets in that area has caused problems over the summer season. Cllr R Donovan emphasised the importance of public toilets in a seaside resort and suggested that ITC may wish to consider taking over the toilets if they become available. Cllr P Crabb will contact NDC and it will also be mentioned to district Cllr R Cann at the One Ilfracombe Board meeting tomorrow. It was noted there had been some complaints about the lack of toilets at a recent event in the harbour and it was noted that portable toilets were provided at the 'Birdman' event to cope with the number of visitors.

5.5.6 One Ilfracombe – to include Town Team feedback

It was noted that there is a One Ilfracombe board meeting tomorrow. Problems with fly tipping and HMOs were reported at a recent Town Team meeting.

5.5.7 Green Team / Town Maintenance Operative updates

It was reported that a litter bin in Church Street needs repairing and a bin outside Studio 20 is overflowing, Cllr R Donovan will investigate.

5.5.8 Drain Clearing

Members asked if the TMO could identify if any drains have been cleared following a recent visit by DCC and asked that the Asset Manager 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.

NEW ACTION: The Asset Manager to obtain 3 quotes for drain clearing

5.5.9 Medals for past Mayors – Report ITC 351

The Proper Officer tabled report ITC 351 which had been previously circulated. Members asked if alternative options could be researched before agreeing to purchase.

NEW ACTION: The Proper Officer to research alternative options for past Mayor medals.

5.5.10 Request for additional funding for WWI celebrations – Cllr S Trebble

Cllr S Trebble had previously circulated report ITC 352 which requests additional funding for the WWI celebrations. Members were generally in favour but asked for more information to be provided. Cllrs; B Gear, G Coulter and S Trebble will find out more detail and take to Full Council on Monday 8th October.

5.5.10 Grants

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

The Proper Officer noted that the Asset manager has now obtained a licence from North Devon Council in order to secure the grant funding.

5.5.11 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.

5.5.12 Report from Harbour Forum

Members noted that it would be nice to see the empty premises along the Quay made use of.

Cllr B Gear noted that the Harbour Master is getting on well in her role.

Cllr R Donovan noted that the Regeneration Board members are travelling to Watchet to view the Marina and to find out what difficulties were experienced in the development process.

5.5.13 Web/Facebook updates

Members noted there had been some comments made on social media regarding a recent Ilfracombe Traders meeting.

5.5.14 Chair's Discretion

None this evening

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 circulate original paperwork and obtain lease.**
- Car Park tidying up/painting. – **Ongoing. Asset Manager obtaining quotes from Lee Gremo, Steve Hunt and Doug Bolton.**
- The Asset Manager to chase TAP funding for skatepark floodlights – **Asset Manager now received licence from NDC, now to chase grant funding. ongoing**
- The Asset Manager to look into further training for pot hole repairs for the Facilities Manager and the TMO. – **Ongoing. Cllr R Donovan has passed info from DCC to Asset Manager, Asset Manager to look into Warden Scheme, Cllr R Donovan will bring report to next meeting**
- Draft lease to be drawn up for the Lantern Cafe. – **ongoing, Cllr G Schofield to prepare and hand to Turners**
- Working Group (Crabb, Gates, SS, NI) to meet and investigate spec/costs for IT provision at the Ilfracombe Centre. – **SS to arrange first meeting.**
- Asset Manager to obtain report on Cheyne Beach car park lights
- Cllr G Schofield to draft a letter to Companies House regarding the Lantern Café debt, - **members were happy for £16-£20 to be spent on company/director searches**
- **NEW ACTION:** Cllrs; R Donovan & G Coulter and Asset Manager to interview 3 lantern café applicants by 8th October
- **NEW ACTION:** The Asset Manager to obtain 3 quotes for drain clearing
- **NEW ACTION:** The Proper Officer to research alternative options for past Mayor medals



Miss Rachel Collins
Proper Officer & Centre Manager

25 September 2018