



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting 25 June 2018

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

COMMITTEE MEMBERS PRESENT: Cllrs; V Gates (A/Chair), L Aston, G Coulter, B Gear, S Trebble, P Crabb, D Turton.

Also present: The Proper Officer & Centre Manager.

2.1 Apologies received: Cllrs: R Donovan (holiday), G Schofield (holiday).

2.2 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 2.6.13).

2.3 Adoption of minutes & matters arising from actions

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

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

2.5 FINANCE AND AUDIT

2.5.1 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. There were no matters arising.

2.5.2 Audit Matters

No matters arising.

2.5.3 Options for a Fixed Term Deposit Account – Report ITC 334 refers

The Proper Officer tabled report ITC 334 which had been previously circulated. Cllr P Crabb proposed that this council invests £85k into a 6-month Fixed Term Deposit Account and to agree to work towards finding an effective alternative during the 6 months. Cllr G Coulter seconded and all members were in favour.

Recommendation to Full Council – to agree to invest £85k into a 6-month Fixed Term Deposit Account and to agree to work towards finding an effective alternative during the 6 months.

2.6 GENERAL PURPOSES

2.6.1 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 Town Clock is now working and that the Asset Manager should liaise with Turners as an intermediary with the new owner of the building regarding the electricity supply and negotiating terms.

NEW ACTION: The Asset Manager to use Turners as an intermediary with the new owner of the building regarding the electricity supply and negotiating terms.

Cllr S Trebble noted that he will send a draft letter for permit holders to the Asset Manager regarding Combe Christmas' use of Ropery Road car park in November. Cllr P Crabb will investigate if North Devon Council could offer a block booking for permit holders while the event takes place.

2.6.2 One Ilfracombe

Cllr D Turton noted that there is a finance meeting being held on Monday 2nd July at 6pm, a report will be taken to Full Council.

2.6.3 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 some traders are storing their bins in the car park and asked if some labels stating 'private property, please remove' could be placed on them.

NEW ACTION: The Asset Manager to place labels on traders' bins being stored in Ropery Road car park.

Cllr B Gear also asked if the empty advert boards at Ropery Road car park could have a Plastic Free Ilfracombe poster and a 'Do Not Feed Seagulls' poster inserted. Cllr S Trebble will arrange the posters and Cllr B Gear will insert them into the boards.

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 the signs still need replacing at Cheyne Beach car park. Cllr P Crabb asked if the Asset manager could write a letter to Premier Park to obtain a log of when they patrol the car park and how many times it is patrolled.

NEW ACTION: 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.

2.6.4 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 Officer also tabled report ITC 335 which had been previously circulated. The report was to note increased costs from North Devon Council for the provision of IT equipment and support at the Ilfracombe Centre. The report was noted and Cllr P Crabb suggested that the Proper Officer and Programme Manager investigate costs for the Council having its own system and support.

NEW ACTION: The Proper Officer and Programme Manager to investigate costs for IT Provision at the Ilfracombe Centre.

Cllr V Gates noted there had been a complaint from a member of the community regarding data protection issues now that North Devon Council have reduced their services at the Ilfracombe Centre. The Proper Officer noted a meeting with NDC on Tuesday 3rd July at 4pm, Cllr V Gates to attend.

2.6.5 Vision Community Centre

Cllr L Aston noted that there is a meeting this Thursday. He also noted that bookings are going well and that the front desk at the Ilfracombe Centre now have 'live' access to their booking system.

2.6.6 Lee Toilets

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

2.6.7 Green Team / Town Maintenance Operative updates

Cllr S Trebble noted that the Green Team have been tidying up the War Memorial in preparation for Ilfracombe in Bloom. Cllr S Trebble noted that he would like to spend up to £300 on some red and white tulips, members were happy to support this. Cllr S Trebble also noted that he is looking at ways to remove some old window boxes and greenery on Fore Street before Ilfracombe in Bloom judging takes place. Cllr L Aston asked if this council could look into an apprenticeship/junior trainee scheme to help with the Green Team/Town Maintenance Operative, this will be added to the next Staffing Committee agenda. Members congratulated the Town Maintenance Operative on the stunning work he has done around the town.

Cllr S Trebble also noted that he would like to get the lighting finished at the War Memorial before the WWI commemorations. Cllr P Crabb suggested spending an additional £100 on perennial poppies for the War Memorial in time for November, members were happy to support this.

2.6.8 Drain Clearing

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

2.6.9 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 is now finalising the application for funding. The Asset Manager is also putting evidence together for the chipper so that the remaining 25% can be paid.

2.6.10 CCTV (general)

Cllr P Crabb noted that there had been some issues with locations to house the camera but that it should be all up and running within the next month.

2.6.11 Report from Harbour Forum

Nothing to report.

2.6.12 Web/Facebook updates

The ITC website has now been updated. Nothing further to report.

2.6.13 Chair's Discretion

None this evening

The meeting finished at 20:20

Recommendations to Full Council

- to agree to invest £85k into a 6-month Fixed Term Deposit Account and to agree to work towards finding an effective alternative.
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Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. – **Ongoing, stats from Premier Park have been forwarded to Instavolt, they had emailed to say would be nearby w/c 11/6 while KR away. Now awaiting a rescheduled meeting date from Instavolt.**
- Car Park tidying up/painting. – **Ongoing, lines painted, Asset Manager to get 3 quotes for wheelie bin boxes and report to next meeting – ongoing. Asset Manager to speak Lee Gremo and 2 others – awaiting update. Cllr Crabb suggests sending Pete French invoice for painting his wall**
- Cllr Crabb and the Asset Manager to look into power for the town clock and gaining access to the site. – **COMPLETE. Clock now working.**
- 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, amended and approved by F&GP – COMPLETED**
- The Asset Manager to contact Premier Park regarding replacement signs for missing ones. – **ongoing**
- The Asset Manager to chase TAP funding for skatepark floodlights – **further info requested from NDC funding dept. 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**
- The Proper Officer to engage a debt recovery agency to recover the debt from the Lantern Café. – **COMPLETE**
- Once full information has been received and understood, the Asset Manager to instruct Turners as commercial agents to market the Lantern Café. – **ongoing, contract to be signed by Cllr G Schofield**
- The Admin Assistant to contact TIC to obtain details of their own insurance and what it covers (Harbour webcams) – **COMPLETE, TIC to use their own insurance for webcams.**
- **NEW ACTION:** The Asset Manager to use Turners as an intermediary with the new owner of the building regarding the electricity supply and negotiating terms.
- **NEW ACTION:** The Asset Manager to place labels on traders' bins being stored in Ropery Road car park.
- **NEW ACTION:** 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)
- **NEW ACTION:** The Proper Officer and Programme Manager to investigate costs for IT Provision at the Ilfracombe Centre.

Miss Rachel Collins
Proper Officer & Centre Manager

26 June 2018