



ILFRACOMBE TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
Monday 26 November 2018

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

COMMITTEE MEMBERS PRESENT: Cllrs; R Donovan (Chair), G Schofield (Vice Chair), G Coulter, V Gates, L Aston, P Crabb.

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

7.1 Apologies received: Cllrs; B Gear (holiday), D Turton (unwell)

7.2 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 7.5.13).

7.3 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

7.4 FINANCE AND AUDIT

7.4.1 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.

7.4.2 Audit Matters

The Proper Officer noted that an interim internal audit was carried out by APB Accountants last week.

7.4.3 Precept and budget considerations for financial year 2019/20 and to agree response to North Devon Council re provisional precept requirement

With a requirement to supply a provisional/draft Precept total to the Local Authority in December, Cllr R Donovan proposed that the draft precept total of £259,531 (representing a 6.5% increase) be adopted, seconded by Cllr P Crabb with all members in favour.

Recommendation to Full Council – that the draft Precept total of £259,531 (representing a 6.5% increase) be adopted for financial year 2019/20.

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.

7.5 GENERAL PURPOSES

7.5.1 Town Assets (including Lantern Centre report)

The Asset Manager had previously circulated her report which was noted.

Cllr R Donovan proposed to issue the lease for the Lantern Café to Turners and offer the lease to the preferred applicant pending references and clarification of licensing covenant as agreed by the working group. Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to issue the lease for the Lantern Café to Turners and offer the lease to the preferred applicant pending references and clarification of licensing covenant as agreed by the working group.

Cllr V Gates noted some concern regarding the power supply for the lights at the War Memorial and some cabling on the High Street lights and asked if the Asset manager could obtain quotes from Cllr S Trebble and report to Full Council in December.

NEW ACTION: The Asset Manager to obtain quotes for replacement control/power supply for lights at War memorial and report to Full Council in December.

7.5.2 Car Parks

a) Ropery Road

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

b) Cheyne Beach car park

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

Cllr P Crabb asked if the permit holders could be reminded that Premier Park will continue to enforce the car park next year when permit renewal letters are issued.

7.5.3 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.

7.5.4 Vision Community Centre

Cllr R Donovan noted that there had been a meeting last week and that there is a major concern with the flooring which is in need of repair. Grants have been applied for, however it's likely that the repairs will have to be paid for before any funding arrives.

The Vision Community Centre Family Fun Day which has been sponsored by Big Lottery Funding is being held on Wednesday 5th December from 4.30pm until 8pm, all are welcome to attend.

7.5.5 Public Toilets

Cllr P Crabb noted that he is meeting with an architect to look at the site at the bottom of Northfield Road.

7.5.6 One Ilfracombe – to include Town Team feedback

Minutes from the recent Town Team meeting had been previously circulated and were noted.

Cllr R Donovan noted that there had been a fruitful meeting with One Northern Devon last week and One Ilfracombe is anticipating a share of £50k funding that has become available based on the health agenda. He also noted that the Programme Manager is working on an urgent bid for funding from the Police for mental health projects.

There will be a One Ilfracombe Board meeting later this week.

Following on from the Public Meeting held on 8th November, Cllr V Gates asked if the feedback received could be circulated and made public.

7.5.7 Green Team / Town Maintenance Operative updates

Cllr V gates asked if the Asset Manager could chase up the selling/purchasing of lawn mowers.

NEW ACTION: The Asset Manager to chase up the selling/purchasing of lawn mowers.

Cllr L Aston noted that a lot of bins around the town were overflowing at the lighting of the lights event at the weekend, Cllr V Gates suggested that event organisers should plan for extra collections when planning their events.

7.5.8 Drain Clearing

The Hygiene Operative 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.

7.5.9 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/licence for the skate park lights.

b) Ilfracombe Town Council Grant Process – to agree members of the grant assessment group

The Proper Officer noted that 10 applications had been received to date. The following councillors volunteered to form the Grant working party; Cllrs G Schofield, N Pearson, G Coulter. They will have a meeting in the first week of December to propose recommendations to Full Council.

7.5.10 CCTV (general)

Cllr P Crabb is looking into CCTV regulations and is also identifying locations for additional cameras.

7.5.11 Report from Harbour Forum

Nothing to report this evening.

7.5.12 Web/Facebook updates

Members made observations that the website isn't easy to navigate now that it's been updated and members agreed that a website review group should be set-up to look at usability.

NEW ACTION: Website review group to look at usability of the ITC website.

7.5.13 Chair's Discretion

Cllr L Aston asked if ITC could write a letter to Devon County Council regarding walls that have starting breaking down on Hostle Park Road, Furze Hill Road and Park Hill Road. The Proper Officer will action.

Recommendations to Full Council

- that the draft Precept total of £259,531 (representing a 6.5% increase) be adopted for financial year 2019/20.
- to issue the lease for the Lantern Café to Turners and offer the lease to the preferred applicant pending references and clarification of licensing covenant as agreed by the working group.

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 looking into compatibility issues and to chase contract & circulate original paperwork and obtain lease. Cllr N Pearson will obtain feedback from Braunton**
- Car Park tidying up/painting. – **ongoing. S&J Decorating AFTER February 2019.**
- The Asset Manager to chase TAP funding for the Skate Park flood lights – **Asset Manager to chase Helen Bond and purchase floodlights and chase grant funding, electricity licence/options to be investigated by Cllr P Crabb – ongoing**
- 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, AM looking into replacement lights under warranty**
- 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**
- The Asset Manager to obtain 3 quotes for drain clearing – **ongoing, in progress – Hygiene Operative to identify drains that haven't been cleared by DCC**
- 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.
- The Asset Manager to advertise the vacant offices at the Lantern with Turners
- The Asset Manager to chase NDC regarding collection of bins at the bin store in Ropery Road car park. – **contacted NDC and work being carried out this week.**
- The Proper Officer to obtain costs for ITC ties and scarves for council members to wear at civic functions and events. – **ongoing, awaiting costs (min order of 50)**
- 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.
- **NEW ACTION:** Asset Manager to obtain quotes for replacement control/power supply for lights at war memorial to report to Full Council.
- **NEW ACTION:** Asset Manager to chase selling/purchasing lawn mowers
- **NEW ACTION:** Website review group to look at usability of the ITC website.

Miss Rachel Collins
Proper Officer & Centre Manager

27 November 2018