



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting 26 February 2018

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

COMMITTEE MEMBERS PRESENT: Cllrs; R Donovan (Chair), N Pearson, V Gates, L Aston, P Crabb, S Trebble, B Gear, D Turton.

Also present: Cllr G Coulter, the Acting Town Clerk and 2 members of the public.

10.1 Apologies received: Cllrs; G Schofield (other commitments).

10.2 Declarations of interest and notification of Chairs Discretion

A record book was available for any declarations of Interest to be made. Five items noted.
(For chair's discretion, see 10.5.13).

10.3 Adoption of minutes & matters arising from actions

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

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

10.4 FINANCE AND AUDIT

10.4.1 Financial Management – Budget Tracker; a report of income and expenditure to date was tabled with the Acting Town Clerk noting budget exceptions with included comments.

Members were happy to accept the accompanying tabled comments and agree to;

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

10.4.2 Audit Matters – to agree proposed risk assessment document

The Acting Town Clerk tabled a previously circulated risk assessment.

Recommend to Full Council – Cllr R Donovan proposed to agree the risk assessment document. Cllr P Crabb seconded and all members were in agreement.

10.5 GENERAL PURPOSES

10.5.1 Town Assets (including Lantern Centre report) – to include Town Clock report ITC316

The Asset Manager had previously circulated her report, copies of which were tabled this evening. Members were happy to agree the lighting sensor costs for the lantern and to;

Recommend to Full Council – Cllr R Donovan proposed to agree the lighting quote of £2,089.45 for the sensor lighting in the Lantern. Cllr P Crabb seconded and all members were in favour.

The Asset Manager table report ITC 316 which had been previously circulated.

New Action: Cllr P Crabb will work with the Asset Manager in sourcing power to the town clock and gaining access from new owners of the building.

10.5.2 One Ilfracombe

Cllr R Donovan noted:

- Mindful Fair this Thursday 1st March 2018.
- Presentation to the Executive of North Devon Council Monday 19th March 2018.
- Spring Clean Event Sunday 25th March 2018.

Cllr B Gear noted that he had received concerns from local shop owners that the Town Team radios were still not operational and that it's becoming more of an issue with the recent shoplifting crimes. Cllr P Crabb noted that the Police and Crime Commissioner, Alison Hernandez, had been in Ilfracombe today and her advice is to report every crime to the police to make sure they have the resources. Cllr P Crabb suggested writing a letter outlining issues to the Police and Crime Commissioner.

New Action: Cllr P Crabb to write a letter on behalf of Ilfracombe Town Council outlining concerns with issues and resources.

10.5.3 Car Parks

a) Ropery Road – to include Combe Christmas request (Cllr Trebble)

Cllr S Trebble noted that Combe Christmas have requested to reserve the whole of Ropery Road car park for the Lighting of the Lights event on 24th/25th November.

Members agreed in principle and advise Combe Christmas to draw up a plan including costs for reimbursement of permit holders.

Recommend to Full Council – Cllr R Donovan proposed to agree in principle to Combe Christmas reserving all of Ropery Road car park 24th/25th November 2018, Cllr P Crabb seconded and all members were in favour.

The Acting Town Clerk updated the committee on income and expenditure via a report which was tabled this evening.

b) Cheyne Beach Car park

Cllr P Crabb noted that the Environment Agency are installing the new wave barrier at the car park on Tuesday 27th February and as part of the Resilience Team, the Town Maintenance Operative and Facilities Manager will be in attendance.

The Acting Town Clerk updated the committee on income via a report which was tabled this evening.

10.5.4 The Ilfracombe Centre – to include reception heating request ITC315

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

The Centre Manager also tabled report ITC315 which highlights the need for heating on the reception desk.

Recommend to Full Council – Cllr P Crabb proposed to agree that the heating work on the reception desk is carried out by JC Plumbing and Heating at a cost of £738.16. Cllr V Gates seconded and all members were in agreement.

10.5.5 Vision Community Centre

Cllr R Donovan noted that there is minor maintenance work being carried out and that bookings are still increasing.

Cllr R Donovan is meeting North Devon Homes regarding the future of the Youth Club and will report back to the next meeting.

The Youth Club have made their own movie and have invited Cllrs R Donovan and L Aston to attend the 'premiere' at the cinema on March 7th.

10.5.6 Lee Toilets

Toilets are closed for winter, no maintenance is required.

Ongoing Action: The Asset Manager to submit grant application by February, hopeful for around £450.

10.5.7 Green Team / Town Maintenance Operative updates.

Cllr S Trebble noted that the green team had been helping to clear the site at Laston Green which is due to be handed back to the land owner. The poly-tunnel is now in situ at the Marlborough Road site and will be home to some recycled planting.

Cllr R Donovan had been approached by Ilfracombe in Bloom to help tidy up the flower beds at Wilder Road car park and as such;

Recommend to Full Council – Cllr R Donovan proposed to agree that up to £1,000 be spent from the Town Assets and Street Furniture budget to smarten up the flower beds at Wilder Road car park. Cllr S Trebble seconded and all members were in favour.

10.5.8 Grants

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

The Acting Town Clerk noted that the £2,250 had been received via the Tesco 'Bags of Help' scheme.

10.5.9 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 will install it before the next meeting and report back.

Cllr P Crabb also noted that the Police and Crime Commissioner is keen to have a regional CCTV monitoring station and is working with North Devon Council.

10.5.10 Public conveniences – To include North Devon Council's surplus asset disposal

Cllr P Crabb noted that Cove Toilets have now been removed from the asset disposal and that the canoe club have taken them over for the duration of the building of the Watersports Centre.

Cllr P Crabb noted concerns about S&P Fish shop not having access to toilets for staff and customers.

NEW ACTION: Cllr P Crabb will write a letter to North Devon Council regarding concerns for the opening of S&P Fish Shop due to having no access to toilets for staff or customers.

Members agreed that this item can be removed from the next agenda.

10.5.11 Report from Harbour Forum

Cllr B Gear noted that a scheduled meeting had been cancelled and suggested a letter is written to the Harbour Master thanking him for his work and wishing him well for his retirement next month.

New Action: The Acting Town Clerk to draft a letter to send on behalf of the Council.

10.5.12 Web/Facebook updates

Cllr P Crabb noted concerns for safety over the pot holes on the A361 towards Mullacott. Cllr P Crabb suggested writing on behalf of this Council to Devon County Council.

New Action: Cllr R Donovan to draft a letter to Devon County Council.

10.5.13 Chair's Discretion

- Cllr L Aston noted that there had been a High Street Traders meeting and that they want to become more organised to bring all the traders together again. Members were happy for the group to meet at the Lantern for an initial get-together. They should consider including the Seafront and Harbour traders together with the Ilfracombe Works committee and Combe Business.
- Cllr R Donovan noted that he is currently working on an updated leaflet for Guided Walks at the Cairn to include the new waterwheel at Bicclescombe Park and asked if members would be happy if money is used from the marketing budget for this. He will bring a report to the next meeting. Cllr D Turton suggested adding a walking route to the leaflet to incorporate ideas from the Youth Council Project.
- Cllr S Trebble noted that if this council supply the materials for the repair of posts and electric boxes at the War Memorial, his team will provide the labour free of charge.
- Cllr S Trebble noted that some of the permanent High Street lights had tripped out and if this Council provide the materials, his team will provide labour free of charge.
- Cllr S Trebble asked if this Council could agree to keep the permanent High Street lights on all the time instead of just at Christmas, all members agreed.

The meeting finished at 20:30

Recommendations to Full Council

- to agree to the tabled report containing items which exceeded budget predictions.
- to agree the risk assessment document
- to agree the lighting quote of £2,089.45 for the sensor lighting in the Lantern
- to agree in principle to Combe Christmas reserving all of Ropery Road car park 24th/25th November 2018
- to agree that the heating work on the reception desk is carried out by JC Plumbing and Heating at a cost of £738.16
- to agree that up to £1,000 be spent from the Town Assets and Street Furniture budget to smarten up the flower beds at Wilder Road car park

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Georgeham. **Ongoing (to arrange meeting with Cllr Gear for more information)**
- The Asset Manager to submit grant application for Lee Toilets by February – **ongoing.**
- Car Park working group formed – **Cllrs: B Gear, P Crabb, R Donovan and G Coulter to meeting in February and to include the Asset Manager.**
- The programme Manager and CEC to work on creating a newsletter and provide a deadline.
- The Asset Manager to liaise with Cllr R Donovan to investigate the recent large increase in Centre and Lantern building valuations. – **Cllr R Donovan to follow up with insurers**
- **NEW ACTION:** Cllr P Crabb and the Asset manager to look into power for the town clock and gaining access to the site.
- **NEW ACTION:** 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.
- **NEW ACTION:** 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.
- **NEW ACTION:** The Acting Town Clerk to draft a letter of thanks to the Ilfracombe Harbour Master before his retirement next month.
- **NEW ACTION:** Cllr R Donovan to draft a letter to Devon County Council regarding concerns over issues with pot holes and resurfacing.

Miss Rachel Collins
Acting Town Clerk

27 February 2018