



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting 26 March 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, B Gear, G Schofield, D Turton.
Also present: The Acting Town Clerk

11.1 Apologies received: Cllrs; S Trebble (work commitments).

11.2 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 11.5.14).

11.3 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

11.4 FINANCE AND AUDIT

11.4.1 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.

11.4.2 Audit Matters

The Acting Town Clerk noted that arrangements have been made to facilitate the internal auditor and associated work on Tuesday 17th April 2018.

11.5 GENERAL PURPOSES

11.5.1 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 tenant had given notice on the café and as such;

NEW ACTION: Cllr Donovan to liaise with the Asset Manager to look into all options for leasing the café.

NEW ACTION: Suggested for the Asset Manager to look into hot desking options for the rooms downstairs in the Lantern.

Members asked for the total amount of debt owed to be taken out of the income figure on the Lantern report. Cllr L Aston noted that the electric boxes for the permanent High Street lights are being repaired.

11.5.2 One Ilfracombe

Cllr R Donovan noted that the Project Coordinator's contract ends on Wednesday 28th March, members noted their thanks and wished her well for the future. There is also a board meeting due on the same day. Cllr Donovan also noted that One Ilfracombe is working with North Devon Homes to write a bid for funding for the Youth Clubs at Whiddon Valley and Slade Vision Centre.

11.5.3 Car Parks

a) Ropery Road

Cllr B Gear noted that he will arrange a working group meeting to discuss tidying up and painting to refresh the car park.

NEW ACTION: Car Parking working group meeting to be arranged by Cllr Gear and the Asset manager.

Cllr Gear also noted that 5 advert boards are now available to rent.

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 suggested a letter to be sent to businesses along the Quay regarding trade waste bins not being secured to the wall.

NEW ACTION: The Asset Manager to write to the businesses along the Quay.

It was also noted that the signs installed by Premier Park had been washed away/removed, and as such;

NEW ACTION: The Asset Manager to contact Premier Park to arranged for new signage.

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

11.5.4 The Ilfracombe Centre

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

It was suggested to look into other accounting packages before renewing with Sage.

11.5.5 Vision Community Centre

Cllr L Aston noted that there had been a meeting recently and that they sold the bouncy castle to purchase a PA System.

Cllr R Donovan noted that new bookings are still being taken and an enquiry has been taken from the Women's Institute.

11.5.6 Lee Toilets

Toilets are due to open this weekend, the Facilities Manager and Town Maintenance Operative had been over to the site to clear and prepare for opening.

11.5.7 Green Team / Town Maintenance Operative updates – to include request for purchase of plants

The Asset Manager had previously circulated report ITC 318 which was also tabled this evening.

Recommend to Full Council – Cllr R Donovan proposed to allocate up to £1,000 from the Town Assets budget to purchase plant plugs (to include edible herbs) to be planted around the town. Cllr V Gates seconded and all members were in favour.

11.5.8 Drain Clearing

Cllr R Donovan asked members to identify any blocked drains and he will get information and costs for clearing. All members were in support of this.

11.5.9 Market Arches

Cllr L Aston had previously circulated an email with concerns regarding unsocial behaviour at the Market Arches to all members. Cllr R Donovan noted that the procedure is that North Devon Council's enforcement officers move them on in the first instance. Cllr N Pearson suggested that the trade waste bins should be removed from there if possible. Cllr R Donovan noted he would bring it up at the Town Team meeting due to be held on Tuesday 17th March.

Cllr P Crabb noted that issues and concerns should always be reported to the police.

11.5.10 Grants

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

The Acting Town Clerk noted that the planning application for the floodlights at the skate park is still ongoing.

NEW ACTION: The Asset Manager to chase with North Devon Council's Planning officers.

11.5.11 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.

11.5.12 Report from Harbour Forum

Cllr B Gear noted that the harbour master has now retired. It was suggested that a letter is written to the new Harbour Master to welcome her and to invite her to Full Council.

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

11.5.13 Web/Facebook updates

Cllr B Gear asked if the attendance record for Councillors could be updated as it appears inaccurate.

11.5.14 Chair's Discretion

- Cllr R Donovan asked if there could be a bigger budget for the Pride in Ilfracombe Awards. The awards are due to be held at the Carlton Hotel who are offering the venue free of charge. Members, however, suggested continuing to use the Lantern as the venue was more impressive.
- There was general agreement that the hospitality budget could be increased from the current £30 up to a maximum of £200.

Recommendations to Full Council

- to allocate up to £1,000 from the Town Assets budget to purchase plant plugs (to include edible herbs) to be planted around the town.

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Georgeham. **Ongoing – Cllr Gear to provide more information**
- The programme Manager and CEC to work on creating a newsletter and provide a deadline. – **Cllr R Donovan to follow up.**
- The Asset Manager to liaise with Cllr R Donovan to investigate the recent large increase in Centre and Lantern building valuations. – **Accepted cost, completed.**
- Cllr P Crabb and the Asset manager to look into power for the town clock and gaining access to the site. – **ongoing, Cllr Crabb waiting to hear back from Barclays' Estates**
- 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. – **ongoing**
- 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. – **Cllr Crabb will chase.**
- The Acting Town Clerk to draft a letter of thanks to the Ilfracombe Harbour Master before his retirement next month. – **completed.**
- Cllr R Donovan to draft a letter to Devon County Council regarding concerns over issues with pot holes and resurfacing. – **completed.**
- **NEW ACTION:** The Acting Town Clerk to write a letter to the new Harbour Master inviting her to Full Council.
- **NEW ACTION:** Car park working group to meet to discuss tidying up/painting in Ropery Road car park.
- **NEW ACTION:** Cllr R Donovan and the Asset Manager to look at options of leasing the Lantern Café.
- **NEW ACTION:** The Asset Manager to look into hot-desk options in the rooms downstairs at the Lantern.
- **NEW ACTION:** 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.
- **NEW ACTION:** The Asset Manager to contact Premier Park to arrange replacement signs for the ones gone missing.
- **NEW ACTION:** The Asset Manager to chase the planning application for skatepark floodlights.



Miss Rachel Collins
Acting Town Clerk

27 March 2018