



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting Tuesday 28 August 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, V Gates, G Coulter.

Also present: The Proper Officer & Centre Manager.

4.1 Apologies received: None.

4.2 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 4.5.13).

4.3 Adoption of minutes & matters arising from actions

Cllr G Schofield 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

4.4 FINANCE AND AUDIT

4.4.1 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.

4.4.2 Audit Matters

The Proper Officer noted that the external audit certificate should be received within the next month with no matters arising.

Cllr R Donovan brought it to the Committee members' attention that the accounts for the Vision Community Centre had not been audited prior to the AGM last week, this has now been rectified by the Proper Officer.

4.5 GENERAL PURPOSES

4.5.1 Town Assets (including Lantern Centre report) to include quotes for Lantern roof repairs

The Asset Manager had previously circulated her report which was also tabled this evening. 3 quotes were received for the roof repairs at the Lantern, Cllr P Crabb proposed to instruct Jamie Brown Roofing to carry out the roof repairs on the Lantern roof. Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – to instruct Jamie Brown Roofing to carry out repairs to the Lantern roof.

4.5.2 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 he had received a draft version of the new car park signage.

Cllr B Gear noted that there had been some confusion with the closure of Ropery Road car park for the Sea Ilfracombe Maritime Festival this weekend. A local hotel proprietor had purchased some tourist permits in advance for her guests to find out they cannot enter the car park from midnight Thursday night until midnight Tuesday morning. Cllr Gear advised seeking a refund from the Tourist Information Centre who issue the tourist permits and for ITC staff to make sure timings as well as dates are published with as much notice as possible.

Three quotes had been requested to carry out the bin storage works at Ropery Road and as such;

Recommendation to Full Council – to instruct J&D Groundworks to carry out bin storage work as proposed by Cllr B Gear and seconded by Cllr V Gates.

b) Cheyne Beach car park

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

Cllr B Gear suggested that the car park signs should be installed prior to Easter now due to any adverse weather affects.

NEW ACTION: Cllr B Gear asked the Asset Manager for an update on the lights at Cheyne Beach car park.

4.5.3 The Ilfracombe Centre

The Proper Officer had previously circulated her Centre Manager report which was also tabled this evening. The report was noted.

The Proper noted that the CAB services in Ilfracombe will resume on Tuesday 4th September.

4.5.4 Vision Community Centre

Cllr R Donovan noted that the AGM was held last week followed by an ordinary meeting afterwards. As noted above, the accounts had not been audited prior to the meeting. The Proper Officer will circulate the accounts for financial year 2017-18 once they have been audited.

Cllr R Donovan noted that he is meeting with North Devon Homes tomorrow to discuss options and costs for repairing soft spots that have appeared in the flooring.

Cllr L Aston noted that a new speaker system has now been installed.

4.5.5 Lee Toilets

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

4.5.6 One Ilfracombe – to include Town Team feedback

It was noted that there hadn't been a One Ilfracombe Meeting since the last F&GP Committee meeting. It was also noted that the next Town Team meeting had been moved from 11th September to the 4th September.

4.5.7 Green Team / Town Maintenance Operative updates

Members noted receiving positive feedback from members of the public regarding how good the Town looks with thanks to the Green Team and the TMO.

Cllr R Donovan reported some overhanging greenery/brambles at Langleigh Road, the Proper Officer will ask the TMO to take a look tomorrow but it may be on North Devon Council land.

It was noted that Devon County Council have been catching up on overdue work on footpaths, hedges etc., Cllr L Aston noted that weeds are growing in between the kerb and pavements all over the town and suggested that it could be controlled if the road sweeper swept up there but difficult when cars are parked.

4.5.8 Drain Clearing

It was noted that DCC have been clearing some drains in the town. Members are reminded to identify any blocked drains and report to the Asset Manager.

4.5.9 Grants

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

The Proper Officer noted that the Asset manager is still waiting to obtain a licence from North Devon Council in order to secure the funding.

4.5.10 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.

4.5.12 Report from Harbour Forum

Cllr B Gear noted that the bins had not been emptied at Cheyne Beach car park, Cllr P Crabb will report it to North Devon Council.

4.5.13 Web/Facebook updates

Members noted there had been some very positive comments regarding the carnival and negative comments regarding the beer festival at the Landmark.

4.5.14 Chair's Discretion

Cllr Donovan noted that the flower beds at Wilder Road car park had now been finished

This part of the meeting finished at 20:05

Part B: Cllr R Donovan proposed to pass the resolution 'to exclude any attendee other than the Council members and that all reports and documents relating to items be confirmed as 'in confidence' due to the confidential nature of the next business to be discussed/transacted' Cllr P Crabb seconded and all members were in favour.

a) Outstanding debt

The Proper Officer noted that the debt collection agency that had been engaged to recover monies owed from Joshua Tree for non-payment of the Lantern Café lease had advised that Joshua Tree had applied to be struck off and therefore advised to stop all legal action. Cllr R Donovan proposed to write off the outstanding debt amount of £9874.19. Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to write off the outstanding Joshua Tree Café debt of £9874.19.

NEW ACTION: Cllr G Schofield asked if the Proper Officer could send through all the information on the debt and he will draft a letter to Companies House.

The meeting finished at 20:20

Recommendations to Full Council

- to instruct Jamie Brown Roofing to carry out repairs to the Lantern roof.
- to write off the outstanding Joshua Tree Café debt of £9874.19.
- to instruct J&D Groundworks to carry out bin storage works at Ropery Road car park.

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. – **Asset Manager to obtain lease, Cllr G Schofield to look at exclusivity contract prior to signing**
- Car Park tidying up/painting. – **Ongoing. Asset Manager to speak Lee Gremo, Steve Hunt and Doug Bolton. Instruct J&D Groundworks to carry out bin storage work as proposed by Cllr B Gear and seconded by Cllr V Gates.**
- The Asset Manager to chase TAP funding for skatepark floodlights – **Asset Manager to obtain licence from NDC. 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, Asset Manager to look into Warden Scheme**
- Draft lease to be drawn up for the Lantern Cafe. – **ongoing, Cllr G Schofield to prepare and hand to Turners**
- With regard to the Town Clock, the Asset Manager to use Turners as an intermediary with the new owner of the building regarding the electricity supply and negotiating terms. – **ongoing**
- The Proper Officer and Programme Manager to investigate costs for IT Provision at the Ilfracombe Centre. – **ongoing, first quote received 2 more quotes being obtained.** Committee members asked if a spec could be written and formed a working group of Cllrs: Gates, Crabb and Steve and Neil.
- **NEW ACTION:** Cllr B Gear asked the Asset Manager for an update on the lights at Cheyne Beach car park
- **NEW ACTION:** Cllr G Schofield asked if the Proper Officer could send through all the information on the debt and he will draft a letter to Companies House

Miss Rachel Collins
Proper Officer & Centre Manager

29 August 2018