



ILFRACOMBE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting 29 May 2018

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

COMMITTEE MEMBERS PRESENT: Cllrs; R Donovan (outgoing Chair), G Schofield, V Gates (7.15pm), L Aston, G Coulter, B Gear, S Trebble.

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

1.1 Apologies received: None

1.2 To elect a new Chair and Vice Chair of the Finance and General Purpose Committee

Cllr R Donovan was proposed as the Chair of this committee by Cllr B Gear, seconded by Cllr G Coulter and with all members in agreement was elected.

Cllr G Schofield was proposed as the Vice Chair of this committee by Cllr B Gear, seconded by Cllr G Coulter and with all members in agreement was elected.

1.3 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 1.6.17).

1.4 Adoption of minutes & matters arising from actions

Cllr B Gear proposed the minutes as a true and correct record, Cllr G Schofield seconded and all members were in favour of adoption.

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

1.5 FINANCE AND AUDIT

1.5.1 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.

1.5.2 To consider items for ring fencing of reserve funds as appropriate

Cllr R Donovan proposed that the surplus amounts from 17/18 for the following budgets to be transferred to specified reserves;

- Regeneration (nil)
- Town Assets/Street Furniture (£2,776)
- Staffing (£15,115)
- Ilfracombe Centre (nil)
- Marketing (£959)
- Lantern (£4,998)

Cllr B Gear seconded and all members were in favour.

Cllr R Donovan proposed to ring-fence an additional £100 for WWI Commemoration, Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – that the surplus amounts from 2017/18 budgets from Regeneration, Town Assets & Furniture, Staffing, Ilfracombe Centre, Marketing and the Lantern are ring-fenced for reserves and that an additional £100 is ring-fenced to WWI reserve.

1.5.3 Audit Matters

The Proper Officer noted that all audit documents had been submitted to the external auditor in a timely manner.

1.6 GENERAL PURPOSES

1.6.1 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 debt owed by the former tenants of the café was still outstanding and members agreed to the Proper Officer engaging a debt recovery agency.

NEW ACTION: The Proper Officer to engage a debt recovery agency to recover debt from Lantern café. The Asset Manager noted in her report that the working group had met and she had obtain costs from 3 commercial agents to market the café. Members were happy to instruct Turners as per the recommendation from the working group and the report.

NEW ACTION: To instruct Turners as commercial agents to market the Lantern café.

1.6.2 One Ilfracombe

Cllr R Donovan noted that they had a board meeting with good attendance. Cllr D Turton had submitted ideas for a zip wire project located at Capstone. The income received from this project would be used to fund One Ilfracombe. Cllr Rodney Cann has taken the proposal to North Devon Council.

Cllr R Donovan also noted that there has been positive response from the Mindful Communities event and they are now concentrating on maintaining finances. They are currently looking for Big Lottery funding for a mental health project in conjunction with North Devon Homes.

1.6.3 Car Parks

a) Ropery Road

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

b) Cheyne Beach Car park

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

Cllr B Gear asked if the Asset Manager could chase Premier Park for new signage. He also noted that after a meeting with the Environment Agency, their plan is to raise the wall at Cheyne Beach, therefore it's worth bearing in mind this may result in closure of the car park for a period of time.

1.6.4 The Ilfracombe Centre

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

1.6.5 Vision Community Centre

Cllr L Aston noted that everything is going well and a new speaker system has been installed. New tables have been set up and the interior of the centre looks more presentable.

Cllr R Donovan noted that holes made in the interior wall by the Youth Club have now been repaired and they are now looking at repainting the hall and replacing the carpets.

1.6.6 Lee Toilets

Toilets are open and are cleaned and checked daily. Grant funding for 2018/19 has been received (£550).

1.6.7 Green Team / Town Maintenance Operative updates

Cllr S Trebble noted that the Green Team are out working tomorrow and that DCC Highways have cut the grass at Mullacott. The Green Team will keep this area clean and tidy in preparation for Ilfracombe in Bloom. Recently the Green Team have been lifting unwanted shrubs and replanting at the Marlborough Road site and have received funding for 9 barrel planters which will be located on the concrete oversite of the old TIC. It is noted that the judging for Ilfracombe in Bloom is expected to be on Tuesday 10th July.

1.6.8 Drain Clearing

The Asset Manager noted that the Hygiene Operative is currently identifying blocked drains. Members are reminded to identify any blocked drains and report to the Asset Manager.

1.6.9 Grants

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

The Asset Manager noted that the planning application for the floodlights at the skate park has been recommended for approval by the Lead Planning Officer and is due at the District Planning Committee on Wednesday 13th June.

1.6.10 CCTV (general)

Cllr B Gear noted that the Embassy Cinema have said they would be happy to house a camera and wire it to their own system. Members requested an update from Cllr P Crabb in his absence this evening.

1.6.11 Insurance for Fore Street string lights / Harbour webcams – ITC 330 refers, Cllr B Gear

Report ITC 330 had been previously circulated and was also tabled this evening. The report requests insurance cover from ITC for the string lights on Fore Street and the Harbour webcams, neither of which are owned by ITC. Members agreed that Cllr S Trebble would speak to Stuart Coslett regarding the Fore Street lights as they may be able to tag onto the Combe Christmas lights. Members also suggested contacting the Tourist Information Centre to find out what insurance they have and whether it covers the Harbour webcams.

NEW ACTION: The Admin Assistant to contact Tourist Information regarding details of their own insurance.

Cllr L Aston noted that he would like to request insurance cover for the flag poles, Easter Egg displays on the High Street and that he will bring a report to the next committee meeting. Members agreed that a policy defining what is included in insurance should be implemented and that anything extra would need to be requested in writing.

1.6.12 Marketing budget – Report ITC 327

Report ITC 327 had been previously circulated and was also tabled this evening. Cllr N Pearson noted that the Ilfracombe Traders should have been listed on the report as a consultee.

Cllr G Schofield proposed that ITC agree to contribute a total of £2,764 + VAT from the marketing budget for part payment of TIC's new website as noted in the report. Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – That ITC agrees to contribute £2,764 + VAT from the Marketing budget for part payment of the TIC's new website.

1.6.13 Town Team radio mast (Portas) – Report ITC 328

Report ITC 328 had been previously circulated and was also tabled this evening. The report requested if the remainder of the Portas reserve (£210.32) could be used to contribute towards the installation of the Town Team mast and repeater at the Football Club. Cllr V Gates proposed to agree the recommendation as per the report, Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – That ITC agrees to contribute the remainder of the Portas reserve, (£210.32), to the installation of the Town Team Mast and repeater at the Football Club.

1.6.14 Plastic Free Ilfracombe Budget request – Report ITC 329

Report ITC 329 had been previously circulated and was also tabled this evening. The report requested a small budget of £200 for the Plastic Free Ilfracombe Project. Cllr S Trebble noted that this would allow posters could be printed to promote Plastic Free Ilfracombe around the town. Cllr R Donovan proposed to allocate £200 from ITC sundries to Plastic Free Ilfracombe, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – That ITC allocates a £200 budget to Plastic Free Ilfracombe from the sundries budget.

1.6.15 Report from Harbour Forum

Cllr B Gear noted that there was a meeting last month, it was noted that there isn't enough bins and suggested that ITC could invest in more. Cllr B Gear also suggested that ITC purchase some signs to try and prevent people feeding seagulls. Cllr S Trebble said he would have a meeting with local sign makers to get some costings and bring back to a future meeting.

Cllr B Gear also noted that applications are available to join the Harbour Board and that he will be applying.

1.6.16 Web/Facebook updates

Nothing to report.

1.6.17 Chair's Discretion

- Cllr G Coulter noted his concern with greenery growing on a wall in Fore Street, Cllr S Trebble said he would investigate with the Green Team and suggested Cllr G Coulter find out who owns the wall as it may be Devon County Council if on the Highway.
- Cllr S Trebble will bring a report to the next meeting to request a water refill station is installed at the Ilfracombe Centre as part of the Plastic Free Ilfracombe project.
- Cllr B gear asked if ITC would consider taking on the maintenance of a memorial bench he owns at Fairfield, Cllr R Donovan replied that there would need to be a count up the benches we already maintain as parts can be expensive and hard to obtain.
- Cllr S Trebble noted that at a recent Mayor Making Ceremony in Barnstaple, they had been running a project for disadvantaged children and that they had made a young girl a Mayor of Padfield School for her hard work, politeness and leadership, the child is an Ilfracombe resident and Cllr S Trebble asked if this could be promoted on the website.
- Cllr S Trebble noted that Barnstaple Town Council fund their own Christmas lights.
- Cllr S Trebble noted that he has received costings of around £1,500 for maintenance of the lights at the War Memorial, he will write and report and take it to Full Council.
- Cllr R Donovan walked around the town with DCC engineers looking at the pavements as there had been a couple of incidents where people had fallen over and obtained minor injuries. DCC are proposing to tarmac the pavements at St James' Place (retaining the small areas of brick paving), and Wilder Road from the junction with Church St to the Hermitage Road junction. Budgets for this will be allocated for 2019/20. DCC would like ITC to agree to this, so Cllr R Donovan will take to Full Council.

The meeting finished at 21:10

Recommendations to Full Council

- that the surplus amounts from 2017/18 budgets from Regeneration, Town Assets & Furniture, Staffing, Ilfracombe Centre, Marketing and the Lantern are ring-fenced for reserves and that an additional £100 is ring-fenced to WWI reserve.
- That ITC agrees to contribute £2,764 + VAT from the Marketing budget for part payment of the TIC's new website.
- That ITC agrees to contribute the remainder of the Portas reserve, (£210.32), to the installation of the Town Team Mast and repeater at the Football Club.
- That ITC allocates a £200 budget to Plastic Free Ilfracombe from the sundries budget.

Resume Actions

- The Asset Manager to look into a new 'pod point' that has been installed in Braunton. **Ongoing, Asset Manager in conversation with Instavolt, awaiting stats from Premier Park.**
- Car Park tidying up/painting. – **Lines painted, Asset Manager to get 3 quotes for wheelie bin boxes and report to next meeting – ongoing.**
- Cllr Crabb and the Asset Manager to look into power for the town clock and gaining access to the site. – **Cllr Crabb waiting to hear back from Barclays' Estates Management/CBRE, ongoing. Deeds now received from NDC, Asset Manager looking over them.**
- 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**
- The Asset Manager to contact Premier Park regarding replacement signs for missing ones. – **ongoing**
- The Asset Manager to chase planning application for skatepark floodlights – **Bob Pedlar recommended for approval, due 13th June**
- 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**
- **NEW ACTION:** The Proper Officer to engage a debt recovery agency to recover the debt from the Lantern Café.
- **NEW ACTION:** Once full information has been received and understood, the Asset Manager to instruct Turners as commercial agents to market the Lantern Café.
- **NEW ACTION:** The Admin Assistant to contact TIC to obtain details of their own insurance and what it covers (Harbour webcams)

Miss Rachel Collins
Proper Officer & Centre Manager

30 May 2018