



ILFRACOMBE TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
Tuesday 23rd April 2019

this was held in the Ilfracombe Centre, High Street, Ilfracombe and began at 7pm

COMMITTEE MEMBERS PRESENT: Cllrs; V Gates (A/Chair), L Aston, B Gear, P Crabb, G Coulter.
Also present: The Proper Officer and the Operations Supervisor.

12.1 Apologies received: Cllrs; R Donovan (other commitments), G Schofield (other commitments), S Trebble (other commitments).

12.2 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 12.5.15).

12.3 Adoption of minutes & matters arising from actions

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

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

12.4 FINANCE AND AUDIT

12.4.1 Financial Management

Presentation of the end of year Financial accounts 31 March 2019 together with the Annual Return and Annual Governance statement.

The Proper Officer presented the accounts for financial year ending 31 March 2019 which included:

- Summary of Accounts and Financial Data
- Annual Governance Statement
- Accounting Statements
- Comparison of income and expenditure against budget for 2018/19 and comparison to the previous financial year
- Detail and totals of ring-fenced and general reserves
- Accounting information for the Charity which the Town Council acts as trustee

The Proper Officer had recently met with the internal auditor, who will be supplying his feedback following this audit meeting. Mr Wright had asked if the Council would like him to attend their next meeting (at which the documents will be proposed for adoption). Committee members advised that they would like Mr Wright to attend to answer any questions arising from the meeting.

12.4.2 To consider items for ring fencing of reserved funds as appropriate

Cllr P Crabb proposed to continue to put underspent money from the following budgets into ring fenced reserves;

- Staffing £21,928
- Town Assets/street furniture £3,077
- Elections £2,000
- Lantern £3,747
- Ilfracombe Centre £4,000

Cllr L Aston seconded and all members were in favour.

Recommendation to Full Council – to continue to allocate underspent money from the Staffing, Town Assets, Elections, Lantern and Ilfracombe Centre budgets.

Cllr V Gates proposed to allocate £1,000 from reserves to a Hospitality budget, Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to allocate £1,000 from reserves to a Hospitality budget.

12.4.3 Audit Matters

See above.

Budget Tracker; a report of income and expenditure to date was tabled.

12.5 GENERAL PURPOSES

12.5.1 Town Assets (including Asset report)

The Asset report had been previously circulated to all members and was noted.

11.5.2 Car Parks

a) Ropery Road

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

- Request from Ilfracombe Pilot Gig Regatta to reserve 16 spaces in Ropery Road car park on Saturday 29th June 2019 – members were happy to agree to this request.
- Management contract options – Premier Park had sent a different option going forward for the management of Ropery Road car park, it was suggested to contact other car park operators before proceeding any further. The Operations Supervisor is waiting for more quotes.
- Car charging point update – InstaVolt have suggested a location for the charging points, members have asked for more information from InstaVolt before agreeing to this. Members had concerns regarding a draft lease document that had been received and decided to wait until options for the management of the car park had been discussed and decided.

Cllr B Gear noted that the coin machines have crashed several times in the last few months, the Operations Supervisor will look into a service contract.

NEW ACTION: The Operations Supervisor to look in to a service contract for the coin machines at Ropery Road car park.

Cllr B Gear noted he had received correspondence from a user of Ropery Road car park who had received a PCN in 2015. Members asked the proper Officer to find out some more information and establish the facts before writing a response.

b) Cheyne Beach car park

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening. So far 64 permits have been sold for 2019/20 season.

Cllr V Gates proposed to purchase the signs required for Cheyne Beach car park, Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – to purchase the required signs for Cheyne Beach car park.

12.5.3 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.

12.5.4 Vision Community Centre

Cllr L Aston noted that there is a committee meeting this Thursday 25th April. The abandoned car has now been moved. The floor repairs have been completed.

12.5.5 Public Toilets

ITC had previously expressed an interest to NDC in the Northfield Road site and the Cove toilets. Cllr P Crabb noted the Northfield Road site is on a floodplain with discussions ongoing and that the Cove toilets are being used as storage for the Canoe club until the Watersports Centre has been completed.

12.5.6 One Ilfracombe – to include Town Team feedback

Nothing to report this evening.

12.5.7 Green Team / Town Maintenance Operative updates

Nothing to report this evening.

12.5.8 Drain Clearing

Members were reminded to identify any blocked drains. The Operations Supervisor will chase up with Anne (Town Team).

12.5.9 Grants

Nothing to report this evening.

12.5.10 CCTV (general)

Discussions are ongoing and more information will be brought to the next meeting. Full Council had previously agreed to a second camera after a recommendation from this committee.

12.5.11 Dotto Train

A working group has been formed and they will arrange to have their first meeting within the next few weeks.

12.5.12 Report from Harbour Forum

Nothing to report this evening.

12.5.13 Web/Facebook updates

Nothing to report this evening.

12.5.14 Correspondence/Licences

Nothing to report this evening.

12.5.15 Chair's Discretion

Cllr L Aston asked if a working group could be formed to look at improvements to cycle ways and to put pressure on DCC, members suggested bringing a report to the next Full Council meeting.

Cllr G Coulter asked if a traffic monitoring system could be set up on Fore Street similar to what was carried out at Hele, members suggested speaking to PSCO Karen Grant for more information.

The meeting finished at 20:15

Recommendations to Full Council

- to continue to allocate underspent money from the Staffing, Town Assets, Elections, Lantern and Ilfracombe Centre budgets.
- to allocate £1,000 from reserves to a Hospitality budget
- to purchase the required signs for Cheyne Beach car park

Resume Actions

- To look into a new 'pod point' that has been installed in Braunton. – **Instavolt carried out site visit & have suggested a location. They advise that 1 hour free parking will apply to charging cars. Trying to solve 'free 1st hour' issue as doesn't work with ANPR cameras. Hold off until management of car park has been decided. N Pearson will obtain feedback from Braunton – Ops Supervisor to continue going forward**
- Car Park tidying up/painting. - **S&J Decorating to start works in February 2019 – work not yet started, will chase. – Ops Supervisor to continue going forward**
- Working group (Crabb, Gates, SS, NI) to meet and investigate spec/costs for IT Provision at the Ilfracombe Centre. – **a meeting with potential suppliers took place on 21st March, quote received (SS)**
- to report on Cheyne car park lights – **awaiting delivery of replacement lights from CEF, members agreed cost £250 + VAT for labour, fixings. – Ops Supervisor to continue going forward**
- Obtain 3 quotes for drain clearing – **Town Team involvement to identify blocked drains, ongoing, Operations Supervisor to chase Town Team (Anne)**
- To look into a 'pay on exit' scheme and arrange meetings with other car operators & Premier Park to investigate management options for Ropery Road car park. **Proper Officer contacted another operator and NDC, Ops Supervisor to continue going forward.**
- Cllr S Trebble to obtain quotes for replacement control/power supply for lights at war memorial **Steve Trebble to bring quotes/report to next meeting**
- **NEW ACTION:** The Operations Supervisor to look into service contracts for the coin machines at Ropery Road car park.



Miss Rachel Collins
Proper Officer & Centre Manager

24 April 2019