



## IILFRACOMBE TOWN COUNCIL

### Minutes of Finance & General Purposes Committee Meeting

Tuesday 28<sup>th</sup> May 2019 at 7pm

*This was held in the Council Chamber The Ilfracombe Centre 44 High Street*

**Committee members present** - : Cllrs; R Donovan (outgoing Chair), L Aston, P Crabb, V Gates, G Coulter, S. Trebble,

Also present: Cllrs: N Pearson, T Elliott the programme Manager and the Operations Supervisor.

#### **1.1 To elect a new Chair and Vice Chair of the Finance and General Purpose Committee**

Cllr R Donovan was nominated for Chair of the Finance & General Purposes Committee by Cllr S Trebble seconded by Cllr V Gates. All members were in agreement and Cllr R Donovan was elected as Chair. Cllr L Aston was nominated for Vice-Chair of the Finance & General Purpose Committee by Cllr R Donovan, seconded by Cllr P Crabb. All members were in agreement and Cllr L Aston was elected as Vice-Chair.

#### **1.2 To Receive and note Apologies** Cllr B Gear (holiday)

#### **1.3 Declarations of interest and notification of Chairs Discretion**

A record book was made available and members were reminded of the requirement to note their declarations of interest as required under the code of conduct (revised 10/12/18). (For chairs discretion see 1.6.17)

#### **1.4 Adoption of minutes & matters arising from actions**

Cllr V Gates proposed the minutes as a true and correct record. Cllr P Crabb 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**

Cllr P Crabb noted CCTV running costs not in budget. Cllrs discussed budget report and will continue to monitor.

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

The 2018 balance of regeneration budget to be ring-fenced in reserve funds was proposed by Cllr R Donovan, seconded by Cllr V Gates. All members were in favour.

**Recommendation to Full Council** – to ring-fence the underspent regeneration budget from 2018/19 financial year in reserves

Cllr S Trebble raised electricity supply for High Street lights, Cllr R Donovan confirmed this would be covered by Town assets budget. Discussed under chairs discretion see 1.6.17

#### **1.5.3 Audit Matters**

Nothing reported

### **1.6 GENERAL PURPOSES**

1.6.1 Town Assets – Asset Report had been previously circulated and contents were noted.

The Lantern Café draft deed of variation is back with solicitors for further amendment to include tequila under allowed alcohol and with an amended accurate plan of site. Legal costs £500 approx. and £2,000 fee of release will be met by Ilfracombe Town Council, 50% of which the tenant has agreed to pay over time.

**Recommendation to Full Council** – to agree payment of legal costs and fee £2000. Tenant to reimburse 50% over time.

#### **1.6.2 Car Parks**

##### **a) Ropery Road car park**

- Management Contract options: Cllrs discussed current ANPR system vs pay on exit. Cllrs fed back on concerns related to present system.

Cllr. G.Coulter raise a concern from member of public that the cameras may not be legal. Cllr P. Crabb stated this was not part of ITC responsibility and NDC planning should be approached if necessary.

Cllrs discussed large signage, unsure if this has been completed.

**NEW ACTION:** Operations Supervisor to follow up enquiries to EuroCar Parks, North Devon Council to obtain responses and arrange a follow up meeting between Premier Parking and Cllrs.

-Car charging point update was included in the asset report, still awaiting additional information from Braunton.

Car Park tidying up/painting included in asset report - **S&J Decorating to start works due in February 2019 – work not yet started and no response to follow up calls**

**NEW ACTION** : Ops Supervisor to follow up on other quotes on record.

#### **b) Cheyne Beach car park.**

Cllr P Crabb raised monitoring of unpermitted parking. Cllr G Coulter suggested stickers for those cars parked without a permit.

**1.6.3 The Ilfracombe Centre** – Centre Manager Report previously circulated and contents were noted. The programme Manager updated Cllrs re North Devon Council grant monies for high street funding. Cllr V Gates raised concerns on council officers proposing this spend without including councillors or due process. **Recommendation to Full Council** – The programme Manager to provide a full report on NDC grant application for high street funding.

#### **1.6.4 Vision Community Centre**

Cllr R Donovan gave verbal update.

Floor repaired using grant money cost £1,300.

Supplier for electric has been changed. Committee to discuss raising hire charges because of rising electric costs.

Front Door needs replacing also.

Problem with Knotweed.

#### **1.6.5 Public Toilets**

Public Toilets on pier in poor state and require an urgent much improved cleaning regime. There have been complaints and Cllr V Gates has been visiting site. NDC state they have an adequately cleaning regime. Cllr V Gates proposed ITC take on cleaning utilising additional hours from ITCs current cleaner. Cllr R Donovan had concern on this approach General discussion ensued. Cllr P Crabb advised on 'Community Right to Challenge'

**NEW ACTION** – Cllr R Donovan to draft a letter to NDC

**Recommendation to Full Council** – to progress a Community Right to Challenge on Ilfracombe toilets owned and maintained by NDC. (not specific to Pier Toilets)

#### **1.6.6 One Ilfracombe – to include Town Team feedback**

The Programme Manager gave meeting a verbal update. The One Northern Devon commissioned work has commenced and will last 12 months. The iBCF funding which is the joint One Ilfracombe and Combe Coastal project is also well underway and initial feedback from the practice has been extremely positive. Further work on promotion of One Ilfracombe will take place to show case the achievements and the skills of the team. One Ilfracombe has also granted £4,000 for Belle's place to deliver a meals service on Wednesdays and Thursdays. This is from Police funding and will compliment there already existing meals service on Mondays.

**1.6.7 Green Team / Town Maintenance Operative updates** – The Town Maintenance Operative's report had been previously circulated and contents was noted.

Cllr S Trebble gave a verbal update on Green Team. Cllr S Trebble is also storing the ride on lawnmower. Cllrs discussed option to sell.

**NEW ACTION:** The Programme Manager to liaise with Cllr S.Trebble to put advert out using social media.

#### **1.6.8 Drain clearing**

Members noted timely drain cleaning is challenging. Need to identify an accurate and effective map of problematic drainage.

#### **1.6.9 Grants**

Nothing to report

#### **1.6.10 CCTV (general)**

Cllr P Crabb raised the issue of the camera in direction of Queens. Potentially to be sited on the Lantern Also Traders are funding camera at Mullacott Industrial Estate entrance with number plate recognition. CoOp are also getting advanced system in store.

The Programme Manager updated members to note that NDC have taken a proposal to their executive on CCTV renewal in North Devon. This is the replacement of all cameras in Barnstaple and includes a camera in Ilfracombe. I believe this has been agreed and NDC will fund one camera in the high street and the cameras in the Harbour (note – He is asking Barnstaple Town Centre Manager, Hannah Harrington for an update to confirm). They will also fund all the infrastructure for the CCTV – this is about £15k. Fore Street also want to fund their own camera. Mullacott businesses are funding their own camera (Number plate recognition).

**1.6.11 Dotto Train** - Report had been previously circulated and contents was noted.

Members had a general discussion on route and the price of tickets. Cllrs: P Crabb & R Donovan felt it would require longer route to be licensed, taking in full high street with a train 'stop' point to travel from West to East. Cllr P Crabb suggested increasing the price of tickets. Sue advised that the current financial forecast is based on short journey so at current prices the long journey will decrease income and increase expense. Sue also drew Cllrs attention to Risk Analysis at the end of the report. Cllr V Gates stated her satisfaction with the proposed mitigations.

Cllr V. Gates wanted assurance that private hire would still be possible. Cllr R Donovan confirmed.

**Recommend to Full Council** – to progress Dotto Train.

**NEW ACTION** – Task Group to arrange meeting with James Anstey in Ilfracombe to walk route and discuss potential stop points.

#### **1.6.12 Cycle route (Cllr Gear)**

Cllr P Crabb - Willingcott to Knowle DCC Funding and progress on this is unclear.

**NEW ACTION** – Formal letter to go to Dave Black via Cllr P Crabb to request an update.

#### **1.6.13 Bird of Prey flying programme.**

Nothing further to report

#### **1.6.14 Report from Harbour Forum**

Nothing to report

#### **1.6.15 Web/Facebook updates**

Discussion on need to improve general public awareness of roles and responsibilities of both ITC & NDC. The Programme Manager updated members with plans for website and promotion of ITCs work.

#### **1.6.16 Correspondence/Licenses**

Nothing to report

#### **1.6.17 Chair's Discretion**

Cllr G Coulter raised residents' concerns of traffic speed down Fore Street and Montebello boarding.

Members discussed options available and agreed 10mph is probably the suitable limit but would be difficult to obtain. Cllr P Crabb expressed view that majority of traffic is taxis and so might be potentially dealt through licensing.

**NEW ACTION:** Cllr P Crabb to raise traffic issue with NDC.

Cllr S Trebble raised Western Power works.

War Memorial - significant savings were made on original quote of £3k for replacement power box work, final costs of c£300.

High Street – 5 power boxes in town. Some of these have been problematic with the street decorations.

Need for clarity on electricity supply. Western Power advise insertion of small box at each site at a cost £1k to resolve problem and electric bill will then be paid by ITC.

**Recommendation to Full Council** – To progress works needed in High Street and Cllr S Trebble will provide additional information.

The Meeting finished at .....

#### **Recommendations to Full Council**

- to ring-fence the underspent regeneration budget from 2018/19 financial year in reserves
- To agree payment of legal costs and fee £2000 for amendment to covenant for Lantern cafe. (Tenant to reimburse 50% over time).
- The Programme Manager to provide full report to Full council on the NDC grant application for high street funding.
- To progress a Community Right to Challenge on Ilfracombe toilets owned and maintained by NDC. (not specific to Pier Toilets)
- To progress Dotto Train.
- To progress electricity works needed in High street. Cllr S Trebble will provide information to Full Council

#### **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 1<sup>st</sup> 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**
- **Operations Supervisor to follow up enquiries to EuroCar Parks, North Devon Council to obtain responses and arrange a follow up meeting between Premier Parking and Cllrs.**

- Car Park tidying up/painting. - S&J Decorating works due in February 2019 – work not yet started and no response to follow up calls. – Ops Supervisor to follow up on other quotes on record.
- Town Team involvement to identify blocked drains, ongoing, Operations Supervisor to liaise with Town Team (Anne)
- 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 21<sup>st</sup> March, quote received (SS)

**NEW ACTIONS:**

- Steve to provide a full report on NDC grant application for high street funding to Full Council.
- Action Steve S. to liaise with Cllr S.Treble to put ride on lawnmower for sale advert out using social media.
- Cllr R. Donovan to draft a letter to NDC re condition of Pier Toilets
- Task Group to arrange meeting with James Anstey in Ilfracombe to walk Dotto train proposed route and discuss potential stop points.
- Formal letter to go to Dave Black via Cllr P. Crabb to request an update on cycle route.

Minutes taken by Sue Peters, Operations Supervisor

29<sup>th</sup> May 2019



**Rachel Collins,  
Proper Officer – Ilfracombe Town Council**