



IILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting

Monday 24th June 2019 at 7pm

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

Committee members present - : Cllrs; R Donovan (Chair), L Aston, P Crabb, V Gates, G Coulter, S Trebble, K Leck, B Gear, D Turton,
Also present: Cllr T Elliott the Proper Officer and the Operations Supervisor.

2.1 Apologies received: None

2.2 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 2.5.18)

2.3 Adoption of minutes & matters arising from actions

Cllr V Gates 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.

2.4 FINANCE AND AUDIT

2.4.1 Financial Management – Budget Tracker; a report of income and expenditure to date

The Proper Officer tabled updated budget exceptions noting all income was included and up to date.

2.4.2 Audit Matters

The Proper Officer noted that the Annual Governance and Accountability Return for financial year ending 31 March 2019 had been submitted to the external auditor on 14th May.

2.5 GENERAL PURPOSES

2.5.1 Town Assets (including Asset report)

The Asset report had been previously circulated and contents were noted.

2.5.2 Car Parks

a) Roper Road car park

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

- Reserved spaces request – members were happy for Combe Christmas to reserve the whole car park for 5 days from 28th November until 2nd December inclusive

- Management Contract options – Report ITC 390 had been previously circulated. Cllrs discussed the options for management of the car park contained within the report. Cllr V Gates proposed to pursue the arrangement with NDC as laid out in the report keeping hours/rates in line with NDC car parks in Ilfracombe, Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – to pursue the arrangement with NDC for the management of Roper Road car park keeping hours/rates in line with NDC car parks in Ilfracombe.

Cllr B Gear noted that one of the coin machines at Roper Road car park is faulty, Cllr P Crabb proposed to have both machines serviced and receive a report of all faults, Cllr K Leck seconded and all members were in favour.

Recommendation to Full Council – to have both coin machines at Roper Road car park serviced and received a report of all faults.

b) Cheyne Beach car park.

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening. 63/65 permits have been sold for 2019/20 season.

Cllr T Elliott raised an issue regarding the trade waste bins located at Cheyne Beach car park, Cllr R Donovan will take the issue to the Town Team meeting on Tuesday 25th June.

2.5.3 The Ilfracombe Centre – Centre Manager Report

The Proper Officer had previously circulated her report and the contents were noted.

Cllr P Crabb proposed to replace the failed batteries in the emergency lights at the Ilfracombe Centre at a cost of £691, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to replace worn out batteries for the emergency lighting at the Ilfracombe Centre at a cost of £691

2.5.4 Vision Community Centre

Cllr L Aston noted that:

- Committee meeting was held on Thursday 20th June
- The hall has been decorated
- There is an issue with the doors
- Bookings remain constant
- Tidying up taking place
- In process of negotiating new cleaning suppliers
- AGM due on Thursday 1st August 2019

2.5.5 Public Toilets

Nothing to report this evening.

2.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted that all members should have received the highlight report. The AGM is due to be held on Wednesday 31st July 2019.

2.5.7 Green Team / Town Maintenance Operative updates

Cllr S Trebble noted that the Green Team are involved with Ilfracombe in Bloom in preparation for the judging in July.

Cllr L Aston has volunteered to help the Green Team with grass cutting at Langleigh Park.

The Town Maintenance Operative's report had been circulated to all members.

2.5.8 Drain clearing

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

2.5.9 Grants

Nothing to report this evening.

2.5.10 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 which has now been received and location is being sought. Cllr P Crab proposed to purchase 3 signs to make the public aware that CCTV is operating, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to purchase 3 CCTV operating signs.

2.5.11 Dotto Train

The Proper Officer noted and advised members that there is yet to be approval from Full Council/Staffing Committee for resource implications for working on the Dotto Train project and that a considerable amount of hours had been put in by the Operations Supervisor, none of which had been agreed leading to some job responsibilities not being fulfilled.

Cllr V Gates asked for a report showing a breakdown of resource implications, proposed staffing arrangements, management and H&S all relating to the Dotto Train to go to the next Staffing Committee meeting due on Monday 1st July to be agreed.

2.5.12 To agree spend for the High Street Community Clean-up fund – ITC 341

Members were in agreement that the items on the list in Appendix B attached to the report should not be purchased.

Suggestions included labour for fixing flag brackets to buildings along the High Street and to repair some of the benches. Quotes will be obtained and brought back to the next meeting.

2.5.13 Bird of Prey flying programme

Cllr B Gear will get an update of costs from the Harbour Master and bring back to the next meeting.

2.5.14 North Devon Records Office

In December 2018, this council agreed to contribute £500 per year for the next 3 years to the North Devon Records Office and to review annually. A request had been received from the North Devon Records Office for this year's payment, all members were happy to agree this payment.

Cllr S Trebble left the meeting at 20:40pm

2.5.15 Report from Harbour Forum

Cllr B Gear noted there had been a detailed discussion regarding the development of the Watersports Centre.

2.5.16 Web/Facebook updates

Nothing to report.

2.5.17 Correspondence/Licenses

Nothing to report.

2.5.18 Chair's Discretion

Cllr B Gear noted that former Ilfracombe Town Cllr Ron Ley had been co-opted onto Mortehoe Parish Council and that he would like to have a meeting with Cllrs: P Crabb and L Aston regarding the cycle track. Cllr S Trebble had brought some quotes to the meeting for electric works on the High Street and War Memorial, members asked for more clarification and a report to Full Council prior to their agreement.

The Meeting finished at 21:00

Recommendations to Full Council

- to pursue the arrangement with NDC for the management of Ropery Road car park keeping hours/rates in line with NDC car parks in Ilfracombe.
- to have both coin machines at Ropery Road car park serviced and received a report of all faults.
- to replace worn out batteries for the emergency lighting at the Ilfracombe Centre at a cost of £691
- to purchase 3 CCTV operating signs

Resume Actions

- Operations Supervisor to look into a new 'pod point' that has been installed in Braunton. – **Instavolt carried out site visit & have suggested a location. N Pearson suggested obtaining feedback from petrol garage in Braunton, Cllr D Turton will make some enquiries elsewhere and bring a report back to F&GP**
- Car Park tidying up/painting. - **S&J Decorating to start works in September 2019**
- Working group (Crabb, Gates, SS, NI) to meet and investigate spec/costs for IT Provision at the Ilfracombe Centre. – **working group meeting on 2nd July, SS meeting NDC IT pm 2nd July.**
- Obtain 3 quotes for drain clearing – **Town Team involvement to identify blocked drains, ongoing, Operations Supervisor to chase Town Team**
- The Operations Supervisor to look into service contracts for the coin machines at Ropery Road car park. – **see report ITC 390 F&GP agreed (June 2019) to service both machines**
- The Programme Manager to liaise with Cllr S Trebble to put advert out using social media to sell lawn mower
- Dotto Train Task Group to arrange meeting with James Anstey in Ilfracombe to walk route and discuss potential stop points.
- Cllr P Crabb to raise Fore Street traffic speed issue with NDC.

25th June 2019



Rachel Collins,
Proper Officer – Ilfracombe Town Council