



IILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting

Monday 22nd July 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: Cllrs: P Coates and T Elliott, the Proper Officer, the Programme Manager and the Operations Supervisor.

3.1 Apologies received: None

3.2 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 3.5.19)

3.3 Adoption of minutes & matters arising from actions

Cllr P Crabb proposed the minutes as a true and correct record. Cllr L Aston seconded and all members were in favour of adoption.

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

3.4 FINANCE AND AUDIT

3.4.1 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.

3.4.2 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.

3.5 GENERAL PURPOSES

3.5.1 Town Assets (including Asset report)

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

3.5.2 Car Parks

a) Ropery Road car park

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

- Reserved spaces request – none.
- Management Contract options – Car park ticket costs, charging hours and vehicle classification agreed with NDC, had been previously circulated and was tabled this evening.
- Car charging point update – Cllr D Turton has been looking into alternative car charging points and will bring more information to the next meeting.

Cllr B Gear asked if the Operations Supervisor could look into having an additional bin to be emptied weekly located in the car park.

NEW ACTION: The Operations Supervisor to look into an additional bin for Ropery Road car park.

An email had been sent to all committee members from a customer of Ropery Road car park who had received a PCN, the email will be referred back to Premier Park.

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.

3.5.3 The Ilfracombe Centre – Centre Manager Report

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

3.5.4 Vision Community Centre

Cllr L Aston noted that the AGM is being held on Thursday 1st August 2019, 7.30pm, all are welcome to attend.

Cllr R Donovan noted that he'd received a call from a solicitor informing him that £2k had been left to the Vision Centre in a will, he is awaiting more details.

3.5.5 Public Toilets

Cllr B Gear noted that he is meeting with the Harbour Master regarding the cleanliness of the harbour toilets, he will bring more information back to this committee.

3.5.6 One Ilfracombe – to include Town Team feedback

The programme Manager noted that a Primary Care Network had been established and there may be an opportunity for some funding for social prescribing, so he will be taking a proposal to the One Ilfracombe board meeting prior to the next Full Council meeting. The AGM is due to be held on Wednesday 31st July 2019, 4pm, all are welcome to attend.

3.5.7 Green Team / Town Maintenance Operative updates

Cllr S Trebble noted that the judging for Ilfracombe in Bloom is taking place on Wednesday 24th July. Cllr T Elliott asked if Cow Lane could be swept prior to judging, Cllr S Trebble referred her to NDC/Town Team but said it would be unlikely to happen before the judging takes place.

Cllr T Elliott noted some fly-tipping had taken place at Cow Lane, the Operations Supervisor will report this to NDC.

Cllr R Donovan noted that he and a volunteer had replaced the glass in one of the bus shelters.

3.5.8 Drain clearing

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

Cllr P Crabb noted that the drains on Wilder Road leading to Lidl were non-operational in heavy rain last week and has asked DCC to clear them.

Cllr B Gear proposed to purchase a stencil (£25) and paint to go around drains to try and deter littering in and around them. Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to purchase a stencil (£25) and paint to go around drains.

3.5.9 Grants

Nothing to report this evening.

3.5.10 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.

3.5.11 IT Provision (report from the Programme Manager)

The Programme Manager had previously circulated report ITC 395 which was also tabled again this evening. The report outlined the benefits and risks in continuing the IT provision with NDC or outsourcing to a new supplier, the Programme Manager also gave a detailed breakdown of what costs would be involved for both options.

Cllr B Gear proposed to continue the IT Provision at the Ilfracombe Centre with North Devon Council, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to continue the IT Provision at the Ilfracombe Centre with North Devon Council.

3.5.12 ‘You Are Here’ Sign

Members discussed and agreed in principle a need for a ‘You are here’ sign for Ropery Road car park and the High Street. Cllr P Coates will take to the Marketing Group to obtain costs and then bring back to this Committee.

3.5.13 Dotto Train

Cllr R Donovan noted that Filers have now agreed to sign the contract with NDC to run the Dotto Train. This Council will underwrite the insurance and Business Rates up to £3k as agreed at Full Council. A business plan will be worked on with a view to ITC operating the Dotto Train next year.

3.5.14 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.

3.5.15 Medal for Freeman/Freewoman status

At the last Full Council meeting, members agreed to award the Status of Freeman to former Cllr Mike Edmunds. The Proper Officer looked into Freeman/Freewoman medals and had previously circulated report ITC 394 which was also tabled this evening.

Cllr V Gates proposed to purchase 20 medals as per option 3 within the report, Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to purchase 20 Freeman/Freewoman medals.

3.5.16 Report from Harbour Forum

Cllr B Gear noted the seagull signs had been put up and minutes from the last Harbour Forum had been circulated to all members.

3.5.17 Web/Facebook updates

Nothing to report.

3.5.18 Correspondence/Licenses

Nothing to report.

3.5.19 Chair's Discretion

Cllr S Trebble noted that electrical work starts at the War Memorial on 9th September and on the High Street on 16th September.

Cllr S Trebble also noted that he'd received an email from the electrical contractor outlining a wiring issue with some of the power boxes on the High Street, more information will be provided at the next meeting.

The Meeting finished at 20:55

Recommendations to Full Council

- To purchase a stencil (£25) and paint to go around drains.
- To continue the IT Provision at the Ilfracombe Centre with North Devon Council.
- To purchase 20 Freeman/Freewoman medals.

Resume Actions

- The 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. – **COMPLETED – F&GP agreed to continue with NDC**
- 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. – **ongoing**
- The Programme Manager to liaise with Cllr S Trebble to put advert out using social media to sell lawn mower – **ongoing**
- Dotto Train Task Group to arrange meeting with James Anstey in Ilfracombe to walk route and discuss potential stop points. **COMPLETED**
- Cllr P Crabb to raise Fore Street traffic speed issue with DCC. **COMPLETED**

New Actions

- The Operations Supervisor to look into an additional bin for Ropery Road car park.

23rd July 2019



Rachel Collins,
Proper Officer – Ilfracombe Town Council