



IILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting

Tuesday 27th August 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, K Leck, B Gear, D Turton,
Also present: Cllr N Pearson, the Proper Officer and the Programme Manager.

4.1 Apologies received: Cllr S Trebble (other commitments)

4.2 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 4.5.20)

4.3 Adoption of minutes & matters arising from actions

Cllr V Gates 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.

4.4 FINANCE AND AUDIT

4.4.1 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.

4.4.2 Audit Matters

The Proper Officer noted that the closure notice and completion statement for the Annual Governance and Accountability Return for financial year ending 31 March 2019 had been received from the external auditor with no matters arising. Members thanked the Proper Officer for her good work completed to achieve this.

4.5 GENERAL PURPOSES

4.5.1 Town Assets (including Asset report)

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

Members suggested that a report is obtained from the contractor servicing the current boiler at the Lantern and that when looking into options for a replacement, separate boilers for each floor should be investigated. Quotes for the boiler and the lift at the Lantern should be obtained as soon as possible and brought back to this Committee to be factored into the budget.

NEW ACTION: The Facilities Supervisor to obtain quotes for replacing the boiler (see minutes) and lift at the Lantern.

Report ITC 399 had been circulated to all members and highlighted a need to repair the mechanism on the automatic doors of the lantern Café.

Members suggested deferring this item to the next meeting and that the Facilities Supervisor investigates further into the parts required.

NEW ACTION: The Facilities Supervisor to investigate further into parts required for the automatic doors located at the Lantern Café.

Cllr R Donovan asked if the bus shelters could be hosed down periodically.

Cllr P Crabb noted some 'end of use' plants had been reduced at a local garden centre.

4.5.2 Car Parks

a) Ropery Road car park – to include report ITC 400 – Ropery Road ticket machines

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

Report ITC 400 had not been submitted or circulated and therefore was not discussed at this evening's meeting.

Cllr B Gear noted that the new signs for Ropery Road car park will be installed by 9th October 2019 and that all servicing and maintenance can commence November-March.

Cllr B Gear also noted that a canoe had been padlocked to the car park located next to the Gig Boats, members asked if the Town Maintenance Operative and the Facilities Supervisor could visit the site and issue a 7-day removal notice to the owner.

NEW ACTION: The TMO/Facilities Supervisor to visit the site of the canoe padlocked to Ropery Road car park and issue a 7-day removal notice.

Cllr B Gear noted that a resident on Fore Street is placing a domestic bin in the commercial bin store located at Ropery Road car park and asked if a letter could be sent to the owner for its removal.

NEW ACTION: The Proper Officer to write a letter to a resident of Fore Street who is placing a domestic bin in the commercial bin store located at Ropery Road car park.

b) Cheyne Beach car park.

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

Members suggested investigating a parking permit template for use in Cheyne Beach car park.

NEW ACTION: The Operations Supervisor to investigate a parking permit template for use in Cheyne Beach car park.

4.5.3 The Ilfracombe Centre – Centre Manager Report

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

The Proper Officer noted that BT had advised the 'adopt a phone box' scheme would only be available if it was to be used to house a defibrillator. Members noted that a defibrillator would be of more use located at the Vision Centre and asked the Proper Officer to investigate. Members agreed to not proceed any further in adopting a BT phone box.

NEW ACTION: The Proper Officer to look into costs of installing a defibrillator at the Vision Community Centre and take a report to Full Council.

4.5.4 Vision Community Centre

Cllr L Aston noted that the AGM was held on Thursday 1st August 2019 and that Cllr P Coates had been elected to join the Committee.

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.

4.5.5 Public Toilets

Cllr R Donovan noted that Full Council had agreed to contribute up to £300 for the provision of Seafront toilets, however, the Landmark Theatre Manager had declined the offer.

Cllr B Gear noted that the Harbour Master is content with a £100 contribution towards the Pier toilets and he will bring more information on costs to the next meeting.

Members noted that the provision is certainly not good enough at the moment and a meeting with NDC should be organised, Cllr N Pearson will take this forward and will bring data on usage and costs back to this committee via a report.

4.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted there was a Town Team meeting held last week and that the minutes should have been circulated to all members.

4.5.7 Green Team / Town Maintenance Operative updates

The Proper Officer read the top tips for the month from the TMO report within the Asset report.

4.5.8 Drain clearing

Cllr P Crabb suggested doing a leaflet drop to advise residents of identifying drains in need of clearing.

Members were asked to identify blocked drains and report back to the Operations Supervisor.

Cllr P Crabb also suggested that a street map of the town is circulated to all members to identify drains and mark all that are blocked preferably before winter and with a target date.

NEW ACTION: The Operations Supervisor to send a map to all members to identify blocked drains for clearing before winter and with a target date set.

Cllr L Aston noted that he had received a letter from a local business with concerns about the flooding from Springfield Road into the High Street. The letter was circulated and noted.

4.5.9 Grants

Nothing to report this evening.

4.5.10 CCTV (general)

The Programme Manager noted that NDC are expected to make a decision on a CCTV system on Monday 2nd September at their Strategy Committee.

4.5.11 IT Provision (report from the Programme Manager)

The Programme Manager had previously circulated report ITC 340 which was also tabled this evening. The report requested that a budget is allocated to replace IT equipment by the end of 2019.

Cllr P Crabb proposed to agree budget of up to £9,200 from the existing IT budget and reserves to replace the IT equipment by the end of 2019 and to audit all current and existing IT equipment, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to agree a budget up to £9,200 from the existing IT budget and reserves to replace the IT equipment by the end of 2019 and to audit all current and existing IT equipment.

4.5.12 Request to purchase Honour board for Freeman – ITC 398 refers

The Proper Officer had circulated report ITC 398 to all members and all table the report this evening. The report was a request to purchase an Honour board to display names of those with Freeman status. Cllr R Donovan proposed to purchase option 2 at a cost of £334.59, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to purchase an Honour board to display names with Freeman status at a cost of £334.59

4.5.13 Dotto Train

The Programme Manager noted that he is working on a business plan for ITC to operate the Dotto Train next year. He also noted that he had a conversation with an individual from Whitby who would be interested in talking to Members about the operation. The Programme Manager will circulate the estimated costings to all members.

Cllr P Crabb noted that this will be discussed at the next Regeneration Board meeting.

Cllr R Donovan noted that Filers have signed the agreement with NDC to run the Dotto Train this year and it was used for the Ilfracombe Carnival on Sunday.

Cllr K Leck thanked Cllr R Donovan for his hard work in order to ensure the Dotto Train was operational this year.

4.5.14 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.

4.5.15 Wildersmouth water testing options

The Proper Officer had received an email from the Environmental Health team at North Devon Council inviting ITC to meeting with the Environment Agency to discuss Wildersmouth beach, Cllrs: V Gates, J Williams and T Elliott will be attending and will bring information back to the Council.

Members suggested organising and carrying out water samples/tests from the source to isolate the issue.

Cllr D Turton will contact NDC to ask them to carry out the tests and for information on the de-designation of Wildersmouth beach as a bathing beach and testing figures from the Environment Agency.

4.5.16 Healthy & Happy Communities: Devon's Joint Health & Wellbeing Strategy 2020-2025 Draft Consultation response (Cllr P Crabb DCC report)

Cllr P Crabb gave a brief summary of the consultation which ends on 5th September and noted that members could make individual responses. The Programme Manager will submit a response from One Ilfracombe.

4.5.17 Report from Harbour Forum

Cllr B Gear noted that since he has been elected to the Harbour Board, he can no longer sit on the Harbour Forum, Cllr P Crabb will look into replacing him on the Harbour Forum.

Cllr B gear said he had attended a presentation from the Border Force agency on terrorism and they would like to present to this Council, the Programme Manager will look into this as part of the Resilience Group.

4.5.18 Web/Facebook updates

Nothing to report.

4.5.19 Correspondence/Licenses

A notice for the review of a premises licence at the Bunch of Grapes, 36 High Street, Ilfracombe had been circulated to all members and was noted. Members can respond as individuals if they wish.

4.5.20 Chair's Discretion

No requests this evening.

The Meeting finished at 21:30

Recommendations to Full Council

- to agree a budget up if to £9,200 from the existing IT budget and reserves to replace the IT equipment by the end of 2019 and to audit all current and existing IT equipment.
- to purchase an Honour board to display names with Freeman status at a cost of £334.59

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

New Actions

- **NEW ACTION:** The Facilities Supervisor to obtain quotes for replacing the boiler (see minutes) and lift at the Lantern.
- **NEW ACTION:** The Facilities Supervisor to investigate further into parts required for the automatic doors located at the Lantern Café.
- **NEW ACTION:** The TMO/Facilities Supervisor to visit the site of the canoe padlocked to Ropery Road car park and issue a 7-day removal notice.
- **NEW ACTION:** The Operations Supervisor to write a letter to a resident of Fore Street who is placing a domestic bin in the commercial bin store located at Ropery Road car park.
- **NEW ACTION:** The Operations Supervisor to investigate a parking permit template for use in Cheyne Beach car park.
- **NEW ACTION:** The Proper Officer to look into costs of installing a defibrillator at the Vision Community Centre and take a report to Full Council.
- **NEW ACTION:** The Operations Supervisor to send a map to all members to identify blocked drains for clearing before winter and with a target date set.

29th August 2019



Rachel Collins,
Proper Officer – Ilfracombe Town Council