



IILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting

Monday 23rd September 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, V Gates, G Coulter, K Leck, B Gear, D Turton.

Also present: Cllrs: T Elliott, N Pearson and the Proper Officer.

5.1 Apologies received: Cllr S Trebble (other commitments), Cllr P Crabb (DCC meeting).

5.2 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 5.5.18)

5.3 Adoption of minutes & matters arising from actions

Cllr R Donovan 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.

5.4 FINANCE AND AUDIT

5.4.1 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.

5.4.2 Audit Matters

Nothing to report this evening.

5.5 GENERAL PURPOSES

5.5.1 Town Assets (including Asset report)

The Facilities Supervisor had submitted an asset maintenance report which had been circulated to all members. Members would like to see this comprehensive report at every meeting. The report and its contents were noted.

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

Cllr R Donovan proposed to approve replacement of the Lantern Café doors at a cost of £3,380 and approve maintenance contracts for the automatic doors at the Lantern at a cost of £192, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to approve replacement of the Lantern Café doors at a cost of £3,380 and approve maintenance contracts for the automatic doors at the Lantern at a cost of £192.

5.5.2 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 been circulated to all members, Cllr B Gear proposed to have the two machines serviced at Ropery Road car park with a final cost to be agreed at Full Council on 14th October. Cllr V Gates and all members were in favour.

Recommendation to Full Council – to have both ticket machines serviced at Ropery Road car park with a final cost to be agreed at Full Council on 14th October.

Cllr B Gear asked if the Operations Supervisor could go back to the supplier of the machines and ask for the cost to re-programme and upgrade the machines at the same time.

New Action: Operations Supervisor to ask ticket machine supplier for cost of re-programming and upgrade of machines at the same time.

It was noted that the replacement signs for Ropery Road car park should be installed by 9th October and that two 'P' signs should be investigated for the entrance.

New Action: Two 'P' signs to be investigated for the entrance of 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.

5.5.3 The Ilfracombe Centre – Centre Manager Report

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

5.5.4 Vision Community Centre

Cllr L Aston noted that there is a problem with the door of the centre and that they had received complaints from neighbouring residents regarding overhanging trees making the pavements slippery. Cllr R Donovan asked if the Operations Team could look at the problem to see if it's feasible for the Operations Team to do. Cllr R Donovan noted that bookings are doing ok with income matching expenditure.

5.5.5 Public Toilets

Cllr G Coulter suggested looking into hiring portable toilets for the harbour area during high season. He will talk to the Programme Manager and bring more information back to this committee.

5.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted there was a Town Team meeting due to be held on 8th October.

5.5.7 Green Team / Town Maintenance Operative updates

The Proper Officer read the top tips for the month from the TMO report which had been circulated to all members and was noted.

Cllr R Donovan asked if the Operations Team could have a look and assess the overhanging trees at the Parish Church to see if it's feasible for the Operations Team to do.

Cllr B gear asked if the ride-on lawn mower could be sold to a local group – a report will be brought to Full Council.

5.5.8 Drain clearing

Members noted that the map that had been circulated didn't have a zoom in capability and asked for a new map to be circulated with a deadline and clear plan of what areas should be covered by each member.

New Action: Operations Supervisor to circulate an alternative map to all members with a deadline/plan for clearance of drains. Cllr R Donovan will allocated areas to members.

5.5.9 Grants

The Proper Officer noted that an advert will be put in the press the first week of October to advertise ITC grants. The deadline for all applications to be received is 1st December.

5.5.10 CCTV (general)

It was noted that NDC will be installing a camera on the High Street that will be connected to a central hub.

5.5.11 IT Provision (report from the Programme Manager)

The Proper Officer noted that she will be meeting with the programme Manager and NDC regarding individual needs for IT.

5.5.12 Dotto Train

Cllr R Donovan noted that the Dotto train has been running the last few weekends and will now go back into storage. NDC plan to put the operation of the Dotto Train out to tender for next year.

5.5.13 Bus Shelter

An email had been received from a member of public with a suggestion to erect a bus shelter along Princess Avenue. Members asked if cost and health and safety implications for bus shelters (new and used) could be investigated and brought back to this committee.

New Action: Operations Supervisor to investigate costs and health and safety implications for bus shelters for next F&GP.

5.5.14 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.

Cllr L Aston noted that a trade waste commercial bin on Quay Head has been overflowing and has attracted seagull attention. Cllr N Pearson noted that there is currently a review into waste and recycling being done by NDC.

5.5.15 Report from Harbour Forum

Cllr B Gear noted there hasn't been a recent meeting.

5.5.16 Web/Facebook updates

Members noted a few van robberies had been reported on social media that had taken place over the last few days.

5.5.17 Correspondence/Licenses

None this evening.

5.5.18 Chair's Discretion

No requests this evening.

Recommendations to Full Council

- to approve replacement of the Lantern Café doors at a cost of £3,380 and approve maintenance contracts for the automatic doors at the Lantern at a cost of £192
- to have both ticket machines serviced at Ropery Road car park with a final cost to be agreed at Full Council on 14th October

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**
- **UPDATED ACTION:** Obtain 3 quotes for drain clearing – **Members to identify blocked drains, ongoing, Operations Supervisor to re-issue alternative map to all members with a target date/plan for clearing**
- **UPDATED ACTION:** The Operations Supervisor to look into service contracts for the coin machines at Ropery Road car park. – **Ops Supervisor to go back to Parkeon for costs of doing re-programming and upgrade at the same time, final cost to be agreed at FC on 14th October.**
- The Programme Manager to liaise with Cllr S Trebble to put advert out using social media to sell lawn mower
- The Facilities Supervisor to obtain quotes for replacing the boiler (see minutes) and lift at the Lantern. – **see Richard's report**
- The Facilities Supervisor to investigate further into parts required for the automatic doors located at the Lantern Café. – **whole motor arm sections need replacing as advised by 2 independent contractors – see re-circulated report ITC 399**
- The TMO/Facilities Supervisor to visit the site of the canoe padlocked to Ropery Road car park and issue a 7-day removal notice. – **completed**
- 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. – **completed**
- The Operations Supervisor to investigate a parking permit template for use in Cheyne Beach car park.
- The Proper Officer to look into costs of installing a defibrillator at the Vision Community Centre and take a report to Full Council. – **completed report went to FC**

New Actions

- lawn mower sale/enquiry for allotments group – report to FC (SEP 2019)
- two 'P' signs to be investigated by Ops Supervisor for Ropery Road entrance (SEP 2019)
- Ops Supervisor to investigate costs and health and safety implications for bus shelters (new and used) for next F&GP

24th September 2019



Rachel Collins,
Proper Officer – Ilfracombe Town Council