



ILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting

Monday 25th November 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, D Turton, G Coulter, P Crabb (arr. 7.10).

Also present: Cllr T Elliott and the Proper Officer.

7.1 Apologies received: Cllrs: B Gear (holiday), K Leck (unwell), S Trebble (other commitments).

7.2 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 7.5.19)

7.3 Adoption of minutes & matters arising from actions

Cllr D Turton proposed the minutes as a true and correct record. Cllr V Gates seconded and all members were in favour of adoption.

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

7.4 FINANCE AND AUDIT

7.4.1 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.

Cllr P Crabb arrived at the meeting at 7.10pm.

7.4.2 Audit Matters

The Proper Officer noted the interim internal audit is scheduled for Wednesday 27th November at 1pm.

7.4.3 Precept and budget considerations for financial year 2020/21 and to agree a response to North Devon Council for provisional precept requirement

With a requirement to supply a provisional/draft Precept total to the Local Authority by 16th December 2019, Cllr R Donovan proposed that the draft precept total of £261,980 (representing a 7.25% increase) be adopted, seconded by Cllr L Aston with all members in favour.

Recommendation to Full Council – that the draft Precept total of £261,980 (representing a 7.25% increase) be adopted for the financial year 2020/21.

Cllr R Donovan asked members to consider if there were any items that they would like to see included in the Council's budget for 2020/21 which would need to be factored into formulating the Council's final precept.

7.5 GENERAL PURPOSES

7.5.1 Town Assets (including Asset report) to include report ITC 412 (Lantern Boiler)

The Operations Supervisor had submitted an asset report which had been circulated to all members, within the report was a request to purchase a fire proof safe to hold health & safety documentation, members were concerned with the cost deeming it too expensive and suggested a cheaper alternative. There was also a request to purchase bins for the Courtyard of the Lantern but it was unclear whether the cost of £110 + VAT stated in the report was the total for one or two bins and members felt only one bin would be necessary. Members agreed to purchase one bin and require clarification on cost prior to Full Council in December. (Proposed by Cllr P Crabb, seconded by Cllr R Donovan).

Recommendation to Full Council – to purchase one bin for the Lantern Courtyard with clarification on cost prior to Full Council in December.

The Facilities Supervisor had submitted an asset maintenance report which had been circulated to all members, the report and its contents were noted.

Report ITC 412 had been circulated to all members and highlighted a request to purchase a replacement boiler for the lantern. Members did not accept the recommendation within the report and suggested that a meeting is arranged with the preferred supplier to receive more information (make/model of boiler, guarantee warranty, maintenance costs) and bring back via a report to this committee.

NEW ACTION: Operations Supervisor to arrange a meeting with Cllr R Donovan and the preferred supplier of the Lantern boiler to receive more information (make/model, guarantee, warranty, maintenance costs).

7.5.2 Car Parks

a) Ropery Road car park to include report ITC 413

Report ITC 413 had been circulated to all members. The report highlighted advisory feedback received from a meeting with the Parking Manager at North Devon Council. The report was noted and Cllr R Donovan and Cllr P Crabb volunteered to look at the list and bring back decisions to this committee.

Members asked that the Operations Supervisor investigates the percentage charge for credit card transactions with a view to reducing or removing the minimum charge at the time of upgrading the machines to chip and pin.

NEW ACTION: Operations Supervisor to investigate the percentage charge for credit card transactions with a view to reducing/removing the minimum charge at the time of upgrading the machines to chip and pin. Cllr P Crabb noted some damage to the tarmac in the car park following a recent event, he asked this is looked in to.

NEW ACTION: Operations to investigate damage to tarmac in Ropery car park following a recent event. Report ITC 414 had been circulated to all members, the report highlighted options for electric car charging points in Ropery Road car park. The report was noted and members did not accept the recommendation within the report.

Members asked to see comparable costs from at least 3 suppliers to include unit cost, charge rate, charging time, running costs and electric costs, Cllr D Turton will assist the Operations Supervisor with this.

The Proper Officer updated the Committee on income and expenditure via a report which was tabled this evening. Members asked for a breakdown of costs to be circulated to all members.

b) Cheyne Beach car park

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening. 64 permits have been sold for 2019/20 season.

7.5.3 The Ilfracombe Centre – Centre Manager Report

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

The Proper Officer noted that there had been vandalism to windows on the basement of the Centre and that costs to replace are being investigated. The police are investigating the incident and have obtained a copy of the CCTV. Cllr V Gates will contact the Police expressing concerns for safety following instances of heavy objects being thrown into the street by persons occupying a flat above or close to Lloyd Maunder Butchers.

7.5.4 Vision Community Centre

Cllr L Aston noted the Committee had a good meeting and that there are a couple of maintenance issues to work through.

Cllr R Donovan noted that a contractor has been instructed to trim back trees which are making the nearby pavements slippery.

7.5.5 Public Toilets

Members noted that this Council will consider the provision of public toilets in Ilfracombe once a review/report is received from North Devon Council.

7.5.6 One Ilfracombe – to include Town Team feedback

Minutes of the last Town Team meeting have been circulated to all members.

Cllr R Donovan noted that a good report from the Programme Manager was received at Full Council.

7.5.7 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. Members suggested that the top tips are published on the ITC website each month.

Members asked if the TMO could look into the sale of the lawn mower.

7.5.8 Drain clearing

Cllr R Donovan has circulated a new map to all members and will allocate areas for identifying drains to members. The aim is to clear all high priority drains in the next financial year.

7.5.9 Grants – to include agreeing members of the ITC grant process assessment group

The Proper Officer noted that 10 applications had been received to date. The deadline for all applications to be received is 1st December.

The following councillors were suggested to form the Grant working party; Cllrs: G Schofield, G Coulter and V Gates. They will have a meeting along with the Proper Officer in the first week of December to propose recommendations to Full Council.

7.5.10 CCTV (general)

It was noted that NDC will be installing a camera on the High Street that will be connected to a central hub, no further updates.

7.5.11 IT Provision (report from the Programme Manager)

The Proper Officer noted that the hardware has been delivered to Barnstaple and will be installed over 3 days during the next two weeks with minimal down time.

7.5.12 Dotto Train

Cllr R Donovan noted that discussions are ongoing with North Devon Council regarding the operation for next year.

7.5.13 Request to contribute £400 towards repair for memorial mosaic

A request had been received asking for ITC to contribute towards the cost of repair of the memorial mosaic in Runnymead Gardens. Members asked that supplier is contacted directly and that the original invoice documents are obtained in order to gain background information. There is some concern amongst Councillors that the initial construction was unsuitable, as the mosaic was bedded on plywood which has now rotted.

NEW ACTION: The Proper Officer to contact supplier of memorial mosaic directly and obtain original paperwork.

7.5.14 Bus Shelter

Report ITC 415 had been circulated to all members and was noted.

Cllr P Crabb noted that North Devon Council need more information and have concerns with siting a bus shelter on Princess Avenue, discussions are ongoing.

7.5.15 Bird of Prey flying programme

Nothing to report this evening.

7.5.16 Report from Harbour Forum

Nothing to report this evening.

7.5.17 Web/Facebook updates

The Proper Officer had been advised of a website criticising Ilfracombe – it was noted that the website's objective is to criticise the majority of towns in the UK.

7.5.18 Correspondence/Licenses

None this evening.

7.5.19 Chair's Discretion

Cllr R Donovan noted that the application for planning permission on the former Golden Coast site has been withdrawn. A meeting will take place with the Environment Agency later this week to discuss a permanent solution to the culvert that runs through the site and which is a major consideration relating to any development.

The Meeting finished at 21:10

Recommendations to Full Council

- that the draft Precept total of £261,980 (representing a 7.25% increase) be adopted for the financial year 2020/21.
- to purchase one bin for the Lantern Courtyard with clarification on cost prior to Full Council in December.

Resume Actions

- **UPDATED ACTION:** Operations Supervisor to obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, Cllr Turton will assist. – **Cllr D Turton will make some enquiries elsewhere and bring a report back to F&GP, Ops Supervisor to contact supplier and submit report for next F&GP**
- Obtain 3 quotes for drain clearing – **Members to identify blocked drains, new map issued to all members with a plan for clearing next fin. year**
- The Facilities Supervisor to obtain quotes for replacing the boiler (see minutes) and lift at the Lantern. – **meeting to be arranged with suppliers to obtain more info.**
- **UPDATED ACTION:** To arrange sale of lawn mower – **members asked the TMO to look into this**
- **UPDATED ACTION:** Ops Supervisor to investigate planning permission for siting bus shelter at Princess Avenue
- Operations Supervisor to draw up hire agreement for Mica Clark to rent office 5 at the Lantern for £15 per week on temporary weekly terms, one month's notice period for both and to revert back to lease at full rate if permanent tenant found.

New Actions

- Operations Supervisor to arrange a meeting with Cllr R Donovan and preferred supplier of Lantern boiler to receive more information (make/model, guarantee, warranty, maintenance costs)
- Operations Supervisor to investigate the percentage charge for credit card transactions with a view to removing/reducing the minimum charge at the time of upgrading the machines to chip and pin.
- Operations to look into damage to tarmac in Ropery car park following a recent event
- The Proper Officer to contact supplier of memorial mosaic directly and obtain original paperwork.

26th November 2019



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