



IILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting Monday 16th December 2019 at 7.55pm

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, P Crabb.
Also present: Cllrs: G Fowler, N Pearson and the Proper Officer.

8.1 Apologies received: Cllrs: B Gear (holiday), K Leck (other commitments).

8.2 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 8.5.18)

8.3 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.

8.4 FINANCE AND AUDIT

8.4.1 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.

8.4.2 Audit Matters

The Proper Officer noted the interim internal audit had been carried out on Wednesday 27th November and she is awaiting the report.

8.4.3 Precept and budget considerations for financial year 2020/21

The draft Precept total as agreed at the last meeting had been submitted to the Local Authority by 16th December 2019.

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.

8.5 GENERAL PURPOSES

8.5.1 Town Assets (including Asset report & maintenance report) to include report ITC 421 (Fireproof safe)

The Operations Supervisor had submitted an asset report which had been circulated to all members and was noted this evening.

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 421 had been circulated to all members and highlighted a request to purchase a fireproof safe for the Lantern to hold health and safety documents. Cllr R Donovan proposed to purchase a fireproof safe for the Lantern at a cost of £119.99, Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to purchase a fireproof safe for the Lantern at a cost of £119.99

Cllr R Donovan noted he had attended meetings with contractors to replace the lantern boiler and proposed to purchase new boilers as per the quote from Western Energy and contained within report ITC 412 at a cost of £8,203.18 + VAT, Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to purchase new boilers for the Lantern at a cost of £8,203.18 + VAT

8.5.2 Car Parks

a) Ropery Road car park

Report ITC 422 had been circulated to all members and was noted. The report highlighted a comparison of credit card charges and members were in agreement that the minimum charge should be reduced to £2.

Members asked if the Operations Supervisor could contact a local community Group/Marquee contractor with regard to seeking compensation for the damage to the tarmac in the car park during their event.

UPDATED ACTION: Operations Supervisor to contact a local community group/marquee contractor with regard to seeking compensation for damage to the tarmac in the car park during their event.

Cllr R Donovan suggested some more signs for the car park stating new charging times of 8am until 8pm, he will draft a sign and report back to this committee with costs.

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 were sold for 2019/20 season.

8.5.3 The Ilfracombe Centre – Centre Manager Report

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

Cllr N Pearson left the meeting at 8.25pm

8.5.4 Vision Community Centre

Cllr L Aston noted there had not been a recent Committee meeting, he also noted that they had been successful with a funding bid from the League of Friends of the Tyrrell Hospital to part fund a defibrillator. Cllr R Donovan noted ongoing maintenance issues with the front door.

8.5.5 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.

8.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted One Ilfracombe held a board meeting last week and that all current projects are contained within the report circulated at Full Council.

8.5.7 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.

8.5.8 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.

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

The Proper Officer noted that 26 applications had been received with a total request of £31k. The Grant working party had sifted through all eligible applications and Cllr P Crabb propose to agree a grant budget of £21,822.08, Cllr L Aston seconded and all members were in favour. It was suggested that £1,800 could be used from the Youth budget.

Recommendation to Full Council – to agree a grant budget of £21,822.08

8.5.10 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.

8.5.11 IT Provision (report from the Programme Manager)

The Proper Officer noted that all new IT hardware has now been installed with no issues.

8.5.12 Dotto Train

Cllr R Donovan noted a meeting was held earlier today to discuss an outline agreement, a proposal will go to the next Full Council in January.

8.5.13 Bus Shelter

Cllr P Crabb noted discussions are ongoing.

8.5.14 Bird of Prey flying programme

Cllr R Donovan will contact the Harbour Master for an update on costs.

8.5.15 Report from Harbour Forum

Nothing to report this evening.

8.5.16 Web/Facebook updates

It was noted there had been reports of blocked drains in the Slade area.

8.5.17 Correspondence/Licenses – Ilfracombe Princess

Members noted a premises licence application for the Ilfracombe Princess.

8.5.18 Chair's Discretion

No requests this evening.

The Meeting finished at 21:10

Recommendations to Full Council

- to purchase a fireproof safe for the Lantern at a cost of £119.99
- to purchase new boilers for the Lantern at a cost of £8,203.18 + VAT
- to agree a grant budget of £21,822.08

Resume Actions

- Operations Supervisor to obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, Cllr Turton will assist. – **Comparable costs from 3 suppliers to be obtained by Ops Supervisor, Cllr D Turton will assist. Report to go back to 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**
- To arrange sale of lawn mower – **possible sale to local community group**
- Ops Supervisor to investigate planning permission for siting bus shelter at Princess Avenue – **awaiting response – P Crabb: possible licence agreement with Estates Dept.**
- 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) – **meeting arranged for 11/12 – completed, boiler contractor agreed.**
- 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. – **complete – report to F&GP 16/12**
- **UPDATED ACTION:** Operations to look into damage to tarmac in Ropery car park following a recent event – **see Asset maintenance report, Ops Supervisor to contact Sea Ilfracombe/Marquee company to seek compensation**
- The Proper Officer to contact supplier of memorial mosaic directly and obtain original paperwork. – **completed, awaiting response**

17th December 2019



Rachel Collins,
Proper Officer – Ilfracombe Town Council