



## ILFRACOMBE TOWN COUNCIL

### Minutes of Finance & General Purposes Committee Meeting Monday 27<sup>th</sup> January 2020 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, B Gear, D Turton.  
Also present: Cllr T Elliott and the Proper Officer.

**9.1 Apologies received:** Cllrs: K Leck (family commitments), S Trebble (work commitments).

#### **9.2 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 9.5.15)

#### **9.3 Adoption of minutes & matters arising from actions**

Cllr V Gates 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.

#### **9.4 FINANCE AND AUDIT**

##### **9.4.1 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.

The Proper Officer noted that the Centre IT and Telephone budget has exceeded and this is due to the new IT Provision. As per report ITC 402, the amount spent over budget will be taken from Ilfracombe Centre reserves.

##### **9.4.2 Audit Matters**

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

#### **9.5 GENERAL PURPOSES**

##### **9.5.1 Town Assets (including Asset report & maintenance report)**

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

The report contained information on the signage required for Cheyne Beach car park and as such, Cllr B Gear proposed to purchase the required signs for Cheyne Beach at a cost of up to £200, Cllr V Gates seconded and all members were in favour.

**Recommendation to Full Council** – to purchase the required signs for Cheyne Beach car park at a cost of up to £200.

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

##### **9.5.2 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.

Cllr R Donovan suggested purchasing a couple of large signs notifying users of the summer charges and new charging times in the car park, Cllr B Gear suggested a sticker could be placed on the machines to make users aware, Cllr B Gear will make some enquiries for costs. Members suggested making an announcement on social media and the ITC website prior to the changeover to summer charges and new charging times.

Cllr D Turton has arranged a site visit for 2 suppliers to obtain costs for electric car charging points, once received, he will forward the information with costs to the Proper Officer for circulating to members.

The Operations Supervisor had received information from a third supplier, however, members felt this wasn't a viable option.

The Proper Officer noted that DCC legal department are drafting an easement for the relocation of a street lamp on Ropery Road.

b) Cheyne Beach car park

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening. 25 permits renewals have been sold to date for the 2020/21 season.

### **9.5.3 The Ilfracombe Centre – Centre Manager Report**

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

### **9.5.4 Vision Community Centre**

Cllr L Aston noted:

- there had been a recent Committee meeting and that there is an ongoing issue with the door
- the committee are considering replacing the 2 ovens at the Centre
- there is a blocked drain in the car park but it's not yet causing any issues

Cllr R Donovan noted:

- one quote received of £3.2k to repair the door, awaiting more quotes
- an application made to Fullabrook for funding for repair of the door on behalf of the committee

### **9.5.5 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. Members are becoming more concerned about the provision of toilets going into summer, Cllr R Donovan will ask for an update from Cllr N Pearson and will also take to the Ilfracombe Regeneration Board for discussion.

### **9.5.6 One Ilfracombe – to include Town Team feedback**

Cllr R Donovan noted that there hadn't been a board meeting since Christmas and that all current projects are contained within the report circulated at Full Council.

The next Town Team meeting is due on Tuesday 4<sup>th</sup> February.

### **9.5.7 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 requested that the tips are published on the ITC website each month.

### **9.5.8 Drain clearing**

Cllr R Donovan set a deadline of 6<sup>th</sup> February for members to identify drains. The aim is to clear all high priority drains in the next financial year.

### **9.5.9 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 received.

### **9.5.10 Dotto Train**

Cllr R Donovan noted a staffing report will go to the next Staffing Committee meeting along with draft job descriptions for approval.

### **9.5.11 Bus Shelter**

Cllr R Donovan will ask Cllr P Crabb for an update on the licence from NDC.

### **9.5.12 Report from Harbour Forum**

Cllr B Gear noted that the Harbour Master has asked ITC to suggest locations for siting the harbour finials, the Proper Officer will add this as an item for discussion at the next Full Council meeting.

Cllr B Gear noted that the seagulls signs purchased last year had been very effective and as such, proposed to purchase a further 10 seagull signs at a cost of £15 + VAT per sign, Cllr V Gates seconded and all members were in favour.

**Recommend to Full Council** – to purchase a further 10 seagull signs at a cost of £15 + VAT per sign  
Members discussed costs for a bird of prey package to deter seagulls, Cllr B Gear tabled a quote obtained for the Harbour Master and he asked the Proper Officer to circulate to all members. Cllr B Gear will take a proposal to the next Full Council meeting.

Cllr B Gear also noted a proposal for South West Birdman will go from the Harbour Forum to the Harbour Board.

### **9.5.13 Web/Facebook updates**

It was noted there had been lots of comments and opinions on the Ilfracombe Seafront Masterplan consultation article that had been published on social media.

### **9.5.14 Correspondence/Licenses – Madrigal Brewery**

Members noted their concerns that consumption of alcohol might not be applicable for this location.

### **9.5.15 Chair's Discretion**

Cllr B Gear noted that the majority of Councillors were receiving several group emails from a member of the public, members are advised to respond individually.

### Recommendations to Full Council

- to purchase the required signs for Cheyne Beach car park at a cost of up to £200
- to purchase a further 10 seagull signs at a cost of £15 + VAT per sign

### Resume Actions

- **Electric charging points:** obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, – **Comparable costs from 2 suppliers obtained by Cllr D Turton will be sent to Proper Officer for circulation to all members**
- 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 – **ongoing, deadline 6<sup>th</sup> February**
- 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 – **waiting response – P Crabb: possible licence agreement with Estates Dept.**
- Operations to look into damage to tarmac in Ropery car park following a recent event – **ongoing, Ops Supervisor to contact Sea Ilfracombe/Marquee company to seek compensation**

28<sup>th</sup> January 2020



Rachel Collins,  
Proper Officer – Ilfracombe Town Council