



## ILFRACOMBE TOWN COUNCIL

### Minutes of the MEETING OF THE COUNCIL held on 9 March 2020

This meeting was held in the Ilfracombe Centre, High Street, Ilfracombe and started at 7.00pm

**Present:** Cllrs: V Gates (Mayor), B Gear, P Coates, J Williams, T Elliott, N Pearson, R Donovan, S Wilson, L Aston, G Fowler, G Coulter, D Turton, P Crabb, G Schofield, K Leck, P Yabsley.

**In attendance:** Pastor Hills, the Proper Officer, the Programme Manager, the Community Engagement Coordinator and one member of public.

Pastor Hills opened with Prayers.

The Mayor welcomed everyone to this evening's meeting and began proceedings.

**5109. To receive apologies and reasons for absence;** Cllrs: F Pearson (unwell).

**5110. To receive declarations of interest and consider members' submitted dispensation requests.**

Declarations of interest noted: 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).

**5111. Notification of items for information to be raised at Chair's discretion;** See minute 5130

**5112. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.**

No requests this evening.

**5113. To approve and adopt the minutes of the Full Council meeting – 10<sup>th</sup> February 2020.**

Cllr V Gates proposed that the minutes of the meeting were a true and correct record, Cllr B Gear seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting. There were no matters arising.

**5114. Minutes of Planning Committee meeting – 17<sup>th</sup> February 2020 (to note & approve recommendations)**

Cllr P Yabsley presented the minutes of the meeting which were noted.

**5115. Minutes of the Finance & General Purpose Meeting – 24<sup>th</sup> February 2020 (to note & approve recommendations)**

Cllr R Donovan presented the minutes of the meeting which were noted.

**The following recommendations made at the meeting were agreed;**

- to agree to the tabled report containing items which exceeded budget predictions. (proposed by Cllr R Donovan, seconded by Cllr B Gear, agreed by all)
- to adopt the Financial Risk Assessment document. (proposed by Cllr R Donovan, seconded by Cllr S Wilson, agreed by all)
- to renew the insurance premium for 2020/21 with a 3-year agreement with the current provider. (proposed by Cllr R Donovan, seconded by Cllr P Yabsley, agreed by all)
- to instruct contractor 1 to carry out the lighting upgrade at the Lantern. (proposed by Cllr R Donovan, seconded by Cllr L Aston, agreed by all)

Cllr R Donovan noted the following;

- The tenant of the Lantern Café has given 6 months notice to terminate the lease
- A meeting with portable toilet suppliers will be held later this week due to concerns over the lack of public toilets in Ilfracombe
- Yet to review the maps used to identify block drains, thanks to all members who submitted a map
- Interviews were carried out last week for roles connected with the Dotto Train, the working group will meet later this week

**5116. Minutes of Staffing Committee meeting – 2<sup>nd</sup> March 2020 (to note and approve recommendations)**

Cllr K Leck presented the minutes of the meeting which were noted.

Cllr K Leck noted the following;

- There will be a Civic Reception for the Ilfracombe/Ifs French Twinning Association Celebration on Saturday 23<sup>rd</sup> May 2020 in the Council Chamber at the Ilfracombe Centre, all members are invited to attend
- Cllr R Donovan is preparing a statement to clarify the relationship between ITC and One Ilfracombe
- On behalf of the Council, thanks to the Proper Officer and the Programme Manager for their fulsome reports produced for the Staffing Committee.

**The following recommendations made at the meeting were agreed;**

- 2% pay increase for ITC staff from 1st April 2020 and for ITC staff paid the equivalent of the Real Living Wage to receive an increase to £9.30 per hour. (proposed by Cllr K Leck, seconded by T Elliott, agreed by all)
- to adopt the Anti-bribery Policy Statement and Anti-fraud and Corruption Strategy, the Officer Code of Conduct, the Officer Member Protocol and the Volunteering Policy. (proposed by Cllr K Leck, seconded by Cllr B Gear, agreed by all – Cllr N Pearson will send written comments regarding the Officer Member Protocol to the Proper Officer for review)

Cllr N Pearson thanked and commended the Proper Officer for her hard work in reviewing and amending all ITC policies.

**5117. Coronavirus: Advice, Guidelines and Action plan.**

The Mayor had attended a meeting with senior Officers this morning to discuss an action plan should the Coronavirus become a major issue. An action plan was drawn up and read out this evening and will be circulated to all Members and Officers.

**5118. To elect the Mayor of Ilfracombe Town Council and to elect the Deputy Mayor of Ilfracombe Town Council for the 2020/21 Civic Year. Posts will be Mayor Elect and Deputy Mayor Elect until they take up office on 11<sup>th</sup> May 2020.**

With one nomination received for the Mayor Elect and Deputy Mayor Elect, Council members voted in favour unanimously and congratulated; Cllr Kit Leck as Mayor Elect and Cllr Dan Turton as Deputy Mayor Elect for the 2020/21 Civic Year. Both councillors will officially be installed in their roles at the Council's AGM due to be held in May.

**5119. Neighbourhood Plan**

Cllr N Pearson and the Programme Manager attended a meeting with Cllr David Relph, Vice Chair of Braunton Parish Council. Braunton Parish Council are 18 months into a Neighbourhood Plan and Cllr Relph gave advice on his experience and the pitfalls, noting evidence is key.

**5120. Climate Change**

Cllr N Pearson had circulated her report which was noted.

**5121. Proposal for Support of Ilfracombe Tourist Information Centre**

Cllr V Gates' report ITC 431 had been circulated to all members.

The report highlighted financial difficulties for the Tourist Information Centre and as per the report, Cllr V Gates proposed the following;

- **Proposal 1** – ITC move the TIC out of the grant system and back into the precept with immediate effect.
- **Proposal 2** – That the 2019 grant is topped up to £10,000 and paid at the start of the new financial year 2020/21
- **Proposal 3** – That ITC guarantee £10,000pa increasing by RPI each year for the next five years

The proposals were seconded by Cllr G Fowler and all members were in favour. It was agreed by all that the budget for ITC grants for 2020/21 will be amended to £15,000.

**5122. To note the Proper Officer's Report**

The report was noted.

**5123. Safeguarding Presentation**

The Community Engagement Coordinator delivered a safeguarding presentation to all members. The presentation will be circulated to all members.

**5124. Report from the Programme Manager (to include One Ilfracombe Update).**

Report ITC 431 had been circulated to all members and was noted.

Cllr N Pearson thanked the Programme Manager for a fantastic report detailing the amazing work carried out.

#### **5125. Reports from County/District Councillors (written reports requested).**

Cllr V Gates brought it to the attention of the District Councillors that Ilfracombe is being treated discourteously by Senior Officers at NDC and referred to a recent incident where a letter had been sent to the Chief Executive followed up with an email and telephone call, all of which received no response. Cllr V Gates noted this is unacceptable and asked the District Councillors to step in. Cllr N Pearson will contact the Chief Executive.

Cllr N Pearson had submitted her District report which had been circulated to all members and was noted this evening.

Cllr P Crabb had tabled his County report which was noted this evening.

#### **5126. Reports from Working Groups and Councillor Champions (written reports requested).**

Cllr G Fowler noted a recent resilience meeting which was chaired by the Programme Manager. Cllr Fowler asked for feedback from the meeting to be circulated to all.

Cllr T Elliott had submitted a housing champion report which was circulated to all members and was noted this evening.

#### **5127. Health and Safety.**

A health and safety report was circulated to all members and was noted this evening.

#### **5128. Correspondence/Licenses/Notices**

- An anonymous letter had been handed to the Mayor during the meeting, the letter raised concerns regarding a parked caravan in Willow Close, Ilfracombe – the Proper Officer will pass the information onto the Police.
- Ilfracombe Neighbourhood Police newsletter for March had been circulated to all members – noted.
- A letter had been received from a young member of the public asking if this Council could help in allocating a legal 'graffiti wall' in Ilfracombe – Cllrs: N Pearson and T Elliott will make contact to arrange a meeting.

#### **5129. Finance**

**a) To adopt the Statement of accounts as at 29 February 2020** – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr B Gear and agreed by all.

#### **b) To pass invoices for payment as at 29 February 2020**

All invoices tabled were proposed by Cllr R Donovan, seconded by Cllr G Schofield and agreed for payment by all.

Invoices for the Vision Community Centre were proposed by Cllr R Donovan, seconded by Cllr P Crabb and agreed for payment by all.

#### **5130. Chairs Discretion**

Cllr T Elliott asked if this Council could write to the big employers in Ilfracombe to emphasise the importance of retained staff following the recent fire at Pall. Cllr T Elliott will draft a letter and send to the Mayor for signing.

Cllr T Elliott asked if this Council could put pressure on Devon County Council to standardise the summer restrictions on Highfield Road, Cllr P Crabb will follow up with DCC.

Cllr R Donovan noted that informal conversations had taken place regarding the sale of the High Street car park and that this Council had indicated their interest. Members noted that the car park is an important strategic asset and asked the Proper Officer to investigate registering it as an asset of community value.

Cllr V Gates noted a meeting with portable toilet suppliers on Wednesday due to concerns over the lack of provision in Ilfracombe.

Cllr V Gates noted she will not be holding a Civic Ceremony this year and that the remainder of the Civic Budget will be transferred to reserves for the next civic year.

The meeting finished at 21:10



Miss Rachel Collins  
Proper Officer

10<sup>th</sup> March 2020