



ILFRACOMBE TOWN COUNCIL

Minutes of Finance & General Purposes Committee Meeting Monday 24th February 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, B Gear, K Leck, D Turton, P Crabb (arr. 7.10pm).

Also present: Cllr T Elliott and the Proper Officer.

10.1 Apologies received: Cllrs: G Coulter (personal commitments).

10.2 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 10.5.17)

10.3 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.

10.4 FINANCE AND AUDIT

10.4.1 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 R Donovan proposed to agree to the tabled report containing items which exceeded budget predictions.

Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – to agree to the tabled report containing items which exceeded budget predictions.

10.4.2 Audit Matters – to agree proposed Financial Risk Assessment document

The Proper Officer had reviewed and made amendments to the existing document, which had been circulated to all members, and presented it to Committee members this evening. Cllr K Leck congratulated the Proper Officer on the comprehensive document and proposed to adopt the updated Financial Risk Assessment document, Cllr R Donovan seconded and all members were in favour.

Recommendation to Full Council – to adopt the Financial Risk Assessment document.

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

10.4.3 Insurance Renewal

The Proper Officer had gained quotes from the current insurance provider along with comparative quotes for the renewal of the insurance premium. The cost of the premium for 2020/21 with a 3-year agreement is £7,761 with the current provider which is a reduction on last year and under the budget set for 2020/21. Cllr R Donovan proposed to renew the insurance premium with the current provider, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to renew the insurance premium for 2020/21 with a 3-year agreement with the current provider.

10.5 GENERAL PURPOSES

10.5.1 Town Assets (including Asset report & maintenance report)

The Proper Officer tabled report ITC 428 which had been circulated to all members. The report highlighted an urgent need to upgrade the lighting at the Lantern. Cllr R Donovan proposed to instruct contractor 1 to carry out the works to upgrade the lighting at the Lantern as recommended within the report with the Club Room lighting upgrade being deferred until the next financial year. Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – to instruct contractor 1 to carry out the lighting upgrade at the Lantern.

Report ITC 427 had been circulated to all members and was tabled this evening. The report detailed requests from the current café tenant following notice being served to ITC. Members agreed the following;

- All rent to be collected from the café tenant up to the end of the notice period as per the signed agreement.
- Utility costs to date to be paid for by the café tenant.
- ITC to waive the remainder of the covenant fee.
- Café tenant to redecorate walls to neutral/white colour as per the signed agreement.
- Appliances currently left in situ to be inspected by the Facilities Supervisor.

Members agreed to market the property immediately and to stop collecting rent from the current café tenant if a new tenant is sought within the notice period.

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

10.5.2 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 P Crabb noted that a formal request for permission to connect charging points to the electricity supply is required via an ENA form which he will forward to the Proper Officer.

NEW ACTION: Operations Supervisor to make formal request for connection of charging points to electricity supply.

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.

b) Cheyne Beach car park

The Proper Officer updated the committee on income and expenditure via a report which was tabled this evening. 58 permits have been renewed/sold to date for the 2020/21 season.

Cllr B Gear noted that the new car park signs had been printed.

Cllr P Crabb asked the Facilities Supervisor to report back on the status of the lights at the car park after the storms as mentioned in his submitted report.

10.5.3 The Ilfracombe Centre – Centre Manager Report

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

10.5.4 Vision Community Centre

Cllr L Aston noted:

- There had been a recent Committee meeting and that there is an ongoing issue with the front door.
- There had also been an issue with the fire door, however, it has since been resolved.

Cllr R Donovan noted:

- One quote received of £3.2k to replace the front door, awaiting more quotes and possibility of having door repaired.
- An application made to Fullabrook for funding for repair/replacement of the door on behalf of the committee.

10.5.5 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, with the seafront being the main concern. Cllrs D Turton and P Crabb will raise concerns at the NDC Council meeting on Wednesday this week.

10.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted that all current projects are contained within the reports circulated at Full Council. There had been a recent Town Team meeting with reports of collective working between ITC, NDC and DCC.

10.5.7 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 request that the tips are published on the ITC website each month. It was noted that drain work and work at Lee toilets had been carried out after the recent storms.

Cllr L Aston noted he had use of the lawn mower to cut grass at Langleigh Park.

10.5.8 Drain clearing

Cllr R Donovan thanked all members who submitted their drain maps and identified blocked drains, a route will be devised prior to quotes being obtained from contractors for clearing.

10.5.9 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 have been received. Cllrs D Turton and P Crabb will ask for an update at the NDC Council meeting on Wednesday this week.

10.5.10 Annual Town Meeting – to discuss content, date and venue

Cllr V Gates asked the Proper Officer to circulate available dates around the end of March. The meeting will take the same format as last year and will be held in the Council Chamber at the Ilfracombe Centre.

10.5.11 Dotto Train

Cllr R Donovan noted;

- The closing date for job applications was 5pm this evening, 15 applications had been received to date with interviews taking place on Wednesday 4th March.
- That changes to the draft contract had been submitted to NDC, awaiting a response.

10.5.12 Bus Shelter

Cllr P Crabb will chase NDC for an update on the licence.

10.5.13 High Street Lighting

Cllr R Donovan noted he is waiting for quotes to be submitted by Cllr S Trebble. Cllr S Trebble is also reminded that the cabling on the Fore Street lights requires inspecting.

10.5.14 Report from Harbour Forum

Cllr B Gear noted that he had obtained costs for netting to deter birds at Ilfracombe Junior School, he asked the Proper Officer to write a letter of response noting that the costs exceed ITC budgets. The Proper Officer will circulate the quote to all members.

Cllr B Gear noted that the seagulls signs that had been agreed at last month's meeting had been printed.

10.5.15 Web/Facebook updates

Nothing to report this evening.

10.5.16 Correspondence/Licenses – The Devonian Guest House & Apartment

The premises licence application notice for the above premises was noted.

10.5.17 Chair's Discretion

Cllr V Gates noted she had received a letter from the Tourist Information Centre requesting financial support from this Council, members agreed in principle to this request, however, they would like to see a plan for the future of the TIC, Cllr V Gates will take a report to Full Council.

Cllr V Gates noted she will not be organising a Civic Service this year.

Cllr L Aston asked if he, on behalf of this Council, could contact DCC for an update regarding the cycle track between Willingcott and Knowle.

This part of the Meeting finished at 20:50

Part B. Cllr R Donovan proposed: *that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:*

A commercially sensitive item was discussed under Chair's Discretion by all members and a working group will be set-up.

The meeting finished at 21:15

Recommendations to Full Council

- to agree to the tabled report containing items which exceeded budget predictions.
- to adopt the Financial Risk Assessment document.
- to renew the insurance premium for 2020/21 with a 3-year agreement with the current provider.
- to instruct contractor 1 to carry out the lighting upgrade at the Lantern.

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 to 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, Cllr R Donovan to review maps and devise plan for clearing**
- 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**

New Actions

- Operations Supervisor to make formal request to connect charging points to electricity supply via ENA form.



Rachel Collins,
Proper Officer – Ilfracombe Town Council

25th February 2020