



ILFRACOMBE TOWN COUNCIL

Minutes of the MEETING OF THE COUNCIL held on 14 April 2020

This meeting was held via <https://zoom.us/> and started at 7.00pm

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

In attendance: The Proper Officer, the Programme Manager and one member of public.

In the absence of Pastor Hills, the Proper Officer opened with Prayers.
The Mayor welcomed everyone to this evening's meeting and began proceedings.

5131. To receive apologies and reasons for absence; Cllrs: P Coates (personal reasons), L Aston (work commitments), G Schofield (work commitments).

5132. 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).

5133. Notification of items for information to be raised at Chair's discretion; See minute 5151

5134. 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.

5135. To approve and adopt the minutes of the Full Council meeting – 9th March 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. Cllrs: T Elliott and N Pearson noted they had not yet completed their actions from the meeting due to the current Covid-19 situation. There were no matters arising.

5136. Minutes of Staffing Committee meeting – 8th April 2020 (to note and approve recommendations)

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

The following recommendations made at the meeting were agreed;

- to adopt the Staff Review Policy, the Freedom of Information Policy and Publication Scheme and the Whistleblowing Policy (proposed by Cllr K Leck, seconded by Cllr N Pearson, agreed by all members)

Cllr N Pearson asked the Programme Manager to ensure all items listed in the Publication Scheme are published on the ITC website as required.

5137. Neighbourhood Plan

Cllr P Yabsley noted he has stood down as Chair of the working group, Cllr S Wilson will chair all future meetings.

5138. Climate Change

Cllr N Pearson noted that due to the current Covid-19 situation one positive side-effect of the lockdown is that of improved air quality across the world.

5139. To agree to suspend ITC grant payments for 2020/21 until further notice

Cllr R Donovan proposed to suspend ITC grant payments to Events 4 Ilfracombe and Sea Ilfracombe pending confirmation of the planned events going ahead later in the year and to cancel the grant awarded to the Ilfracombe/lfs French Twinning Association due to the event being cancelled, all other grant payments to be made. Cllr K Leck seconded and all members were in favour. A review of the grant process will be carried out at a later date.

5140. To decide whether or not to hold an Annual Meeting of the Council

Cllr K Leck noted that Cllr V Gates had done an outstanding job as Mayor for the last two years and asked if she would be happy to maintain continuity and continue carrying out Mayoral duties until the current restrictions are lifted. Cllr V Gates accepted and all members agreed that the Annual Meeting of the Council will not take place. Current posts of Mayor and Deputy Mayor will remain in place as will all committee memberships.

5141. To temporarily amend the ITC TOIL Policy

The Proper Officer had circulated report ITC 432 which, due to the current situation, was a request to temporarily amend the adopted ITC TOIL Policy. Cllr K Leck summarised the discussion had by members at the recent Staffing Committee meeting and proposed to agree to temporarily amend the policy as per the report, Cllr B Gear seconded and all members were in favour.

5142. To consider 'furloughing' members of staff

Cllr V Gates summarised the information available in order to furlough staff members as part of the Government's job retention scheme. Cllr R Donovan explained loss of income from the car park, the Ilfracombe Centre and the Lantern due to being closed during the current Covid-19 lockdown restrictions which would make furloughing members of staff sensible going forward. Cllr V Gates proposed to furlough 3 members of staff, Cllr P Yabsley seconded and all members were in favour. The Staffing Committee will discuss this item under Part B at the next Staffing Committee meeting.

5143. To consider options for the Lantern Café

Cllr R Donovan noted that the current tenant who is halfway through the notice period on the contract for the café has continued to pay the monthly rent to date. The balance outstanding is £1,200 (3 months' rent). The tenant is willing to leave equipment in the café to a value in excess of this amount and as such, Cllr R Donovan proposed to agree to receive the equipment in lieu of any further rent, Cllr B Gear seconded and all members were in favour. An exit strategy will be agreed and signed off between ITC and the tenant. The marketing of the Café will be discussed at the next F&GP Committee meeting.

5144. To note the Proper Officer's report

The Proper Officer had circulated her report to all members and was noted this evening. Cllr N Pearson asked for a breakdown of revenue and capital expenditure.

5145. Report from the Programme Manager (to include One Ilfracombe Update).

The programme Manager gave a verbal update in the absence of a report. An updated report will be circulated to all members this week.

Cllr V Gates thanked the whole team on behalf of the Council for holding everything together during the current situation. Cllr T Elliott proposed to hold a social event to formally thank all staff, Cllr K Leck seconded and all members were in favour.

Cllr P Yabsley left the meeting at 20:05

5146. Reports from County/District Councillors (written reports requested).

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

Cllr P Crabb had circulated his County report to all members prior to the meeting and summarised the main bullet points.

Cllr G Fowler noted the Harbour Board had discussed a 3-month reduction on mooring fees.

5147. Reports from Working Groups and Councillor Champions (written reports requested).

Cllr R Donovan noted the Vision Centre is currently closed.

Cllr G Fowler noted from a marketing point of view that there seems to be an increase in litter in the centre of town, the Proper Officer will contact the Town Maintenance Operative to include in his daily checks.

5148. Health and Safety.

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

5149. Correspondence/Licenses/Notices

- A letter from some of the residents of Arcade Road had been received and circulated to all members. The letter was to bring to the attention of the Council that vehicle owners are allegedly disregarding parking laws – the Proper Officer will contact the sender of the letter.

5150. Finance

a) To adopt the Statement of accounts as at 31 March 2020 – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr N Pearson and agreed by all.

b) To pass invoices for payment as at 31 March 2020

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

c) To pass invoices for payment (new financial year 1 April 2020)

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

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

5151. Chairs Discretion

Cllr V Gates noted that on 12th May, the Verity statue located at the harbour will be lit up with blue lights to celebrate the NHS, more information to follow.

The meeting finished at 20:40



Miss Rachel Collins
Proper Officer

15th April 2020