



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 27th April 2020

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

Committee members present: Cllrs; R Donovan (Chair), L Aston, V Gates, B Gear, D Turton, P Crabb.
Also present: Cllrs: G Fowler, N Pearson, T Elliott, the Proper Officer and the Programme Manager.

12.1 Apologies received: None.

12.2 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 12.5.17)

12.3 Adoption of minutes & matters arising from actions

Cllr P Crabb proposed the minutes as a true and correct record. Cllr V Gates seconded and all members were in favour of adoption.

A resume of outstanding and new actions is included at the end of these minutes.

12.4 FINANCE AND AUDIT

12.4.1 Financial Management – To adopt the ITC financial accounts for year ending 31 March 2020 together with the Annual Governance statement and accounting statements for 2019/20.

The Proper Officer presented the accounts for financial year ending 31 March 2020 which included:

- Summary of Accounts and Financial Data
- Annual Governance Statement
- Accounting Statements
- Comparison of income and expenditure against budget for 2019/20 and comparison to the previous financial year
- Detail and totals of ring-fenced and general reserves
- Accounting information for the Charity which the Town Council acts as trustee

The Proper Officer had remotely met with the internal auditor, who will be supplying his feedback following this meeting.

Cllr B Gear proposed that the Council's financial accounts 31 March 2020 together with the Annual Governance Statement and Accounting Statements 2019/20 be adopted. This was seconded by Cllr V Gates with all members in favour.

Recommendation to Full Council – To adopt the Council's Financial accounts 31 March 2020 together with the Annual Governance statement and accounting statements 2019/20.

Cllr R Donovan proposed to agree the Vision Centre financial accounts 31 March 2020, Cllr L Aston seconded and all members were in favour.

Recommendation to Full Council – To agree Vision Centre financial accounts 31 March 2020.

12.4.2. To consider items for ring-fencing of reserve funds as appropriate

Cllr R Donovan proposed to continue to allocate underspent money from the following budgets into ring-fenced reserves;

- Staffing
- Regeneration
- Youth
- Marketing

Cllr P Crabb seconded and all members were in favour.

Recommendation to Full Council – to continue to allocate underspent money from the Staffing, Regeneration, Youth and Marketing budgets.

12.4.3 Audit Matters

See above (12.4.1.).

12.5 GENERAL PURPOSES

12.5.1 Town Assets (including Asset report & maintenance report)

An ITC asset report 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. All members of the meeting thanked the Facilities Operatives for their hard work in maintaining the Ilfracombe Centre during closure.

12.5.2. To consider options for marketing the Lantern Café

Members agreed to defer this item until after the current Covid-19 situation.

12.5.3 Car Parks

a) Ropery Road car park

Cllr P Crabb noted that the painting is yet to be completed. The Proper Officer will contact the contractor for an update.

- Electric car charging points – nothing further to report this evening.

b) Cheyne Beach car park

Nothing to report this evening.

12.5.4 The Ilfracombe Centre – Centre Manager Report

The Proper Officer had previously circulated her report to all members and noted that she had now purchased cough guards for the reception at the Ilfracombe Centre for the protection and safety of staff upon the reopening of the Centre. The report and its contents were noted this evening.

12.5.5 Vision Community Centre

Cllr R Donovan noted that the Vision Centre remains closed until further notice. The Proper Officer has submitted an application to NDC for SBRR grant funding of £10k.

12.5.6 Public Toilets

Members noted a recent issue in Runnymede Gardens possibly due to public toilets being closed. Cllr N Pearson is waiting for a response from NDC regarding a review of public toilet provision in Ilfracombe.

12.5.7 One Ilfracombe – to include Town Team feedback

The Programme Manager noted that work has calmed down to an acceptable level. A board meeting will be arranged in the coming weeks.

12.5.8 Green Team / Town Maintenance Operative updates

The TMO's report had been circulated to all members and was noted this evening. Members request that the tips are published on the ITC website each month.

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

Members noted a tribute the NHS had been created on Capstone hill, the Mayor will write a letter of thanks to the Principle Parks Officer at NDC.

Cllr V Gates noted she had been approached to hold a celebration event once the lockdown period comes to an end.

12.5.9 Drain clearing

It was noted that DCC had cleared some drains in Ilfracombe. Nothing further to report this evening.

12.5.10 CCTV (general)

Nothing to report this evening.

12.5.11 Dotto Train

Nothing to report this evening.

12.5.12 Bus Shelter

It was noted that the Facilities Operatives have been maintaining and repairing the bus shelters as required.

12.5.13 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.

12.5.14 Report from Harbour Forum

Cllr G Fowler noted that the Harbour Board are hoping to obtain relief on mooring fees.

Cllr V Gates noted that she has been working with the Harbour Master to help turn the Verity statue blue on 12th May at 8pm. This in conjunction with the 'Turn North Devon Blue' event in honour of the NHS.

Cllr P Crabb noted an inaccurate story regarding the reasoning on why the work on the harbour kiosks had not yet been carried out. It will be made clear at the next Harbour Forum meeting that ITC voted in favour of the proposal.

12.5.15 Web/Facebook updates

Nothing to report this evening.

12.5.16 Correspondence/Licenses –

None this evening.

12.5.17 Chair's Discretion

Cllr G Fowler noted that the NDC Watersports Development Officer's contract is coming to an end this week and suggested that a formal proposal to NDC for a viable option should be presented and recommended at the next Full Council meeting. Cllr P Crabb will circulate the plans to all members.

Cllr R Donovan asked the Proper Officer to send a copy of the letter of response to Walsingham Planning regarding proposed plans for the former Colossus site on to NDC.

The Programme Manager asked for clarity on pay for sick absence. Cllr V Gates noted, and the Proper Officer confirmed, that sick pay is paid in line with the current adopted policy.

The meeting finished at 20:15

Recommendations to Full Council

- To adopt the Council's Financial accounts 31 March 2020 together with the Annual Governance statement and accounting statements 2019/20.
- To agree Vision Centre financial accounts 31 March 2020.
- To continue to allocate underspent money from the Staffing, Regeneration, Youth and Marketing budgets.

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 – **exchange to local community group to be arranged between TMO/Cllr B Gear**
- Ops Supervisor to investigate planning permission for siting bus shelter at Princess Avenue **awaiting response – P Crabb: possible licence agreement with Estates Dept.**
- Operations to look into damage to tarmac in Ropery car park following a recent event – **Sea Ilfracombe have admitted liability and will arrange repair.**
- Operations Supervisor to make formal request to connect charging points to electricity supply via ENA form. **More details required prior to form submission, see Asset report.**



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28th April 2020