



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Tuesday 26th May 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, K Leck, G Coulter, P Crabb.

Also present: Cllrs: T Elliott, the Proper Officer and the Programme Manager.

1.1 Apologies received: None.

1.2 Declarations of interest and notification of Chairs Discretion

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 1.5.17)

1.3 Adoption of minutes & matters arising from actions

Cllr B Gear 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.

1.4 FINANCE AND AUDIT

1.4.1 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.

1.4.2 Audit Matters

The Proper Officer noted the report from the Internal Auditor is still outstanding, once received, a reserve report will be circulated to all members.

1.5 GENERAL PURPOSES

1.5.1 Town Assets (including Asset report & maintenance report)

The Proper Officer had produced and submitted an ITC Asset report which 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 this evening.

1.5.2. To consider options for marketing the Lantern Café

Members agreed to market the Lantern café through the ITC website and social media channels. Draft wording for the advert will be circulated to all members.

1.5.3 Car Parks

a) Ropery Road car park

Cllr R Donovan proposed that as a Council and in line with the District and County Council, ITC commence charging for parking in Ropery Road car park from 23rd May 2020 with enforcements anticipated to commence on 1st June 2020. Cllr K Leck counter proposed that charging for tickets in Ropery Road car park does not commence until 1st June and enforcements should commence on 15th June, however, no other members were in agreement. Cllr V Gates seconded Cllr R Donovan's proposal, with all members in favour and 1 against, the motion was carried.

Recommendation to Full Council – As a Council and in line with District and County Councils, charging for tickets in Ropery Road car park is to commence on 23rd May 2020 with enforcements anticipated to commence on 1st June 2020.

It is noted that members of the public and permit holders were notified prior to this date.

P Crabb noted that the painting is still yet to be completed due to some walls that need rendering. The Proper Officer will contact the contractor to suggest an alternative solution.

- Electric car charging points – Cllr G Coulter will send some information from a local supplier to Cllr D Turton. Nothing further to report this evening.

b) Cheyne Beach car park

Members agreed that all current permits will be amended to start from 1st June 2020 and will expire on 31st May 2021. Permits for 2021/22 will revert back to normal annual dates.

1.5.4 The Ilfracombe Centre – Centre Manager Report

The Proper Officer had previously circulated her report to all members and the report and its contents were noted this evening. The Proper Officer noted that the Facilities Operative has suggested that ITC purchase a scaffold tower for painting interior and exterior walls of the Centre, members asked for costs to be brought to the next meeting.

1.5.5 Vision Community Centre

Cllr L Aston noted that 2 new ovens have now been installed and that they are looking into a company to provide pressure washing.

1.5.6 Public Toilets

It was noted that the public toilets in Hele Bay and the public toilets in Bicclescombe Park are now open. Lee public toilets will open on 1st June.

1.5.7 One Ilfracombe – to include Town Team feedback

The Programme Manager noted that One Ilfracombe work is now business as usual and that a team meeting was held today to discuss a 3-12 month plan. The Programme Manager will prepare a 3-month work plan for the Staffing Committee meeting on Monday.

Cllr R Donovan noted a board meeting was held last week.

1.5.8 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.

It was noted that Cllr S Trebble will deliver the lawn mower to the Allotment group on 31st May 2020.

1.5.9 Drain clearing

It was noted that DCC had cleared some more drains in Ilfracombe, Cllr R Donovan will revisit the maps of identified drains that need clearing. Nothing further to report this evening.

1.5.10 CCTV (general)

Cllr P Crabb will contact Cllr N Pearson for an update on the new CCTV system. The programme Manager will also contact Barnstaple Town Centre Management for an update.

1.5.11 Dotto Train

Cllr R Donovan noted that the Dotto Train is currently in storage. Nothing further to report this evening.

1.5.12 Bus Shelter

It was noted that the Facilities Operatives have been maintaining and repairing the bus shelters as required and whilst adhering to social distancing restrictions.

Cllr P Crabb noted that the bus shelter that had been purchased for Princess Avenue has now been sold on due to not being able to obtain planning permission/licence.

1.5.13 High Street Lighting

Cllr P Crabb noted that the Fore Street lights have been inspected and that new wiring is required. Costs will be brought to the next meeting.

1.5.14 Report from Harbour Forum

It was noted that no meetings had been held recently and that some of the small boats had been lifted back into the harbour. The larger boats will be lifted back in once social distancing restrictions are lifted.

It was noted that the series of short films that were shot last year and featuring the Harbour in film #5 has been taken up by Sky and will be on demand from tomorrow the 27th.

1.5.15 Web/Facebook updates

Nothing to report this evening.

1.5.16 Correspondence/Licenses – Settantanove (application ref: 051584)

Members were happy to support the application to vary conditions on the premises licence.

1.5.17 Chair's Discretion

A number of members had received an email regarding the proposals for the Southern Extension development in Ilfracombe. Cllr T Elliott noted that it is difficult for some members of the public with no internet access to view the plans, Cllr R Donovan will ask Cllr G Fowler to contact the District planning department to obtain hard copy plans.

Recommendations to Full Council

- As a Council and in line with District and County Councils, charging for tickets in Ropery Road car park is to commence on 23rd May 2020 with enforcements anticipated to commence on 1st June 2020.

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. Cllr G Coulter will send local supplier details to Cllr D Turton**
- 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, some drains have now been cleared by DCC, Cllr R Donovan to revisit maps and devise plan for clearing**
- To arrange sale of lawn mower – **handover to local community group to be completed on 31st May by Cllr S Trebble**
- Operations Supervisor to investigate planning permission for siting bus shelter at Princess Avenue **CLOSED – bus shelter has now been sold on due to waiting for planning/licence**
- Operations Supervisor to look into damage to tarmac in Ropery car park following a recent event – **Sea Ilfracombe have admitted liability and will arrange repair. CLOSED**
- 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.**

New Actions

- **NEW ACTION:** Draft advert for marketing lantern café to be circulated to all members.
- **NEW ACTION:** Proper Officer to contact contractors regarding painting at Ropery Road car park – **completed**
- **NEW ACTION:** Facilities Operative to investigate costs for purchasing a scaffold tower/training
- **NEW ACTION:** Cllr P Crabb to contact Cllr N Pearson for an update on new CCTV system and Programme Manager to contact Barnstaple Town Centre Management for an update.

