



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 22nd June 2020

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

Committee members present: Cllrs; R Donovan (Chair), V Gates, B Gear, D Turton, K Leck, G Coulter, P Crabb, S Trebble.

Also present: The Proper Officer and the Programme Manager.

2.1 Apologies received: Cllr L Aston (work commitments).

2.2 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 2.5.18)

2.3 Adoption of minutes & matters arising from actions

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

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

2.4 FINANCE AND AUDIT

2.4.1 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.

2.4.2 Audit Matters

The Proper Officer noted the report from the Internal Auditor had been received and signed off with no matters arising. The internal report along with the completed annual return (AGAR) will go to Full Council for approval prior to submission to the external auditor. The Committee thanked the Proper Officer for the good work completed. The Proper Officer noted she had completed a reserve report for 2019/20 and will circulate to all members before the next Full Council meeting.

2.5 GENERAL PURPOSES

2.5.1 Town Assets (including asset report & maintenance report) – to include request to purchase scaffold tower/training (ITC 438) & 5 year electrical inspection test at £1,800

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.

The Proper Officer had submitted report ITC 438 which had been circulated to all members and was a request to purchase a scaffold tower along with relevant training. As per the recommendation within the report, Cllr S Trebble proposed to purchase a scaffold tower at a cost of £1,073.99 + VAT, along with attendance by the Facilities Operatives to a PASMA training course at a cost of £118 per person, Cllr K Leck seconded and all members were in favour.

Recommendation to Full Council – to purchase a scaffold tower at a cost of £1,073.99 + VAT, along with attendance by the Facilities Operatives to a PASMA training course at a cost of £118 per person.

The Proper Officer had received a quote for the 5 year electrical inspection at the Lantern for £1,800, members asked for further quotes to be presented at the next F&GP Committee meeting.

2.5.2. Lantern Café update

The Proper Officer noted there had been 3 expressions of interest received to rent the café. An interview questionnaire had been sent out to the potential applicants and will be circulated to committee members once returned.

2.5.3 Car Parks

a) Ropery Road car park

The Proper Officer noted that the Covid-19 swab hub is likely to close this week and the car park will fully open from next week.

Cllr P Crabb agreed to look into rendering 2 walls in the car park in order for the painting to be completed. The Proper Officer noted that the parts required for the machine upgrade had still not been received, however, the upgrade software had been delivered to the private residence of the Operations Supervisor who is on furlough leave, arrangements will be made to retrieve the software once the hardware has been delivered.

Electric car charging points – Cllr P Crabb had obtained a couple of quotes and will bring a report to the next meeting.

The Proper Officer provided members with an update on income and expenditure for the car park.

b) Cheyne Beach car park

The Proper Officer noted she had sold 2 permits recently and provided members with an update on income and expenditure for the car park.

2.5.4 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.

2.5.5 Vision Community Centre

Cllr R Donovan noted that work had been carried out to repair the canopy at the Vision Centre and some slates had been replaced. The new front door is due to be installed in the next 10 days and the Vision Centre could potentially open on 4th July following government's easing of Covid-19 restrictions.

2.5.6 Public Toilets

It was noted that most public toilets are now open.

2.5.7 One Ilfracombe – to include Town Team feedback

The Programme Manager noted that social distancing signage had been placed on the High Street and Harbour areas in conjunction with North Devon Council to help with the reopening of shops and businesses.

2.5.8 Green Team / Town Maintenance Operative updates

The TMO's report had been circulated to all members and was noted this evening. It was noted that the TMO will visit Hele to provide assistance with refreshing planting areas.

2.5.9. Insurance for ride-on mower on behalf of the Allotment Society

Cllr B Gear had asked the Proper Officer to look into insurance for the ride-on mower on behalf of the Allotment Society. The Proper Officer noted that the ride-on mower equates to £20 of the premium for ITC and members asked that the Proper Officer investigate what would be covered if the mower was on permanent loan to the Allotment Society and operated solely by them.

2.5.10 Drain clearing

Cllr R Donovan will revisit the maps of identified drains that need clearing. Nothing further to report this evening.

2.5.11 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.

It was noted that the finger posts around the town were falling apart, the Programme Manager noted that this was being investigated prior to Covid-19 and that the supplier had agreed to repair them.

2.5.12 Dotto Train

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

2.5.13 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.

2.5.14 High Street Lighting

Cllr S Trebble noted that the project to replace the electrical boxes and wiring for the high street lights had fallen behind due to Covid-19, he will obtain quotes and will bring to the next meeting.

2.5.15 Report from Harbour Forum

It was noted that a security meeting had been held remotely and that there are no planned cruise visits next year. The harbour is currently closed to visitors with the exception of boats being transferred to other ports.

2.5.16 Web/Facebook updates

Cllr K Leck noted that there is some information on website which is out of date, the Programme Manager will look into this. The Programme Manager noted that there will be a new website by September due to the new accessibility laws coming into force.

2.5.17 Correspondence/Licenses –

None received for this evening's meeting.

2.5.18 Chair's Discretion

Cllr B Gear noted that there is now a long waiting list for an allotment in Ilfracombe and asked if there was any more land available, Cllr V Gates noted that the Lions Club are currently looking into this.

Cllr P Crabb noted that due to a children's nursery closing, the provision for Ilfracombe was at the borderline. Cllr P Crabb noted that insurance for organisations for events may have changed and might not include cover for holding carnivals, Cllr K Leck will look into this.

Cllr K Leck noted that the next Staffing Committee meeting for July only will be held at the later time of 7pm to accommodate those who work during the day.

The meeting finished at 20:10

Recommendations to Full Council

- to purchase a scaffold tower at a cost of £1,073.99 + VAT, along with attendance by the Facilities Operatives to a PASMA training course at a cost of £118 per person

Resume Actions

- **Electric charging points:** obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, – **Cllr P Crabb has received 2 quotes and will bring a report to the next meeting.**
- 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 – COMPLETED**
- 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.**
- Draft advert for marketing lantern café to be circulated to all members – **COMPLETED, 3 expressions of interest received.**
- Facilities Operative to investigate costs for purchasing a scaffold tower/training – **COMPLETED, see report ITC 438**
- 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. – **ongoing**

New actions

- **NEW ACTION:** Cllr P Crabb to look into rendering 2 walls at Ropery Road car park.



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23rd June 2020