



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 27th July 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, G Coulter, P Crabb.
Also present: Cllrs: T Elliott, N Pearson, the Proper Officer and the Programme Manager.

3.1 Apologies received: Cllrs: K Leck (hospital recovery), L Aston (work commitments).

The Proper Officer noted she had received a resignation notice from Cllr Steve Trebble therefore a casual vacancy is declared. The North Devon Council Returning Officer had been notified and a public notice had been issued and published for a vacancy in the office of Councillor for Ilfracombe West Ward.

3.2 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 3.5.18)

3.3 Adoption of minutes & matters arising from actions

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

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

3.4 FINANCE AND AUDIT

3.4.1 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.

3.4.2 Audit Matters

The Proper Officer noted she had submitted the AGAR (annual return) to the external auditor on 14th July 2020. Cllr R Donovan noted that a simple reserve report will be circulated and presented to members at the next Full Council meeting.

3.5 GENERAL PURPOSES

3.5.1 Town Assets (including asset report & maintenance report) – to include request and costs for 5 year electrical inspection test

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 received quotes for an electrical inspection test at the Lantern and shared the costs with Committee members. Cllr R Donovan proposed to spend up to £1,000 for a 5 year electrical test to be carried out at the Lantern, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – to spend up to £1,000 for a 5 year electrical test to be carried out at the Lantern.

3.5.2. Lantern Café update

The Proper Officer noted that the new tenant had paid 3 months' rent in advance and had signed the lease agreement. The tenant will collect the keys and the agreement will commence on 1st August 2020.

3.5.3 Car Parks

a) Ropery Road car park

The Proper Officer noted that the upgrade on the machines has been completed and that credit card and contactless payments are now accepted.

Cllr P Crabb is looking into rendering 2 walls in the car park in order for the painting to be completed.

Members thanked the TMO for taking initiative and placing hanging baskets at the car park.

Electric car charging points – Cllr R Donovan attended a webinar on car charging points and will contact DCC going forward to investigate funding.

The Proper Officer provided members with an update on income and expenditure for the car park including income from newly upgraded CC facilities.

Cllr N Pearson joined the meeting at 7.20pm.

b) Cheyne Beach car park

The Proper Officer noted she had sold 4 permits recently and provided members with an update on income and expenditure for the car park.

3.5.4 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. Cllr R Donovan thanked the Proper Officer for a comprehensive report.

3.5.5 Vision Community Centre

Cllr R Donovan noted that there is currently one group using the Centre with Covid-19 precautions in place. It was also noted that there are some snagging issues with the new door installation to be resolved.

3.5.6 Public Toilets

It was noted that the public toilets in Hele had been cleaned and re-painted recently.

3.5.7 One Ilfracombe – to include Town Team feedback

The Programme Manager noted that he is currently looking into the relationship between One Ilfracombe and One Northern Devon and that funding had been received for another 'Home from Hospital' project and an 'Active Devon' project.

It was noted that there hadn't been a Town Team meeting recently.

3.5.8 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 vegetation is overgrowing at the former nightclub on Market Street, Cllr P Crabb will contact the owner of the building.

The Proper Officer noted that volunteers will resume clearing litter from 1st August, a risk assessment must be completed by the Community Engagement Coordinator and in place and on record prior to any work being carried out.

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

The Proper Officer updated members with information received from the insurance provider, ITC cover for the mower remains in place for theft, fire, vandalism and accidental damage. The Allotment Society are required to arrange public liability insurance. Cllr B Gear will contact the Allotment Society with this information.

3.5.10 Drain clearing

Cllr R Donovan will work with the Proper Officer to revisit the maps of identified drains that need clearing.

3.5.11 CCTV (general)

The Programme Manager noted that the new CCTV system is due to be installed in September/October.

3.5.12 Dotto Train

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

3.5.13 Bus Shelter

It was noted that the Facilities Operatives are maintaining and repairing the bus shelters as required and are adhering to social distancing guidelines.

3.5.14 High Street Lighting

Cllr R Donovan noted he will try to obtain more information on this item.

3.5.15 Report from Harbour Forum

There had not been any recent meetings.

3.5.16 Web/Facebook updates

It was noted that there were comments on social media regarding pedestrians and the lack of social distancing at the Quay. The Ilfracombe Regeneration Board had submitted a report to NDC regarding possible pedestrianising of the road.

It was noted that there are issues with the Harbour webcam which are currently being investigated, Cllr P Crabb will bring more information the next meeting.

3.5.17 Correspondence/Licenses – Keswick House premises licence application

Members were happy to support an application for an on-premises licence, however, they asked the Proper Officer to obtain more information regarding reasons for the off-premises licence.

3.5.18 Chair's Discretion

Cllr P Crabb asked if this Council would support a Covid-19 secure fairground at the bottom of Capstone, members were happy to give general approval providing all risk assessments and precautions are in place. Cllr P Crabb will contact his fellow District Councillors.

Cllr R Donovan noted that the Sea Ilfracombe event will not be going ahead this year.

Cllr N Pearson asked if this Council could agree to purchase a plot of land in Ilfracombe. An Extraordinary meeting of the Town Council will be arranged for Monday 3rd August to discuss further and make a decision.

Recommendations to Full Council

- to spend up to £1,000 for a 5 year electrical test to be carried out at the Lantern.

Resume Actions

- **Electric charging points:** obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, – **Cllr R Donovan will contact DCC to investigate funding opportunities.**
- 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 with Proper Officer to revisit maps and devise plan for clearing**
- 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.**
- 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.
- Cllr P Crabb to look into rendering 2 walls at Ropery Road car park, – **Facilities Operatives have offered to paint the walls following completion of rendering.**



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28th July 2020