



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 24th August 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, G Coulter, L Aston, K Leck, P Crabb (arr. 740pm).
Also present: Cllr T Elliott and the Proper Officer.

4.1 Apologies received: Cllr D Turton (family commitments).

4.2 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 4.5.15)

4.3 Adoption of minutes & matters arising from actions

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

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

4.4 FINANCE AND AUDIT

4.4.1 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.

4.4.2 Audit Matters

The Proper Officer noted she had submitted the AGAR (annual governance and accountability return) to the external auditor on 14th July 2020. The notice of conclusion of audit is expected in September.

4.5 GENERAL PURPOSES

4.5.1 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. Within the report were options for an additional bin located at Ropery Road car park, members agreed that an additional litter bin should be requested from NDC at no cost to this Council.

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.

4.5.2 Car Parks

a) Ropery Road car park

The Proper Officer provided members with an update on income and expenditure for the car park. It was noted that the income is split 50/50 between cash payments and CC payments, therefore reducing workload by half in the peak seasons.

Members asked the Proper Officer to investigate how many penalty charge notices had been issued by NDC in Ropery Road car park.

The Proper Officer noted that 4 advert board rentals at Ropery Road car park had been renewed and 3 new advert board rentals had been purchased.

Electric car charging points – Cllr R Donovan asked that the Proper Officer investigate the costs and reports the findings to members. Once received, plans and an application for funding can be submitted.

b) Cheyne Beach car park

The Proper Officer noted she had sold 3 permits recently and provided members with an update on income and expenditure for the car park.

It was noted that the wave barrier had recently been erected due to adverse weather, all permit holders had been notified in advance.

4.5.3 The Ilfracombe Centre – Centre Manager Report

The Proper Officer had previously circulated her report to all members, the report and its contents were noted this evening. The Proper Officer noted that the Ilfracombe Centre has been open to the public for a couple of weeks was working well with the new opening hours. The Proper Officer is currently the only member of staff working in the ITC office.

4.5.4 Vision Community Centre

Cllr L Aston noted that bookings for the Centre are slow, however, the Youth Club will resume their weekly group meetings this month. R Donovan noted that there are some snagging issues with the new door installation that need to be resolved. Funding for the replacement door has now been received.

4.5.5 Public Toilets

It was noted that the Landmark Theatre are allowing customers to access their toilets with a code issued upon making a purchase.

4.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted that the Programme Manager is currently on annual leave and that the Programme Report submitted to Full Council contains up-to-date information.

It was noted that there are currently no Town Team meetings taking place and that the Facilities Operatives and the Town Maintenance Operative are liaising directly with the District and County Council.

4.5.7 Green Team / Town Maintenance Operative updates

The TMO's report had been circulated to all members and the amazing work being carried out was noted this evening.

4.5.8 Drain clearing

Cllr R Donovan noted that assistance from the Police and the County Council will be required to clear the drains on Highfield Road due to the number of parked cars. Cllr R Donovan will work with the Proper Officer to revisit the maps of identified drains that need clearing. Members are reminded to identify and report blocked drains to the Proper Officer.

4.5.9 CCTV (general)

No further updates this evening.

4.5.10 Dotto Train

Cllr R Donovan noted that the Dotto Train is currently in storage and should be taken out before winter.

4.5.11 High Street Lighting

No further updates this evening.

4.5.12 Report from Harbour Forum

No further updates this evening.

4.5.13 Web/Facebook updates

It was noted that there had been comments on social media regarding blocked drains. There was also a discussion regarding the lack of social distancing at the Quay. Cllr V Gates noted she had sent letters with ideas for improvements to all business along the Quay and received some positive feedback.

Cllr P Crabb joined the meeting at 7.40pm

4.5.14 Correspondence/Licenses –

None received.

4.5.15 Chair's Discretion

None this evening.

The meeting finished at 19:50

Recommendations to Full Council

- None.

Resume Actions

- **Electric charging points:** obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers – **Proper Officer to investigate costs from Chargemaster, Cllr R Donovan and Proper Officer will then submit plans and application for funding.**
- 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.**
- Formal request to be made 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 costs for rendering 2 walls at Ropery Road car park – **Facilities Operatives have offered to paint the walls following completion of rendering. Proper Officer will obtain costs from 2 alternative contractors.**

New actions

- Proper Officer to investigate the number of PCNs issued by NDC at Ropery Road car park.



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25th August 2020