



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 28th September 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, D Turton.

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

5.1 Apologies received: None.

5.2 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 5.5.16)

5.3 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.

5.4 FINANCE AND AUDIT

5.4.1 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. The Proper Officer noted the second and final precept payment had been received from North Devon Council.

5.4.2 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 by the end of November, delayed due to Covid-19.

5.5 GENERAL PURPOSES

5.5.1 Town Assets (including asset report & maintenance report) – to include cost for remedial works following 5-year test - £1,050

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 tabled a quote of remedial works which had been identified following the 5-year electrical test carried out at the Lantern. With a recommendation to have the works completed by the Proper Officer and the Facilities Operative, Cllr R Donovan proposed to agree to the remedial works at the Lantern at a cost of £1,050, Cllr G Coulter seconded and all members were in favour.

Recommendation to Full Council – to agree to remedial works at the Lantern at a cost of £1,050.

5.5.2 Car Parks

a) Ropery Road car park

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

Electric car charging points – the Proper Officer had organised a site survey with BP Chargemaster on 1st October, Cllrs R Donovan and P Crabb will attend with the Proper Officer and Facilities Operative, findings and costs will be presented to the next F&GP meeting.

Reservation requests – a request had been received by Kier/SWW to store a welfare unit across up to 10 parking bays in Ropery Road car park while sewage works are carried out at Cheyne Beach car park in November, members were happy to agree the reservation at a cost to Kier/SWW of £2 per space per day. The Proper Officer will confirm the arrangements with the contractor.

Rendering costs – There had been no quotes received. It was noted that the Facilities Operatives had offered to complete the painting once the walls have been rendered.

b) Cheyne Beach car park

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

It was noted that Kier/SWW will be carrying out essential sewage pump works in November.

5.5.3 The Ifracombe Centre – Centre Manager Report

The Proper Officer had previously circulated her report to all members, the report and its contents were noted this evening.

5.5.4 Vision Community Centre

Cllr L Aston noted that QR posters are on display at the Vision Centre for the NHS Test and Trace facility. It was noted that only one group is currently using the Centre and that the Youth Club are yet to return. Cllr R Donovan noted that there are still some snagging issues with the new door installation that need to be resolved. Funding for the replacement door has been received.

5.5.5 Public Toilets

Cllr V Gates noted that this is an item for discussion at the next IRB meeting due to be held later this week.

5.5.6 One Ilfracombe – to include Town Team feedback

Cllr R Donovan noted that there had been no meetings recently and none are scheduled. The Programme Manager will make arrangements for the next meeting.

It was noted that Lloyds Pharmacy on St Brannocks Road will close before Christmas, Cllr V Gates has sent a letter to the MD expressing concerns and asking for an explanation.

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.

5.5.7. IT Provision (extra requirements)

The Programme Manager noted that underspent funding had been used to purchase 2 laptops for the Community Engagement Officer and the Community Development Officer to assist with working from home. The Programme Manager requested that ITC purchase a laptop for The Project Coordinator at a cost of £1,000, members asked the Programme Manager to present a full report to Full Council for approval.

5.5.8 Green Team / Town Maintenance Operative updates

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

5.5.9 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.

5.5.10 CCTV (general)

The Programme Manager noted that the new system is due to be installed in December.

5.5.11 Dotto Train

Cllr R Donovan noted the cost of insurance and road tax for the Dotto Train. The Programme Manager will chase NDC for changes to the lease before signing. The Proper Officer advised that insurance and road tax should not be purchase until the changes have been made and the lease has been signed.

5.5.12 High Street Lighting

Cllr L Aston noted that he had been on contact with local contractors and that costs are still being sought.

5.5.13 Report from Harbour Forum

It was noted that the boats will be taken out of the water early November. There were no further updates this evening.

5.5.14 Web/Facebook updates

The Programme Manager noted he had published an accessibility statement on the ITC website and that he is working towards accessibility compliancy in line with new regulations which came into force on 23rd September.

The Programme Manager also noted that a lot of content from NDC and DCC is being shared on the ITC website and social media pages and that One Ilfracombe will be producing a leaflet to be distributed amongst the community to display the projects that have been carried out over the last few months.

5.5.15 Correspondence/Licenses –

None received.

5.5.16 Chair's Discretion

Cllr G Coulter noted an incident at the arches last week where he had contacted the police without success. The Proper Officer was asked to write to Ilfracombe Inspector, Paul Searle.

Cllr B Gear expressed concerns with rubbish at Lidl not being cleared, the Proper Officer will write a letter to the store manager.

Cllr T Elliott asked if anything could be done regarding the stretched services in Ilfracombe, Cllr V Gates will contact the Head of Environmental Health & Housing and the Chief Executive of NDC.

Recommendations to Full Council

- to agree to remedial works at the Lantern at a cost of £1,050.

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. Site survey with BP Chargemaster on 1st October, findings/costs to go to next F&GP**
- 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.**
- 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.**
- Proper Officer to investigate the number of PCNs issued by NDC at Ropery Road car park. – **completed, information circulated to members.**



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29th September 2020