



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 26th October 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, D Turton, P Crabb.

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

6.1 Apologies received: Cllrs: K Leck (personal commitments), L Aston (family commitments).

6.2 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 6.5.16)

6.3 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.

6.4 FINANCE AND AUDIT

6.4.1 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.

6.4.2 Audit Matters

The Proper Officer noted that the closure notice and completion statement for the Annual Governance and Accountability Return for financial year ending 31 March 2020 had been received from the external auditor with no matters arising. Members thanked the Proper Officer for her good work completed to achieve this.

6.4.3. Precept and budget considerations for financial year 2021/22

Cllr R Donovan asked members to consider if there were any items they would like to see included in the Council's budget for 2021/22 which would need to be factored into formulating the Council's final precept.

6.5 GENERAL PURPOSES

6.5.1 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.

The Proper Officer noted an updated quote had been received for the remaining windows needing replacing at the Lantern, the quote is under budget at £9.5k, members were happy to proceed as previously agreed.

6.5.2 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 noted that BP Chargemaster have yet to submit a quote for consideration and she will chase.

Reservation requests – a request had been received by the Environment Agency to store a welfare unit across 7 parking bays in Ropery Road car park while sea wall repair works are carried out at Cheyne Beach car park from 16th-27th November, members were happy to agree the reservation at a cost to EA of £2 per space per day.

Rendering costs – The Proper Officer noted she had received 2 quotes for rendering the walls at Ropery Road car park, members asked that another 2 quotes are sought prior to making a decision. 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 the Environment Agency will be carrying out essential sea wall repairs in November.

6.5.3 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.

6.5.4 Vision Community Centre

Cllr R Donovan noted that there hadn't been any meetings since before lockdown due to committee members not having access to Zoom. It was also noted that the parts had been received for the door and that a fire alarm and fire equipment check had been carried out.

6.5.5 Public Toilets

The Proper Officer noted a request from Lee and Lincombe Residents' Association to open Lee toilets over the Christmas and New Year period, members agreed to this.

6.5.6. Fore Street light repair – alternative quotes received

The Proper Officer had received a further 2 quotes for the repair of the Fore Street lights as requested by Full Council, members selected 2 of the quotes to be circulated to all members for a decision.

6.5.7 One Ilfracombe – to include Town Team feedback

The Programme Manager noted that the One Ilfracombe AGM scheduled for this week has had to be delayed due to the One Ilfracombe accounts not being returned from the accountants.

6.5.8 Green Team / Town Maintenance Operative updates

The TMO's report had been circulated to all members and was noted this evening.

6.5.9 Drain clearing

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.

6.5.10 CCTV (general)

The Programme Manager noted that there are no further updates.

6.5.11 Dotto Train

Cllr R Donovan noted the Proper Officer has the lease and is looking over it before signing.

6.5.12 High Street Lighting

Cllr L Aston had provided an update via email. Cllr R Donovan will try and obtain some more information.

6.5.13 Report from Harbour Forum

Cllr B Gear noted there had been a fire on-board the Ilfracombe Princess and that there was no major damage or injuries.

Cllr R Donovan noted that his wife had tripped over cables laying across the road at the quayside and that a complaint had gone to the Harbour Master.

6.5.14 Web/Facebook updates

The Programme Manager noted the new ITC website is underway.

6.5.15 Correspondence/Licenses – Ilfracombe Holiday Park (licence variation)

Correspondence had been received regarding Snake My Day on Ilfracombe High Street – this will be discussed under correspondence at the next Full Council meeting.

The licence variation for Ilfracombe Holiday Park was noted this evening.

6.5.16 Chair's Discretion

Cllr T Elliott noted that there are still loose paving slabs on Wilder Road and asked Cllr P Crabb to chase up repairs with DCC.

The Programme Manager requested to purchase a laptop for £1,325 for the Community Engagement Coordinator on secondment to Project Coordinator, members requested a report with more information and costs goes to the next Full Council meeting for agreement.

The Programme Manager also noted approximate costs for having pages in a local monthly magazine, members requested a report with more information and costs goes to the next Full Council meeting.

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 chase quote/information from BP 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.**
- Programme Manager to contact Barnstaple Town Centre Management for an update. – **no further updates received.**
- 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. 2 quotes received, members requested 2 more quotes. Proper Officer will obtain costs from 2 alternative contractors.**



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27th October 2020