



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 23rd November 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, L Aston.

Also present: Cllrs: N Pearson and T Elliott (arr. 7.15pm), the Proper Officer and the Programme Manager.

7.1 Apologies received: Cllrs: K Leck (personal commitments).

7.2 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 7.5.16)

7.3 Adoption of minutes & matters arising from actions

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

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

7.4 FINANCE AND AUDIT

7.4.1 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.

7.4.2 Audit Matters

The Proper Officer noted that due to current restrictions, the 'interim audit' will be carried out in the New Year.

7.4.3. Precept and budget considerations for financial year 2021/22 and to agree a response to North Devon Council for provisional precept requirement

With a requirement to supply a provisional/draft Precept total to the Local Authority by 18th December 2020, Cllr R Donovan proposed that the draft precept total of £272,202 (representing a 2.20% increase) be adopted, seconded by Cllr V Gates with all members in favour.

Recommendation to Full Council – that the draft Precept total of £272,202 (representing a 2.20% increase) be adopted for the 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.

7.5 GENERAL PURPOSES

7.5.1 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.

7.5.2 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.

Rendering costs – The Proper Officer noted she had received 2 quotes for rendering the walls at Ropery Road car park, Cllr R Donovan 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.

7.5.3 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 is currently closed to the public due to current restrictions.

7.5.4 Vision Community Centre

Cllr R Donovan noted that the Vision Centre is currently closed due to current restrictions. It was also noted that a fire alarm and fire equipment check had been carried out.

Cllr L Aston noted there had been some damage to the guttering at the Centre.

7.5.5 Public Toilets

Cllr N Pearson noted that North Devon Council will be addressing public toilets next year.

7.5.6 One Ilfracombe – to include Town Team feedback

The Programme Manager noted that his team are currently dealing with requests for help during lockdown and will start to look at the programme of work pre-Covid-19.

It was noted that the One Ilfracombe AGM has not taken place as scheduled due to the One Ilfracombe accounts not being returned from the accountants.

7.5.7. Additional IT request – ITC 444

The Programme Manager had previously circulated report ITC 444 which was a request for a laptop for the Community Engagement Coordinator (on secondment to Project Coordinator) at a cost of £1,200. Cllr V Gates proposed to purchase a laptop for the Community Engagement Coordinator at a cost of £1,200, Cllr D Turton seconded and all members were in favour.

Recommendation to Full Council – to purchase a laptop for the Community Engagement Coordinator (on secondment to Project Coordinator) at a cost of £1,200.

All members of staff are reminded that all IT equipment is for ITC/OI work only and not for personal use.

7.5.8 Green Team / Town Maintenance Operative updates

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

7.5.9 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.

Cllr P Crabb noted DCC has a team looking at the drains in the Town.

7.5.10 CCTV (general)

The Programme Manager noted that there are no further updates.

7.5.11 Dotto Train

Cllr R Donovan noted he had driven the Dotto Train around Hillsborough car park and that the Programme Manager had signed the lease. The Programme Manager noted a solicitor had also signed the lease and that the lease will be delivered to North Devon Council this week. It was noted that the Dotto Train was now insured by ITC, however, a full safety inspection is yet to be booked in and carried out.

Cllr R Donovan noted that the Dotto Train may be available for events later this year pending a full safety inspection and that anyone with a PSV licence is welcome to drive it.

7.5.12 High Street Lighting

It was noted that the Fore Street lights had been successfully repaired by a local contractor.

The Programme Manager noted that he is liaising with Combe Christmas regarding the Christmas Lights.

Cllr L Aston provided an update on the High Street lights noting that an electrician is fitting new electrical boxes before Western Power fit the main electrical boxes.

7.5.13 Report from Harbour Forum

Cllr B Gear had circulated minutes from the Harbour Forum meeting to all members.

7.5.14 Web/Facebook updates

The Programme Manager noted the new ITC website is underway and the front page should be ready in time for the next Full Council meeting on 14th December.

7.5.15 Correspondence/Licenses – Stacc (premises licence application)

A premises licence application for Stacc was noted this evening.

7.5.16 Chair's Discretion

The Programme Manager provided members with an update on the decayed finger posts in the Town.

Recommendations to Full Council

- that the draft Precept total of £272,202 (representing a 2.20% increase) be adopted for the financial year 2021/22.
- to purchase a laptop for the Community Engagement Coordinator (on secondment to Project Coordinator) at a cost of £1,200.

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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24th November 2020