



**ILFRACOMBE TOWN COUNCIL**  
**Minutes of Finance & General Purposes Committee Meeting**  
**Monday 25<sup>th</sup> January 2021**

This meeting was held via <https://zoom.us/> and started at 7pm

**Committee members present:** Cllrs; R Donovan (Chair), V Gates, B Gear, G Coulter, K Leck, P Crabb, L Aston, D Turton.  
Also present: Cllrs: T Elliott, G Fowler, N Pearson, the Proper Officer and the Programme Manager.

**9.1 Apologies received:** None

**9.2 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 9.5.16)

**9.3 Adoption of minutes & matters arising from actions**

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

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

**9.4 FINANCE AND AUDIT**

**9.4.1 Financial Management – Budget Tracker; a report of income and expenditure to date**

The Proper Officer had circulated updated budget exceptions to all members and noted all income was included and up to date.

**9.4.2 Audit Matters**

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

**9.5 GENERAL PURPOSES**

**9.5.1 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 Operative had submitted an asset maintenance report which had been circulated to all members, the report and its contents were noted this evening. It was noted that the sanding, varnishing and polishing of the floors in the offices at the Ilfracombe Centre is near completion with thanks to the Facilities Operative.

**9.5.2 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.

The Proper Officer noted rendering works were near completion at Ropery Road car park.

b) Cheyne Beach car park

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

The Proper Officer noted that sewage pump works started on 11<sup>th</sup> January and are due to continue for 10 weeks. Should the works be extended, arrangements will be made for permit holders to continue parking in Ropery Road car park and NDC will be advised of this.

**9.5.3 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.

**9.5.4 Vision Community Centre**

Cllr R Donovan noted that the front door to the centre has now been fitted with a new lock and the fascia boards and guttering have been replaced.

**9.5.5 Public Toilets**

Nothing to report this evening.

**9.5.6 One Ilfracombe – to include Town Team feedback**

The Programme Manager noted that Living Well meetings have restarted.

There have been no Town Team meetings.

### 9.5.7 Green Team / Town Maintenance Operative updates

Nothing to report.

### 9.5.8 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 clearing some drains in the Town.

### 9.5.9 CCTV (general)

The Proper Officer noted that the additional CCTV for the Ilfracombe Centre and the Lantern is being installed on Wednesday this week.

### 9.5.10 Dotto Train

Cllr R Donovan noted that the Dotto Train is currently undergoing a safety inspection.

### 9.5.11 To discuss and agree the Pathfinder Flood Alert project

The Programme Manager had submitted and circulated report ITC 452 to all members. Following a discussion, Cllr K Leck proposed that ITC take on the yearly costs for the Timeview alert system and maintenance for the gauge noting that the Staffing Committee will need to meet and discuss provision and response prior to agreement at Full Council, Cllr R Donovan seconded and all members were in favour. **Recommendation to Full Council** – that ITC take on the yearly costs for the Timeview alert system and maintenance for the gauge noting that the Staffing Committee will need to meet and discuss provision and response prior to agreement from Full Council.

### 9.5.12 High Street Lighting

Cllr L Aston noted he is in contact with the electricians and will try and obtain a quote for works to be carried out.

### 9.5.13 Report from Harbour Forum

Nothing to report this evening.

### 9.5.14 Web/Facebook updates

The Programme Manager gave members an update on responses to the survey regarding the purchase of the High Street car park.

Cllr N Pearson left the meeting at 20:00

### 9.5.15 Correspondence/Licenses – The Olive Branch premises licence application

The application for a premises licence was noted.

### 9.5.16 Chair's Discretion

None this evening.

The meeting finished at 20:05

### Recommendations to Full Council

- that ITC take on the yearly costs for the Timeview alert system and maintenance for the gauge noting that the Staffing Committee will need to meet and discuss provision and response prior to agreement from Full Council.

### 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, – **Rendering works near completion, action COMPLETED.**

