



**ILFRACOMBE TOWN COUNCIL**  
**Minutes of Finance & General Purposes Committee Meeting**  
**Monday 22<sup>nd</sup> February 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 (arr. 7.10).

Also present: Cllrs: T Elliott, G Fowler, N Pearson, S Wilson, J Williams, P Coats, G Schofield, the Proper Officer, the Programme Manager, 1 member of the public and 1 member of the press.

**10.1 Apologies received:** None

**10.2 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 10.5.17)

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

Cllr R Donovan 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.

**10.4 FINANCE AND AUDIT**

**10.4.1 Financial Management – Budget Tracker; a report of income and expenditure to date and to agree exceeded budgets**

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

Cllr P Crabb proposed to agree to the report containing items which exceeded budget predictions. Cllr K Leck seconded and all members were in favour.

**Recommendation to Full Council** – to agree to the report containing items which exceeded budget predictions.

**10.4.2 Audit Matters – to agree Financial Risk Management document**

The Proper Officer had reviewed and made amendments to the existing document, which had been circulated to all members. Cllr R Donovan proposed to adopt the updated Financial Risk Management document, Cllr V Gates seconded and all members were in favour.

**Recommendation to Full Council** – to adopt the Financial Risk Management document.

The Proper Officer noted that due to current restrictions, the 'interim audit' has not yet been carried out and is waiting for a response from the internal auditor.

**10.4.3 NDC Lease Agreement**

Cllr R Donovan summarised the existing lease agreement between ITC and NDC and NDC's intention to give notice to terminate the lease agreement. More information on negotiations is due from NDC within the next week or two.

**10.5 GENERAL PURPOSES**

**10.5.1 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.

**10.5.2 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** – No further updates this evening.

It was noted that rendering works had been completed and the contractor had been paid.

Cllr P Crabb will investigate costs for erecting a large map in the car park and take a proposal to Full Council.

Cllr R Donovan noted that the Sea Ilfracombe Committee had agreed to make good the damage to the car park at its last event.

It was noted that Sea Ilfracombe wishes to provisionally book the car park for their event in September.

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.

The Proper Officer noted that 34 permits had been renewed for the 2021/22 season.

c) High Street car park (update)

This item will be covered at the Extraordinary meeting of Ilfracombe Town Council to follow this meeting.

### **10.5.3 The Ilfracombe Centre – Centre Manager Report (to include request for electrical test to be carried out)**

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 5 year electrical test is overdue by two years and had received 3 quotes for the work to be carried out. Cllr R Donovan proposed to have the 5 year electrical test carried out at the Ilfracombe Centre at a cost of £1,744 + VAT, Cllr P Crabb seconded and all members were in favour.

**Recommendation to Full Council** – to have the 5 year electrical testing carried out at the Ilfracombe Centre at a cost of £1,744 + VAT.

The Proper Officer noted that following the announcement from the Government this evening, the Ilfracombe Centre and the Lantern will both possibly re-open from Monday 12<sup>th</sup> April.

### **10.5.4 Vision Community Centre**

Cllr R Donovan noted that the Vision Centre remains closed in line with Government restrictions with the possibility of re-opening from Monday 12<sup>th</sup> April.

### **10.5.5 Public Toilets**

Cllr N Pearson noted she is reviewing information received from NDC and will circulate findings to all members prior to Full Council.

### **10.5.6 One Ilfracombe – to include Town Team feedback**

The Programme Manager noted he is holding a team meeting on Monday to discuss the next steps on coming out of lockdown.

There have been no Town Team meetings.

### **10.5.7 Green Team / Town Maintenance Operative updates**

The Proper Officer noted that the Town Maintenance Operative will return to work full time from Monday 1<sup>st</sup> March following being on furlough. This development was welcomed by all members.

### **10.5.8 Drain clearing**

It was noted that some drains had been cleared, however, there are still an amount of blocked drains around the Town. 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.

### **10.5.9 CCTV (general)**

The Proper Officer noted that the additional CCTV for the Ilfracombe Centre and the Lantern has been installed.

There were no further updates from NDC.

### **10.5.10 Annual Town Meeting – to discuss content, date, venue**

Following a discussion between all members, it was agreed to hold an Annual Town Meeting with a relaxed agenda in June in the Great Hall at the Lantern pending restrictions being lifted. More details to follow.

### **10.5.11 Dotto Train**

Cllr R Donovan noted that positive talks regarding a partnership are ongoing.

The Dotto Train is currently undergoing a safety inspection and awaiting a part from Italy which has been delayed due to Brexit/Covid-19.

### **10.5.12 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.

### **10.5.13 Finger Posts**

The Programme Manager noted he had contacted NDC and will be sending a legal letter to the supplier.

### **10.5.14 Report from Harbour Forum**

It was noted that the boats are due to be lifted back into the water on March 20<sup>th</sup> pending restrictions.

### 10.5.15 Web/Facebook updates

Nothing to report this evening.

### 10.5.16 Correspondence/Licenses –

- Letter received regarding ITC purchase of the High Street car park – Cllr V Gates will send a response.
- Email received regarding trees in Langleigh area – Cllr P Crabb had followed up with NDC and circulated a response.
- Email received regarding congestion on harbour – Cllr B Gear has responded

### 10.5.17 Chair's Discretion

Cllr R Donovan asked if future pieces from ITC published in the Ilfracombe Magazine could have less text and larger font due to it being too small to read.

The meeting finished at 19:55

### Recommendations to Full Council

- to agree to the report containing items which exceeded budget predictions.
- to adopt the Financial Risk Management document.
- to have the 5 year electrical testing carried out at the Ilfracombe Centre at a cost of £1,744 + VAT.

### 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.**



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23<sup>rd</sup> February 2021