



## Minutes of the MEETING OF ILFRACOMBE TOWN COUNCIL held on 8<sup>th</sup> March 2021

This meeting was held via <https://zoom.us/> and started at 7.00pm

**Present:** Cllrs: V Gates (Mayor), K Leck, B Gear, J Williams, N Pearson, S Wilson, G Fowler, T Elliott, P Coates, D Turton, G Schofield, R Donovan, P Crabb, G Coulter.

**In attendance:** Police Inspector Sean Pepper, the Proper Officer, the Programme Manager, a representative from the North Devon Journal and 2 members of the public.

In the absence of Pastor Hills, the Proper Officer opened the meeting with prayers.  
The Mayor welcomed everyone to this evening's meeting and began proceedings.

**5433. To receive apologies and reasons for absence:** Cllrs; P Yabsley (work commitments), L Aston (work commitments), F Pearson (unwell).

**5434. To receive declarations of interest and consider members' submitted dispensation requests.**  
Declarations of interest noted: Members were reminded of the requirement to note their declarations of interest as required under the code of conduct (revised 10/12/18).

**5435. Notification of items for information to be raised at Chair's discretion;** See minute 5459

**5436. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.**  
No requests this evening.

**5437. To receive a report from the Police representative.**  
Police Inspector Sean Pepper, who is new in post, introduced himself to all members and summarised recent crime figures which will be circulated to all members via the Mayor. Inspector Pepper noted a Councillor Advocate Scheme and will circulate more information to all members via the Mayor.

Members thanked Inspector Pepper for his time this evening and he left the meeting.

**5438. To approve and adopt the minutes of the Full Council meeting – 8<sup>th</sup> February 2021.**  
Cllr V Gates proposed that the minutes of the meeting were a true and correct record, Cllr R Donovan seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting.  
Cllr R Donovan suggested a working group to discuss details of the lease agreement between ITC and NDC should consist of the Proper Officer, the Programme Manager and Cllrs; R Donovan, P Crabb, D Turton and N Pearson – this was agreed by all members.

**5439. Minutes of Planning Committee meeting – 15<sup>th</sup> February 2021 (to note & approve recommendations)**  
Cllr G Fowler presented the minutes of the meeting which were noted this evening.

**5440. Minutes of the Finance & General Purpose Meeting – 22<sup>nd</sup> February 2021 (to note & approve recommendations)**  
Cllr R Donovan presented the minutes of the meeting which were noted this evening.  
**Recommendations made at the meeting were agreed as follows;** (all proposed by Cllr R Donovan, seconded by Cllr B Gear, agreed by all members)

- 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.

Cllr N Pearson asked the Proper Officer to look into a full Council audit.

**5441. To approve and adopt the minutes of the Extraordinary meeting of Ilfracombe Town Council – 22<sup>nd</sup> February 2021**

Cllr N Pearson asked for minute 5431 to be amended to the following;

*Cllr N Pearson proposed an amendment to the above proposal to include that any Councillor, if they wish, could join the Steering Group attend the meetings, the amendment was seconded by Cllr T Elliott and with 4 in favour and 8 against, the motion was not carried, therefore the original proposal stood.*

Cllr N Pearson also noted that all members did not have a chance to voice their concerns as there was not enough time to consider the proposal.

Cllr V Gates proposed that the minutes of the meeting, with the amendment, were a true and correct record, Cllr G Fowler seconded and with all in favour and 1 abstention, they were adopted. Members who were not present at the meeting abstained from voting.

**5442. Minutes of Staffing Committee meeting – 1<sup>st</sup> March 2021 (to note and approve recommendations)**

Cllr K Leck presented the minutes of the meeting which were noted this evening.

**Recommendation made at the meeting were agreed as follows;**

- Pay increase for ITC staff (as agreed at December meeting) from 1<sup>st</sup> April 2021 and for ITC staff paid the equivalent of the Real Living Wage to receive an increase to £9.50 per hour. (proposed by Cllr K Leck, seconded by Cllr P Coates, agreed by all members).

Cllr K Leck drew Members attention to concerns from Committee members with regard to current workloads.

**5443. Working Groups – Request for Terms of Reference for all groups.**

Cllr V Gates had circulated a proposal to all members and noted that the Proper Officer will store a library of all working groups and their Terms of Reference.

Following a discussion by all members, Cllr V Gates proposed that this Council approves the immediate review and reissue of all Terms of Reference for various groups within the Council and that the process as described within her report is adhered to. This was seconded by Cllr K Leck and agreed by all members.

Cllr T Elliott asked that resources (to include Finance) is included in the schedule of content proposed.

**5444. Councillor Reports required for Annual meeting of Full Council.**

Cllr V Gates reminded all Chairs of Committees to provide their annual reports in good time for the Annual meeting of Full Council scheduled for Monday 10<sup>th</sup> May 2021.

**5445. Tyrrell MIU**

Due to the absence of John Finn, members asked that the Proper Officer makes contact to obtain an update.

**5446. Neighbourhood Plan**

Cllr S Wilson noted that the working group had met Wessex Community Land Trust via Zoom and discussed various local projects.

**5447. Climate Change**

Cllr N Pearson had submitted a report that had been circulated to all members.

**5448. Watersports Centre**

The Proper Officer had circulated an update from NDC via email to all members.

**5449. Public Toilets**

Cllr N Pearson had provided costs within her report which had been circulated to all members.

Cllr P Coates thanked the Facilities Operatives for tending to and repairing damage at Lee toilets.

**5450. Community Assets**

Cllr V Gates had submitted a report which had been circulated to all members. As per the recommendation within the report, Cllr V Gates proposed that this Council approves that the land identified as High Street car park is registered with North Devon Council as an Asset of Community Value ensuring a Community Right to Bid when it comes onto the market during the next 5 years, Cllr P Crabb seconded and all members were in agreement with 2 abstentions.

**5451. Marketing report – Cllr V Gates**

Cllr V Gates noted an amount of technical work being carried out with a video team working on 4 short films focusing on different experiences in Ilfracombe. It was also noted that a proposal for a Town Tourism Ambassador will be taken to the Staffing Committee.

**5452. To note the Proper Officer's report**

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

**5453. Report from the Programme Manager (to include One Ilfracombe Update).**

The Programme Manager had circulated his report to all members and it was noted this evening. The Programme Manager provided an update on the Quay Road proposals and Cllr N Pearson suggested that NDC make the Pier car park long stay, members were in support of this. It was noted that the Dotto Land Train is top priority and that an update on finger posts will go to the next F&GP Committee meeting.

**5454. Reports from County/District Councillors (written reports requested).**

Cllr P Crabb submitted his County report during the meeting and provided a verbal update for all members. Cllr N Pearson had submitted her District report which had been circulated to all members.

**5455. Reports from Working Groups and Councillor Champions (written reports requested).**

Cllr T Elliott had submitted her Housing Champion report which had been circulated to all members and was noted this evening.

**5456. Health and Safety.**

The Proper Officer had produced and circulated the health and safety report to all members, the report and its contents were noted this evening.

**5457. Correspondence/Licenses/Notices**

None received.

**5458. Finance**

**a) To adopt the Statement of accounts as at 28 February 2021** – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr B Gear and agreed by all members.

**b) To pass invoices for payment as at 28 February 2021**

All invoices tabled were proposed by Cllr R Donovan, seconded by Cllr D Turton and agreed for payment by all members.

Invoices for the Vision Community Centre were proposed by Cllr R Donovan, seconded by Cllr N Pearson and agreed for payment by all members.

**5459. Chairs Discretion**

- Cllr T Elliott asked for income/expenditure for Ropery Road car park for the last 3 years – it was noted that the Centre Manager's report displays this information and is issued monthly for F&GP Committee and circulated to all members.
- Cllr T Elliott had received an email from a member of the public regarding parking and obstruction on the High Street – the programme Manager noted that this can be discussed at Town Team meetings when they start up again.

The meeting finished at 21:15

9<sup>th</sup> March 2021

Miss Rachel Collins  
Proper Officer

