



**ILFRACOMBE TOWN COUNCIL**  
**Minutes of Finance & General Purposes Committee Meeting**  
**Monday 22<sup>nd</sup> March 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 (arr. 7.10), L Aston (arr. 7.10), D Turton (arr. 7.20).  
Also present: Cllr T Elliott, the Proper Officer and the Programme Manager.

**11.1 Apologies received:** None

**11.2 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 11.5.18)

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

Cllr K Leck 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.

**11.4 FINANCE AND AUDIT**

**11.4.1 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 R Donovan proposed to agree to the report containing items which exceeded budget predictions. Cllr B Gear seconded and all members were in favour.

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

**11.4.2 Audit Matters**

The Proper Officer noted that arrangements are being made to facilitate the internal audit.

Cllrs: P Crabb and L Aston joined the meeting at 7.10pm

**11.4.3 NDC Lease Agreement**

No further information has been received.

**11.5 GENERAL PURPOSES**

**11.5.1 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.

Cllr R Donovan thanked the Facilities Operatives for restoring the railings at the entrance to the Lantern.

**11.5.2 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, the Facilities Operatives will complete the painting of the walls.

It was noted that Combe Christmas wishes to provisionally book the car park for their event in November.

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 the sewage pump works that started on 11<sup>th</sup> January have been delayed by 2 weeks, arrangements have been made for permit holders to continue parking in Ropery Road car park and NDC has been advised of this.

The Proper Officer noted that 65 permits had been renewed/sold for the 2021/22 season.

c) High Street car park (update)

An application to nominate the High Street car park as an Asset of Community Value is underway and will be submitted to NDC this week.

Cllr D Turton joined the meeting at 7.20pm

### **11.5.3 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 following the announcement from the Government, the Ilfracombe Centre and the Lantern will both possibly re-open from Monday 12<sup>th</sup> April.

### **11.5.4 Vision Community Centre**

Cllr R Donovan noted that an enquiry had been received regarding the possibility of the Vision Centre being used as a Covid vaccination Centre, the NHS has not yet given the go ahead. The Vision Centre remains closed in line with Government restrictions with the possibility of re-opening from Monday 12<sup>th</sup> April.

### **11.5.5 Public Toilets**

Cllr T Elliott noted she had received a call from a member of the public with concerns about the lack of provision of public toilets in Ilfracombe. Committee members also expressed their concerns and it was noted this will be discussed at the next IRB meeting.

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

The Programme Manager noted the One Ilfracombe AGM is scheduled for Wednesday and that he is finalising the accounts.

The Programme Manager noted he is proposing to hold a Town Team meeting outdoors on 19<sup>th</sup> April.

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

It was noted that the Town Maintenance Operative has been tidying up areas of the Town.

### **11.5.8 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.

### **11.5.9 CCTV (general)**

The Programme Manager noted that work on the new CCTV system in Barnstaple will start in the next couple of weeks and the positioning of the camera destined for Ilfracombe High Street will be discussed further at the Town Team meeting.

The Proper Officer will obtain screenshots from the Ilfracombe Centre and Lantern CCTV to show the areas already covered by our own cameras.

### **11.5.10 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.

### **11.5.11 Dotto Train**

Cllr R Donovan noted that the Dotto Land Train has had a service and is now back in its container. A draft agreement has been drawn up with County Cousins and a report will go to the next Full Council meeting.

### **11.5.12 High Street Lighting**

There were no further updates this evening.

### **11.5.13 Finger Posts**

The Programme Manager had received a proposal from the supplier of the finger posts which had been circulated to all members. This proposal involved the Council paying half the cost of new fingers and undertaking the installation. Cllr P Crabb proposed that having paid £28k for functioning signs that, in reality, are not fit for purpose that we should go back to the supplier to say that their offer was not acceptable and we would expect them to supply better quality 'fingers' at no cost to the Council. If the supplier cannot agree to this then ITC have no other option than to take legal action. Cllr V Gates seconded and all members were in favour.

**Recommendation to Full Council** – to advise the supplier of the finger posts that their offer to the Council was unacceptable and legal action would be forthcoming if the issue cannot be resolved to the satisfaction of the Council.

It was noted that the Facilities Operative had produced a spreadsheet of locations and provided photographs of all finger posts.

### **11.5.14 Bus shelter – request for replacement, report ITC 456**

The Proper Officer had submitted report ITC 456 which had been circulated to all members. The report outlined the severe deterioration of the bus shelter located on Wilder Road and that the shelter is now beyond repair and dangerous. As per the recommendation within the report, Cllr R Donovan proposed that a new bus shelter is purchased from contractor 1 at the cost of £4,577 + VAT, Cllr K Leck seconded and all members were in favour.

**Recommendation to Full Council** – to purchase a new bus shelter at the cost of £4,577 + VAT  
Members were happy for the existing bus shelter to be removed immediately, the Programme Manager will ensure members of the public will be made aware through the website and social media channels.

Cllr P Crabb noted that the quotation included installation and that he would look at the cost of this element as it could be carried out by a local contractor, possibly at a lower cost.

#### **11.5.15 Harbour Report**

It was noted that the boats are due to be lifted back into the water on 3<sup>rd</sup> April.

#### **11.5.16 Web/Facebook updates**

Nothing to report this evening.

#### **11.5.17 Correspondence/Licenses –**

None received.

#### **11.5.18 Chair's Discretion**

Cllr V Gates had circulated a proposal for Committee members to consider prior to taking to Full Council. The proposal was to engage a professional marketing resource that can develop the tourist offering beyond what is achieved currently.

Whilst the majority of members were happy with the proposal, Cllr D Turton expressed his concerns with the associated costs and Cllr T Elliott asked if the contract could be reviewed after the first 6 months.

A full proposal will go to Full Council on 12<sup>th</sup> April.

Cllr R Donovan asked that Cllr P Crabb contacts the owners of the former Golden Coast site to suggest that the hording is made to look better for when the tourists arrive.

The meeting finished at 20:40

#### **Recommendations to Full Council**

- to agree to the report containing items which exceeded budget predictions.
- to advise the supplier of the finger posts that their offer to the Council was unacceptable and legal action would be forthcoming if the issue cannot be resolved to the satisfaction of the Council.
- to purchase a new bus shelter at the cost of £4,577 + 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. – **Work on Barnstaple system due to start within a couple of weeks.**



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23<sup>rd</sup> March 2021