



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 26th April 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, L Aston, D Turton.

Also present: Cllr T Elliott, the Proper Officer and the Programme Manager.

12.1 Apologies received: None

12.2 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 12.5.17)

12.3 Adoption of minutes & matters arising from actions

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

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

12.4 FINANCE AND AUDIT

12.4.1 Financial Management – To adopt the ITC financial accounts for year ending 31 March 2021 together with the Annual Governance Statement and Accounting Statements for 2020-21.

The Proper Officer presented the accounts for financial year ending 31 March 2021 which included:

- Summary of Accounts and Financial Data
- Annual Governance Statement
- Accounting Statements
- Comparison of income and expenditure against budget for 2020/21 and comparison to the previous financial year
- Detail and totals of ring-fenced and general reserves
- Accounting information for the Charity which the Town Council acts as trustee

Cllr R Donovan proposed that the Council's financial accounts 31 March 2021 together with the Annual Governance Statement and Accounting Statements 2020/21 be adopted. This was seconded by Cllr V Gates with all members in favour.

Recommendation to Full Council – To adopt the Council's Financial accounts 31 March 2021 together with the Annual Governance statement and accounting statements 2020/21.

Cllr R Donovan proposed to agree the Vision Centre financial accounts 31 March 2021, Cllr V Gates seconded and all members were in favour.

Recommendation to Full Council – To agree Vision Centre financial accounts 31 March 2021.

12.4.2. To consider items for ring fencing of reserve funds as appropriate

Cllr R Donovan proposed to allocate underspent money from the following budgets into ring-fenced reserves;

- Staffing
- Regeneration
- Youth
- Marketing
- High Street Lighting
- Lee Toilets
- Town Assets
- Election

Cllr R Donovan also proposed to allocate £7k from general reserves to Lantern reserves to go towards the lift replacement.

Recommendation to Full Council – to allocate underspent money from the Staffing, Regeneration, Youth, Marketing, High Street Lighting, Lee Toilets, Town Assets and Election budgets and to allocate £7k from general reserves to Lantern reserves to go towards the lift replacement.

12.4.3 Audit Matters

The Proper Officer noted that all audit paperwork has been submitted to the internal auditor prior to submission to the external auditor.

12.4.4 NDC Lease Agreement

The Proper Officer had attended a meeting with Officers from NDC regarding the lease agreement between ITC and NDC – notes from the meeting will be circulated to all members.

12.4.5 To consider appointing a retained solicitor

Cllr R Donovan asked that the Programme Manager investigate local solicitor fees and bring the findings back to this Council.

12.5 GENERAL PURPOSES

12.5.1 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 Proper Officer noted that the Lantern had reopened for organised children's groups on 12th April with further groups permitted from 17th May. The Lantern will be used as a polling station on Thursday 6th May.

The Facilities Operative had submitted a maintenance report which had been circulated to all members and was noted this evening.

12.5.2 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 was asked to enquire with NDC about proposed charging points in Wilder Road car park.

Cllr T Elliott noted that there is a residential electric charging point on Highfield Road which is causing a trip hazard on the pavement, Cllr R Donovan will investigate.

It was noted that Sea Ilfracombe and Combe Christmas have provisionally booked the car park for events in September and 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 all permits had been renewed/sold for the 2021/22 season and a waiting list has been generated.

12.5.3 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 reopened to the public on 12th April. The opening hours are Mondays, Wednesdays and Fridays between 9am and 1pm.

12.5.4 Vision Community Centre

Cllr R Donovan noted that the Vision Centre had reopened for Martial Arts on 12th April and that a Mother and Toddler group had started a trial session. The Vision Centre will be used as a polling station on Thursday 6th May.

The Proper Officer had circulated the Vision Centre accounts to 31st March 2021, Cllr R Donovan will look at arranging a face-to-face Committee meeting.

12.5.5 Public Toilets

Committee members expressed their concerns with the lack of provision and it was noted this will be discussed at the next IRB meeting.

12.5.6 One Ilfracombe – to include Town Team feedback

The Programme Manager noted a small Town Team meeting had been held involving ITC staff and he would circulate the notes to all Members. Members of the Town Team will work on producing a Covid Terms of Reference and will keep future meetings to a minimum with circulation to a wider group.

Cllr B Gear reported a large amount of waste on Quayfield Road, the Proper Officer will contact NDC about this.

The Programme Manager noted that One Ilfracombe is operating 'business as usual' and that a Living Well meeting is being held this week. It was also noted that due to some organisations decimating, the Community Connector is having some issues with signposting people with certain needs.

12.5.7 Green Team / Town Maintenance Operative updates

The TMO had submitted his report which had been circulated to all members and was noted this evening.

The Proper Officer noted that the summer bedding plants had been ordered and will be planted in the coming months.

12.5.8 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.

12.5.9 CCTV (general)

The Programme Manager noted that there were no updates on the new CCTV system in Barnstaple.

The Facilities Operative had reported several incidents on the High Street and had requests from the Police for CCTV footage from the new cameras installed at the Ilfracombe Centre and the Lantern.

12.5.10 Annual Town Meeting – to discuss content, date, venue - UPDATE

The Programme Manager is working on organising a 'Facebook live' event with a Councillor Q&A session. The meeting is required to be held before 1st June.

12.5.11 Dotto Train

Cllr R Donovan noted that he drove the Dotto Land Train in the car park last week and that repairs had been carried out. There will be a meeting tomorrow with Country Cousins to finalise the partnership agreement with hope that the train will start running in May. The Programme Manager is working on the itinerary and is looking at extending the safety certificate to cover the carriages. The Programme Manager noted his concerns with delays if the agreement is to be approved by a solicitor as previously advised.

Cllr V Gates noted she had received requests through the Marketing group from local hotels wishing to have exclusive use of the train for events.

12.5.12 High Street Lighting

It was noted that the deadline had passed for the County Councillor funding, Cllr L Aston was asked to look into it.

12.5.13 Finger Posts

The Programme Manager noted he had not had a response from the supplier and that he had given them 14 days to respond which is due to expire this Friday.

12.5.14 Harbour Report

It was noted that the tall ship 'Golden Horizon' is due to visit Ilfracombe on Thursday 29th July. Preparations are underway to organise the Town and the Marketing Group will be involved.

Cllr B Gear noted there is a Harbour Board meeting next week to elect a new member.

12.5.15 Web/Facebook updates

Cllr K Leck noted an insecure message received when logging on to the ITC website – the Programme Manager will look into this.

Cllr B Gear noted an increase in political posts due to the upcoming elections.

Cllr V Gates noted a recent dog attack on an alpaca in the Watermouth area.

12.5.16 Correspondence/Licenses –

A letter had been received from a member of the public regarding parking in Ilfracombe – this will be discussed at the next Full Council meeting.

Cllr R Donovan noted that an item of improved signage to the harbour and car parks will be discussed at the next IRB meeting.

12.5.17 Chair's Discretion

Cllr B Gear suggested running a housing campaign in partnership with the Community Land Trust.

The Programme Manager shared a presentation on proposals for Quay Road, members were in support of the proposed trial.

The meeting finished at 20:40

Recommendations to Full Council

- To adopt the Council's Financial accounts 31 March 2021 together with the Annual Governance statement and accounting statements 2020/21.
- To agree Vision Centre financial accounts 31 March 2021.
- to allocate underspent money from the Staffing, Regeneration, Youth, Marketing, High Street Lighting, Lee Toilets, Town Assets and Election budgets and to allocate £7k from general reserves to Lantern reserves.

Resume Actions

- **Electric charging points:** obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, – **Proper Officer to ask for information from NDC Parking with regard to charging points in Wilder Road car park.**
- 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 end of March.**

