



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 24th May 2021

This meeting was held at the Great Hall, the Lantern, High Street, Ilfracombe and started at 7pm

Committee members present: Cllrs; R Donovan (Chair), T Elliott, B Gear, G Coulter, K Leck, L Aston, P Crabb, D Turton, V Gates.

Also present: The Proper Officer and the Programme Manager.

1.1 To Elect a new Chair and Vice Chair of the Finance and General Purposes Committee

Cllr R Donovan was nominated for Chair of the Finance & General Purposes Committee by Cllr P Crabb, seconded by Cllr V Gates. All members were in agreement and Cllr R Donovan was re-elected as Chair. Cllr L Aston was nominated for Vice-Chair of the Finance & General Purposes Committee by Cllr V Gates, seconded by Cllr B Gear. All members were in agreement and Cllr L Aston was re-elected as Vice-Chair.

1.2 Apologies received: None

1.3 Declarations of interest and notification of Chairs Discretion

A record book was made available and 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 1.6.16)

1.4 Adoption of minutes & matters arising from actions

Cllr L Aston 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.

1.5 FINANCE AND AUDIT

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

The Proper Officer tabled updated budget exceptions noting all income was included and up to date.

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

Members were satisfied with the recommendations already made to Full Council earlier in the month.

1.5.3 Audit Matters

The Proper Officer noted that she'd had a meeting with the internal auditor last week and that he was satisfied that the Council's objectives for internal control had been met. The annual return has been signed off by the internal auditor and his report will be circulated to all Members once received. The annual return is required to be agreed at Full Council on June 14th prior to submission to the external auditor, the deadline for submission is 1st July. The internal auditor would be happy to attend Full Council on 14th June to answer any questions relating to the internal audit report.

1.5.4 NDC Lease Agreement

The Proper Officer noted that the working group had not yet met.

Cllr D Turton will arrange a meeting for the working group and District Councillors along with Officers from NDC.

1.5.5 To consider appointing a retained solicitor

Cllr R Donovan asked that the Programme Manager investigates local solicitor fees and brings the findings back to this Council for comparison.

1.6 GENERAL PURPOSES

1.6.1 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 a maintenance report which had been circulated to all members, Cllr V Gates noted she had taken advice from the Data Protection Controller and proposed that the words 'Facilities Supervisor' are redacted from the asset maintenance report relating to his medical condition, Cllr D Turton seconded and all members were in favour.

Recommendation to Full Council – to remove any reference to sickness affecting a member of staff.

The Proper Officer advised members that this information had appeared in reports to Council in March and April. No requests were made for these reports to be amended.

Cllr B Gear thanked the Facilities Operative for covering the work of the Facilities Supervisor while he was on long term sick leave.

1.6.2 Car Parks

a) Ropery Road car park

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

Cllr P Crabb provided members with a quote for the installation of a large map sign on the wall in Ropery Road car park and proposed to allocate up to £900 for a map sign for Ropery Road car park, Cllr B Gear seconded and all members were in favour.

Recommendation to Full Council – to allocate up to £900 for a map sign for Ropery Road car park

It was noted that the painting of the newly rendered walls had been put on hold due to the weather and lack of staff time, it was requested that the Facilities Supervisor uses his initiative to ensure the work is completed.

Electric car charging points – The Proper Officer provided an update from NDC about proposed charging points in Wilder Road car park and Jubilee Gardens.

Cllr P Crabb will investigate further options and bring a report to the next Full Council meeting.

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.

1.6.3 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 there had been a security breach at a meeting held by the Programme Manager at the Ilfracombe Centre today with the front door being left open and unoccupied.

1.6.4 Vision Community Centre

Cllr L Aston provided members with a verbal update on maintenance and bookings at Slade Vision Centre.

1.6.5 Public Toilets

Cllr P Crabb was hoping that some extra amusements will be provided on the sea front for this season together with temporary public toilet facilities. However there appears to be a drastic shortage in the availability of any reasonable public toilets for hire due to unprecedented demand and this is causing problems.

1.6.6 One Ilfracombe – to include Town Team feedback

The Programme Manager noted a Town Team meeting had taken place.

1.6.7 Green Team / Town Maintenance Operative updates

Nothing to report.

1.6.8 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.

1.6.9 CCTV (general)

There were no further updates this evening.

1.6.10 Dotto Land Train

The Programme Manager noted that the partnership agreement between ITC and Country Cousins was no longer going ahead.

The Programme Manager had met with another company who had shown interest in running the Dotto Land Train and negotiations were currently taking place.

1.6.11 High Street Lighting

It was noted that the high street lights would remain in place and they will be switched on in November.

1.6.12 Finger Posts

The Programme Manager noted he had not had a response from the supplier and that he had given them another couple of days to respond.

1.6.13 Harbour Report

Nothing to report this evening.

1.6.14 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.

It was noted that some businesses within the community were displaying 'safe place' signs for school children to prevent bullying, Cllr T Elliott will do some research and bring a report to Full Council.

1.6.15 Correspondence/Licenses – IRA Retail / Symphony of the Seas

Members noted their objection to the licence application for IRA retail due to the excessive hours.

1.6.16 Chair's Discretion

Cllr K Leck had received a request from the Harbour Master for a contribution from ITC towards a 'Gateways to Growth' film – a report will be taken to Full Council.

Cllr K Leck noted he would like this Council to purchase 2 mobile phones for the Proper Officer and the Programme Manager, quotes will be taken to the next meeting.

Cllr R Donovan noted that Mica Clark Fitness had made a complaint about an invoice received for storage. The Proper Officer noted that the storage charge was for storing exercise equipment between January-May and the exercise group had sets of keys and full access to the storage room at all times during lockdown.

The meeting finished at 20:50

Recommendations to Full Council

- to redact the words 'Facilities Supervisor' from the asset maintenance report relating to his medical condition.
- to allocate up to £900 for a map sign for Ropery Road car park

Resume Actions

- **Electric charging points:** obtain comparable costs (unit cost, charge rate, charging time, running costs, electric costs) from 3 suppliers, – **Proper Officer provided an update from NDC with regard to charging points in Wilder Road car park/Jubilee Gardens.**
- 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.**



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25th May 2021