



ILFRACOMBE TOWN COUNCIL
Minutes of Finance & General Purposes Committee Meeting
Monday 26th July 2021

This meeting was held in The Council Chamber, High Street, Ilfracombe and started at 7pm

Committee members present: Cllrs: R Donovan (Chair), T Elliott, B Gear, D Turton, K Leck.

Also present: Steve Setherton (ITC, Project Manager, via teams), Carole Coombs (OND Administrative Officer, Minutes)

2.1 To Receive and note Apologies

Cllrs: G Coulter (Prior Commitment), V Gates (Health Reasons), P Crabb (Prior Commitment), L Aston (Prior Commitment)

2.2 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).

2.3 Adoption of minutes & matters arising from actions

Cllr. Gear proposed the minutes as a true and correct record. Cllr. Turton seconded and all members were in favour of adoption.

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

2.4 FINANCE AND AUDIT

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

Cllr Donovan gave an update on the financial situation. Currently awaiting the bank mandate to change which is imminent. The project manager noted that the bank is in the process of clearing this and has been told this should be done by end of this week. All Cheques for payment are signed and ready to go once mandate is cleared.

Sage updating needs to be completed and Cllr. Turton will get one of his staff to come over on Wednesday to work with Carolynne Lewis and Carole Coombs to provide some training and move towards getting this updated.

The Deposit account has matured and Cllr. Donovan is currently looking at reinvestment options, at the moment this money has come back into the main account.

2.4.2 Audit Matters

Nothing noted

2.4.3 NDC Lease Agreement

The proposed meeting for Wednesday is still due to go ahead in council chamber at ITC but with the numbers of staff affected by Covid it was agreed that Cllr. Turton will check that Claire Holm (NDC) can attend and also that Cllrs. Crabb and N Pearson can also attend.

It was agreed that legal advice would need to be sought as to a new lease arrangement and also may be useful in terms of the structure and arrangements of the old lease.

In light of this Cllr. Turton will ask for a summary of where NDC feel they stand for the meeting.

2.4.4 To consider appointing a retained solicitor

Cllr Donovan noted that the rates of a 3 quotes had been comparative and competitive. He suggested in light of this that the local firm Berensons be considered for this appointment. Following some discussion Cllr. Leck suggested that Cllr. Schofield be asked about the potential for conflict of interest with this, which was thought probably would not be a problem, and if the response was positive that their be a recommendation to full council Berensons be approved for engagement as the councils solicitors.

2.5 GENERAL PURPOSES

2.5.1 Town Assets (including Asset report & maintenance report)

- No report received.

2.5.2 Car Parks

Following some discussion Cllr. Elliot suggested that a general guide is needed for visitors and residents as to where all the carparks are Cllr. Gear will speak to Neil Ingram about producing this.

a) Ropery Road car park

Cllr. Donovan noted that:

- Doing well, Income is set to exceed budget
- Still awaiting Cllr. Crabb to report on the electric charging points progress

b) Cheyne Beach car park

- Nothing to report

2.5.3 The Ilfracombe Centre – Centre Manager Report

- No Centre Manager Report.
- Currently closed due to lack of staffing due to Covid 19.

2.5.4 Vision Community Centre

Cllr Donovan noted that:

- Committee meeting last week and everything going well there
- Some maintenance issues that need addressing but nothing major

2.5.5 Public Toilets

There have been a number of complaints about the portable toilets at the fairground site these have been forwarded to NDC.

2.5.6 One Ilfracombe – to include Town Team feedback

Cllr. Donovan noted that:

- The Living Well meetings are continuing to go well
- A Town Team meeting has been arranged for 11th August at 10.30am.

2.5.7 Green Team / Town Maintenance Operative updates

Cllr. Donovan noted that Rob Townend should be thanked for the work he has done on the flowers around the town is well appreciated. It was noted by all that the flowers on the road in from Mullacott are stunning.

A letter to go out to retail premises on the high street about removing the pavement weeds from in front of their shops. Cllr. Gear will ask Neil Ingram to put something out on social media.

2.5.8 Drain clearing

- No Progress on this at the moment

2.5.9 CCTV (general)

- It was noted that Police have requested that the CCTV camera be sited at the bottom of Oxford Grove, with a view of both the High Street and Oxford Grove.
- Steve Seatherton is meeting with M&E this week, date to be confirmed and it would be good if the NDC councillors could attend, He will confirm the date.

2.5.10 Dotto Train

Cllr. Donovan noted that:

- This is going well, Contract signed last Wednesday and this has started. Steve Seatherton has confirmed that:
 - the average daily takings have been £660 and will circulate a weekly spreadsheet of daily takings from next week.
 - Signage and Decals for the train are being purchased as part of the contractual obligations
 - A Facebook page and simple website are being completed at the moment for this service.

2.5.11 High Street Lighting

Correspondence re: Christmas lighting which was circulated prior to the meeting was discussed. It was agreed by all that there is money in the budget for this and the works need to be done. Cllr. Donovan will get back to Steve Treble to request prices for the work.

2.5.12 Finger Posts

Steve Seatherton confirmed he is having discussions with regard to materials to be used for the new signposts with the company that are replacing these to ensure they can withstand the coastal conditions.

2.5.13 Work hubs

Nothing to Report

2.5.14 Harbour report

- Nothing to report

2.5.15 Web/Facebook updates

- Following concerns raised about the lack of vaccination sites for this area Vaccination centres have been arranged this week for Ilfracombe and details have been posted on the Facebook page.

2.5.16 Correspondence/Licenses

- No Correspondence
- Cllr. Turton asked about the licence for the Off Licence and whether has this been approved as there appears to be a problem with late night sales and associated drinking. He will ask Cllr. Campbell to check on this.
- TE noted that enforcement is an issue generally under the anti social behaviour order in relation to drinking in the street.

2.5.17 Chair's Discretion

- Cllr. Leck wish that is be noted that those staff who are off due to Covid 19 are being paid.
- It was also noted that the staff currently isolating continue to work from home as they are only suffering mild symptoms

Recommendations to Full Council

- None, unless action in 2.4.4 confirmed then recommendation the Berensons be approved to act as the solicitor for the council.

Resume Actions

- Cllr. Turton to arrange Sage Training for ITC Staff
- Cllr Donovan to look at reinvestment options
- Cllr. Leck to confirm that there is no potential for conflict of interest with appointment of Berensons as Solicitor for the council
- Electric charging points: Cllr. Crabb to report on progress at the next meeting
- Cllr Donovan to confirm High Street Lighting quote costs with Steven Treble.
- Checks to status of the Licence for the High Street off licence to be confirmed by Cllr. Turton
- 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.
- New Bin on Ropery Road – Proper Officer to follow this up with NDC
- Lease Agreement with NDC and no rental payment for over 12 months – Meeting arranged for Wednesday 28th July, Cllr Turton to check that attendees can still meet.
- It was agreed to put a sign on the store saying 'commercial bins only' and remove domestic bins. Cllr B Gear to liaise with the Facilities Manager.



Cllr. Kit Leck (Chair of the Council)

Signed in absence of the Proper Officer

Meeting ended at 20.15hrs