



**ILFRACOMBE TOWN COUNCIL**  
**Minutes of Finance & General Purposes Committee Meeting**  
**Monday 28<sup>th</sup> June 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, L Aston, P Crabb, D Turton, V Gates.

Also present: Programme Manager, P Coates, S Wilson, M Fay, G Schofield, J Williams, N Pearson

### **2.1 To Receive and note Apologies**

Cllr K Leck (Personal Reasons)

### **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 R Donovan 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.

## **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 and noted that NDC owed over £100,000 due to unpaid rent. This has not been chased up by the Proper Officer and an investigation as to why this has happened is underway.

### **2.4.3 NDC Lease Agreement**

It was agreed that Cllr Dan Turton would speak to Claire Holme (NDC) to arrange a meeting to discuss the ongoing issues with the NDC lease.

### **2.4.4 To consider appointing a retained solicitor**

The Programme Manager told the meeting that he had three replies from solicitors and he would present this at the next meeting.

## **2.5 GENERAL PURPOSES**

### **2.5.1 Town Assets (including Asset report & maintenance report)**

- No report received.

### **2.5.2 Car Parks**

#### **a) Ropery Road car park**

- No up to date income.
- No update on the placement with the new bin in ropery road. Proper Officer to follow this up
- It was noted that there are on-going Issues with bin store with domestic bins also been stored there. 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.
- Electric car charging points - Cllr P Crabb presented a report on electric car changing points in ropery road carpark. UK Fuels will install two charging points for around £4000+ VAT (exact price after site visit). This will allow us to charge our own tariff and ITC can operate the system from via the internet. ITC will need to undertake a small amount of groundwork if agreed. The site visit is at no cost to ITC.
- The cost was agreed in principle and that ITC would invite UK Fuels for a site visit. Proposed Cllr B Gear, Seconded by Cllr D Turton – all in favour

#### **b) Cheyne Beach car park**

- Nothing to report

### **2.5.3 The Ilfracombe Centre – Centre Manager Report**

- No Centre Manager Report.
- Cllr Crabb and Cllr Pearson both raised concern about being opening of Ilfracombe centre to be 5 days a week. To be discussed at staffing.

### **2.5.4 Vision Community Centre**

- Cllr Aston asked if children's parties could be held. It was agreed that these could be allowed within the Covid regulations.
- It was noted that the Caretake from the Vision Centre had emailed the Proper Officer regarding a number of issues but had no response. It was agreed that while the Proper Officer was off sick her emails should be redirected to the main ITC email account so that the day to day running of the business will not be affected.

### **2.5.5 Public Toilets**

It was noted that having open Public toilets is still a concern, especially around the sea front area as the Landmark toilets are still closed. It is hoped that the leaving-up fund will help with two new portable ones (as a minimum). Cllr Crabb told the meeting that there was a shortage of portaloos due to Covid Restrictions.

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

- The Living Well meetings are continuing to go well
- A Town Team meeting would be arranged for mid July

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

It was noted that the length of grass by Larkstone Café overhanging the public path. Cllr Donovan agreed to email Mr Copner to ask if the tenants of the Larkstone Café can cut the overhanging grass on the banks of the path.

### **2.5.8 Drain clearing**

- Cllr Donovan reported two blocked drains between Victoria Road and the High Street onto NDC.
- Cllr N Pearson said NDC should organise a parish forum to discuss issues such a maintenance and drain clearance.
- Cllr Donovan mentioned that ITC has money in reserves for drain clearance. I was agreed to email the drain map to all Councillors to develop a new clearance list.

### **2.5.9 CCTV (general)**

- It was noted that Hannah Harrington (NDC – Barnstaple Centre Manager) had informed ITC that the work on the CCTV in Ilfracombe had started and that they would be in touch on the placement of the first camera.
- Cllr N Pearson noted she was keen to get a mobile camera in the town to stop fly tipping and anti-social behaviour

### **2.5.10 Dotto Train**

- The Programme Manager noted that Nationwide Land Trains UK had contacted him with an improved offer based on a return on income. They would also pay for insurance and tax on the vehicle.
- This offer was proposed by Cllr P Crabb and seconded by Cllr V Gates. Abstentions Cllr D Turton.

### **2.5.11 High Street Lighting**

Nothing to report

### **2.5.12 Finger Posts**

The programme Manager reported that the company who had produced the signs has agreed to replace all the signs at their cost.

### **2.5.13 Work hubs**

The Programme Manager told the group that ITC/ OI was successful (agreed in principle) with a £55,000 work hub bid. This would be used to develop space in either the Ilfracombe Centre or the Lantern Centre to develop a work hub.

### **2.5.14 Harbour report**

- Nothing to report
- It was agreed to help fund the NHS of the lighting up of Verity. Up to £200 from the regeneration budget.

### **2.5.15 Web/Facebook updates**

- It was noted that there have been a significant number of break-ins and car damage reported on Facebook. The Programme Manager will raise this with the local Police Sargent.

### **2.5.16 Correspondence/Licenses**

- Combe Park Resorts Ltd - No objections

### **2.5.17 Chair's Discretion**

- **Bird Man** – Cllr Crabb told the meeting that Bird Man will go ahead on 23<sup>rd</sup> August 2021. The event may need six spaces on Ropery Road carpark, to be offered at a charitable rate. All Agreed.
- **Mica Fitness** – It was noted that Mica Fitness was charged for storing equipment while Lantern Centre was closed and no access to the room or equipment was allowed by the Proper Officer. It was agreed that a credit note for £270 should be given. To take to full council for agreement.
- **The Lantern Centre Great Hall Floor** – Cllr N Pearson suggested that a roll up carpet in the Great Hall may help with the acoustics. Facilities Manager to look at costs.

### **Recommendations to Full Council**

- None

### **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.
- 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 – Cllr D Turton to follow this up with NDC and arrange a meeting.
- Cllr Donovan agreed to email Mr Copner to ask if the tenants of the Larkstone Café can cut the overhanging grass on the banks of the path
- 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.
- A credit note for £270 for Mica Fitness – to be taken to Full Council for agreement
- Roll up carpet in the Great Hall – Facilities Manager to look at costs.