



ILFRACOMBE TOWN COUNCIL

MINUTES – 23-06

THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE, DEVON, EX34 9QB, 01271 855300

Minutes of the Full Council Meeting held at 7.00pm on Monday 12th June 2023

Members Present:

Councillors: D Turton (Chair), P Coates, G Coulter, P Crabb, T Ebert, T Elliott, M Fay (Deputy Chair), V Gates, B Gear, H Perrin, G Schofield, D Williams, J Williams, M Welling, K Turton

Officers Present:

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer), S Seatheron (Programme Manager), I Howard (Minute Taker)

Other Present: Pastor Hills, Freeman Goodwin and one member of the public were present.

1. Apologies and reasons for absence

Apologies received from Cllrs M Newland (Personal), N Townsend (Personal), T Huggins (Personal)

2. To receive declarations of interest and consider members' submitted dispensation requests

Cllr Crabb declared an interest for agenda item 17.2.

3. Chair's discretion for any matters or announcements for Information Only

Cllr D Turton and the PO had a couple items to raise.

4. Public participation

A member of public raised concerns regarding the lights at Runnymede Gardens, he felt as though they are not working to the standard they should be and in turn could be a wasting money. Cllr Turton assured the member of public that NDC would be contacted with these concerns in order to see if any servicing can be done to the lights to make them more effective. Freeman Goodwin expressed concerns with the mosaic at Runnymede Gardens, which was originally paid for and fixed on a number of occasions by himself, being damaged and looking untidy. It was suggested by Freeman Goodwin that the mosaic be fully removed and replaced with pebbles in similar design to what is already there. The PO will get in contact with NDC to query this.

5. To approve and adopt the Minutes of Full Council meeting – Cllr D Turton

5.1 To approve and adopt the Minutes of the Full Council Meeting on 15th May 2023

Cllr Elliott felt as though an amendment needed to be made to agenda item 13 of these May Full Council Minutes. Where reference was made to DCC stopping cuts to services, it was asked that this be corrected to DCC stopping consultations to services. In addition to this, Cllr Elliott wanted to add that she was going to bring a proposal to the next Full Council Meeting to merge Housing



and Health Champions into one role. Councillors approved these amendments therefore the adoption of these minutes were proposed by Cllr Gears and seconded by Cllr J Williams with all in favour apart from 2 abstentions who did not attend the meeting.

5.2 Matters Arising – None.

6. Minutes of Planning Committee meeting (to note and approve recommendations) – 22nd May 2023 - Cllr J Williams

Cllr J Williams summarised the meeting and asked that the meeting be noted. She also felt it was important to mention that miscommunication took place after comments were put through the NDC in regards to a premises licence. NDC took the comments made as an objection on behalf of ITC, however, this has now been rectified and will be discussed in more detail at the next Planning Meeting.

6.1 Recommendations – None.

7. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 30th May 2023 - Cllr V Gates

Cllr Gates summarised the minutes and asked that the meeting be noted.

7.1 Recommendations - Cllr Gates informed members that at the last meeting an amount of roughly £650 had been requested by the PO on behalf of the Facilities Manager under item 4.2.5 in order to pay for a new Polytunnel cover to protect plants being grown. Since this, the Facilities Manager had brought an updated quote of £601 to be approved. Members felt as though this was an effective way of keeping the towns green areas looking attractive there the approval of this payment was proposed by Cllr Gates and seconded by Cllr D Turton with all in favour.

8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 22nd May 2023 - Cllr M Fay

Cllr Fay summarised the short minutes and asked they be noted, Cllr Elliott questioned why there was not much on the minutes and Cllr Fay assured her that this was because most matters were discussed under Part B meaning they could not be published onto the minutes. Cllr Elliott asked that any recommendations still be put through to full council including those not on the staffing subcommittee.

8.1 Recommendations – None.

9. Report from Proper Officer

9.1. ITC 23144 - Proper Officer Report

The PO informed members that CAB will be taking on a new lease which will include moving into a new room at higher rates. CAB have been in contact to say that they are currently having staff shortages, however, they are training current staff up so that eventually a drop in could be available again at the centre. The PO reiterated the issues around the Ropery Road Carpark trade waste and asked members how they would like her to handle this. Cllr D Turton proposed that the Facilities Manger view the area and look into the possibility of creating a similar compound currently on the other side of the car park. Updates to be fed back. The PO updated members that a resilience plan had now been put in place, updated contacts were currently being put together and it was asked that some councillors volunteer to be a part of this plan. Cllrs Gear and D Williams both volunteered to be put onto resilience plan.



9.2. ITC 23145 - Strategic Plan Proposal

The PO informed all members that the strategic plan need to be reviewed and proposed that a committee be put together in order to do this. After discussing who should be on the strategy committee it was decided by members that every councillor should have the chance to give their input into the strategic plan, therefore, it was proposed that a strategy meeting take place on Monday 3rd July at 7pm with all members invited to review this plan.

10. Responsible Finance Officer Report

10.1. Report no. ITC 23146 – Current Accounting Status and Invoices for payment

The RFO updated members that an EDF overpayment due to inaccurate readings would be getting repaid to ITC, the exact amount of what will be repaid is unknown, however, the payment should be in the account within the next 7-14 days. AIB will be charging a £9.50 a month maintenance fee on the account for the processing of card payments at Ropery Road car park machines, member understood that this would only be a small expense added onto a large return of income. The solar panels at the centre have recently been serviced and cleaned due to a decrease in payments from the last few months, the next payment should see an increase. The RFO informed members that a correspondence from Lloyds Bank had been received to say that if there were to go into administration, ITC would only receive a maximum of £85,000 back which is a significantly less than what is currently in the bank accounts. Due to this, the RFO suggested looking into spreading some of the accounts to other bank companies in order for ITC to be more protected, members agreed that this was a good idea. All invoices were approved for payment, this was proposed by Cllr D Turton, seconded by Cllr Coates with all in favour.

10.2. ITC 23147 – AGAR Approval

The internal auditor Paul has now approved and signed off the AGAR, assuring the RFO that ITC are in a good financial position and the only thing really needing to be looked at is an updated list assets. This report will be published to the public and if any member of the public would like to see the original documentation a statutory £10 charge would apply to do so.

11. Programme Manager Report; including One Ilfracombe (to note report and approve recommendations)

11.1. ITC 23148 – Programme Manager report

The PM informed members informed members that a proposal was being put forward to NDC on behalf of Belles Place in order to achieve funding that could make them more sustainable. There are still concerns with the lack of bookings for the Work Hub, some hot desks have been used but the PM is hoping bookings pick up during summer whilst people are travelling down to Ilfracombe. A walk around to each of the Public Conveniences would be taking place shortly in order to discuss the condition and hopefully move forward with a contract. The PM will gain clarification on a section in the Community Developers report regarding the Link Centre that was questioned by Cllr Elliott. Cllr Elliott also queried about the work being done for a potential graffiti wall and the Skate Park, the PM will speak to the project officer working on this and feedback any updates.

12. To receive Reports/Proposals from Ilfracombe Town Councillors

12.1. ITC 23149 Proposal from Cllr Elliott – Full Council Public Engagement and Participation

After communication with the public during elections, Cllr Elliot picked up on a common theme of feeling neglected and disconnected especially in certain areas around town. The proposal made was that one Town Council Meeting a year be held in an alternative location with an extended public participation slot. After discussion, it was proposed that meetings be held at two locations to start, most likely being the Slade Vision Centre and The Rugby Club, once it reaches autumn. This was



proposed by Cllr Elliott, seconded by Cllr Crabb with all in favour.

12.2. ITC 23150 Proposal from Cllr Elliott – Health and Housing Champion

Cllr Elliott felt as though there was a crossover between issues in health and housing socially during her work as Housing Champion. Due to this, she proposed that as well as Housing Champion she combine Health Champion into this as one role. Some councillors had concerns that these are two vast issues for one person to Champion on their own. Cllr Elliot proposed this motion with Cllr Ebert seconding it, however, the remaining councillors objected with one abstention from Cllr Schofield.

13. To receive reports from County/District Councillors – No written reports received.

Cllr D Turton reported on current projects being dealt with by NDC and DCC. There is the potential for a tree and time capsule to be planted at The Landmark in conjunction with the Pickwell Foundation. Funding for a sea pool on the pier has gone through and plans are currently being discussed. The new Water Sports Centre is due to be opened 13th July, councillors to be invited to the opening ceremony. Cllr Crabb has had multiple meetings with DCC and NDC due to an interest being sparked in the statistics of the town. Officers from DCC and NDC will become more present in meetings such as IRB and Living Well in order to tackle this statistics as a team rather than leaving ITC out and working alone.

14. To receive reports from Working Groups and Councillor Champions – None received.

15. To agree representation on outside organisations

The below councillors volunteered to be representatives on behalf of ITC for outside organisations.

The Vision Community Centre	Cll D Williams
Housing Champion	Cllr Elliott
Press Liaison	Cllr D Turton (Mayor)
Tyrrell League of Friends	Cllr Elliott/ Cllr Huggins
Ilfracombe and District Community Transport Association	Cllr Schofield
Ilfracombe in Bloom	Cllr Elliott
School Governor on behalf of ITC	Cllr D Turton
Events for Ilfracombe	Cllr Newland
Ilfracombe Marketing Group/ IBDTA	Cllr Newland
Ilfracombe/Ifs French Twinning	Cllr Huggins
Lee Memorial Committee	Cllr Coates
Police Representative	Cllr K Turton/ Cllr D Williams

16. Review of Standing Order, Financial Regulation and Terms of Reference for all Sub Committees

After reviewing this documentation, a few amendments were needed before being adopted. Cllr Gates suggested that the POs maximum limit of money to spend without consultation of council be increased from £300 to £500. Cllr Elliott asked that any reference to a “chairman” be changed to “chair” as well as any “his” be updated to “his/hers/they”. In addition to this, it was asked that the planning meetings 15 earlier arrival time be taken of so the arrival time is 7pm as any other meeting. Lastly, it should be noted that during Part B of staffing, not only members of public but also Councillors who are not on the committee should leave at this point. These amendments were



approved and the documentation was agreed to be adopted, this was proposed by Cllr Crabb, seconded by Cllr Gates with all in favour.

17. To receive Correspondence/Licenses/Notices

17.1. Email from Rachel Holmes re Questions to Councillors – This email correspondence was circulated to councillors, Cllr D Turton offered to reply to this email and its points on behalf of ITC.

17.2. Letter in from NDC regarding Dotto Lease – Cllr Crabb left the room at this point due to a declaration in interest. The PO informed members that a letter of the draft lease for the Dotto Train had arrived and that it had been briefly looked over by Cllr Schofield due to his line of work. The PO asked members whether they were happy to go ahead with the lease being briefly looked over or whether they would like Cllr Schofield to professionally look through this for £500. Members asked that this be taken to the next F&GP meeting.

17.3. Email regarding Ilfracombe Food Security Research - This email correspondence was circulated to councillors and those who are interested in taking part will contact the PO in order for her to reply to the person emailing in.

18. Chairs Discretion

Cllr D Turton wanted to mention to members that, after visiting, other town council civic events, he felt as though it would be a good idea to try and combine multiple civic events such as pride in Ilfracombe and freemen awards into one bigger annual town meeting possibly for next year 2024.

Cllr D Turton also explained having received a last minute correspondence from someone with concerns regarding certain aspects of the town. Cllr D Turton assured members that he would reply and take this to the next town team meeting in order to look at the issues in more depth and try find some solutions.

The meeting was closed at 9:10pm, the next full council meeting will take place 10th July 2023.

Cllr Dan Turton
Chair
Ilfracombe Team Council

12th June 2023