



ILFRACOMBE TOWN COUNCIL

MINUTES – 23 – 07

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

Minutes of the Full Council Meeting held at 7.00pm on Monday 10th July 2023

Members Present:

Councillors: D Turton (Mayor/ Chair), M Fay (Deputy Mayor), V Gates, B Gear, G Coulter, P Coates, T Elliott, G Schofield, P Crabb, J Williams, D Williams, M Newland, N Townsend, K Turton, M Welling, T Huggins

Officers Present:

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

Other present: Pastor Hills and 4 members of the public.

1. To receive apologies and reasons for absence

Apologies were noted from Cllr T Ebert (personal) and Cllr H Perrin (work commitments)

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

None received.

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

The Proper Officer and Cllr D Turton had items to raise.

4. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

A member of the public raised concerns with the increased hire rates for the Landmark Trust Theatre and asked if ITC could find out the reason behind this. The Proper Officer will get in contact and feedback any responses received. A member of the French Twinning Association gifted the Cllr D Turton, as Mayor, an original pledge for the association and a box of confectionary.

5. To approve and adopt the Minutes of Full Council meeting of 12th June 2023 - Cllr D Turton

5.1 To approve and adopt the Minutes of the Full Council Meeting on 12th June 2023

Cllr Elliott asked that it be added to agenda item 8 of this minutes that recommendations from staffing meetings be fed back to Full Council. Councillors approved this and the adoption of these minutes was proposed by Cllr Gear, seconded by Cllr Coates with all I favour expect for an abstention from Cllr Newland for not being present.

5.2 Matters Arising – None.



6. Minutes of Planning Committee meeting (to note and approve recommendations) of 19th June 2023 - Cllr J Williams

These minutes were noted by Councillors. Cllr J Williams took this time to co-opt a new member onto the planning committee due to a Councillor resigning from this subcommittee. Cllr Welling put herself forward for the co-option, this was proposed to be accepted by Cllr Crabb, seconded by Cllr Coulter with all in favour.

6.1 Recommendations – None.

7. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) of 26th June 2023 - Cllr V Gates

These minutes were noted.

7.1 Recommendations – increase of Training budget from £1000 - £3000

Cllr Gates explained the need for an increase in training budget in order to facilitate all necessary training for staff and Councillors. As this is what the budget previously was, it was proposed to be accepted by Cllr Gates and seconded by Cllr Crabb with all in favour. Another recommendation was that the civic events budget be increased to £2000 so that Cllr D Turton can organise an event for the following council year. This was proposed to be accepted by Cllr Gates, seconded by Cllr Schofield with all in favour apart from Cllr D Turton who abstained from the vote due to a registerable interest.

8. Minutes of Staffing Committee meeting (to note and approve recommendations) of 19th June 2023 - Cllr M Fay

These minutes were noted.

8.1 Recommendations – None.

9. Report from Proper Officer

9.1. ITC 23155 - Proper Officer Report

The PO explained that the draft Terms of Reference that were sent out to Councillors needed to be approved and adopted. The motion to accept these were proposed by Cllr Fay, seconded by Cllr Gates with all in favour. The draft Confidentiality Policy was also approved for adoption by Cllr Fay, seconded by Cllr Newland with all in favour. The PO raised the idea of reintroducing a Mayoral Cadet to the council, an application had already been received and it was agreed that this young gentlemen would get the role. This will be as a learning experience from both ITC and the new Mayoral Cadet as things get back up and running, it was decided that next year this application process will take place properly.

10. Responsible Finance Officer Report

10.1. Report – Overview of the budget and reporting going forward – verbal

A verbal report and presentation of spreadsheet was given. The RFO explained the new system of managing the budget by breaking it down into departments as well as by months and quarters. This will make looking into specific areas of the budget more efficient and accurate.

10.2. ITC 23154 – Addendum for invoices to be approved

The addendum for invoices to be approved was looked through by Councillors. It was proposed that these be accepted for payments by Cllr D Turton, seconded by Cllr D Williams with all in favour.



10.3. CCLA Public Sector Deposit Fund

The RFO explained that this would be a safe way to spread funds out in order to reduce any risk. The RFO asked Councillors if they would be happy for a representative to come and explain this to them in more depth, all members agreed and an invitation for this will be organised.

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

11.1. ITC 23156 – Programme Manager report

- Both AGM and EGM took place earlier in the day which enabled amendments needing to be made to the articles of association for OI to be completed. Task force meetings are due to go ahead.
- The one current tenant in the work hub will be leaving at the end of July.
- A walk round look at the toilets has been completed, however, no more movement has been made on the transfer agreements. A reply back from Healthmatic is being waited on in regards to the toilets doors, especially with what other options are available.
- Well-being team are now at full capacity and hosting fees are proving positive.

11.2. ITC 23157 – Programme Manager – work hub pricing model

Due to the one current tenant leaving the work hub, the PM brought this up with DCC and it was suggested that room hire rates are altered and potential incentives be introduced. The PM is still awaiting a reply from DCC looking into this further, Cllr Crabb proposed that the PM look into new options for the rates when a reply is received and presented to F&GP for a decision to be made, this was seconded by Cllr Schofield with all in favour.

12. To receive Reports/Proposals from Ilfracombe Town Councillors

12.1. ITC 23158 – Proposal from Cllr Elliott – Nomination for Freewoman

Cllr Elliott gave her proposal on the nomination of a Freewomen, this nomination has been involved in notable voluntary services for years and has made a significant impact to the town. After discussing this proposal made by Cllr Elliott, it was agreed to be awarded seconded by Cllr Schofield, with all in favour apart from Cllr Huggins who abstained from voting due to a registerable interest. The PO was tasked with informing the nominee and organising the awarding of this.

12.2. ITC 23159 – Proposal from Cllr Turton – Civic events

Cllr D Turton proposed that civic events be planned for the following council year. This will be done using the Mayor budget which has been adapted allowing more flexibility. Cllr Schofield seconded this proposal with all other members in favour for this to go ahead.

12.3. ITC 23160 – Proposal from Cllr Turton – Councillor/ITC Staff event

Cllr D Turton proposed that a small budget of around £300 from the Mayors allowance be used to cover a round of refreshments for a Councillors and ITC staff event which will enable people to work better as a team and boost morale. Cllr Crabb seconded this proposal with all members in favour. The PO will look into organising this with Cllr D Turton.

12.4. Verbal report from Cllr Elliott – Link Centre



Cllr Elliott verbally updated members regarding the link centre by informing them that the current consultation that she has been challenging has now been paused whilst a new consultation is put through. This could take roughly 6 months to happen meaning more time has been bought to be able to think how to keep the service running. The Centre will remain open during this period, however, on a basis of restrictive services. She expressed a concern with the short term drop ins taking place, such as PIP & JIMS mental health drop in, as this could not work in the favour of keeping the Link Centre open.

13. To receive reports from County/District Councillors

Cllr Crabb verbally informed members that Church Street would be closed for 5 days in September in order to resurface the roundabout. Cllr Crabb gave details in regards to who to contact if any members had concerns or queries with the works due to take place. Cllr D Turton told members present that a new recycling bin had been placed down the harbour to try and tackle littering. Children from a local school created posters which Cllr D Turton has requested be displayed somewhere.

14. To receive reports from Working Groups and Councillor Champions

14.1. ITC 23161 – Housing Champion Report

Cllr Elliott read through and summarised her housing champion report for members present. A key topic to note was Cllr Elliott's involvement in responding to a government consultation on a registration scheme for short term holidays lets. Cllr Elliott expressed her support for these consultations due to the housing crisis which the area is facing. Cllr Elliott also informed members that progress is being made by Ilfracombe Community Land Trust on the scheme to build social rent homes for local people at Biclescombe Nursery. There are hopes that there will be a public engagement event in September to present initial plans.

15. To agree new Staffing subcommittee member following resignation of Councillor

When requesting a co-option of a new Staffing committee member, Cllr Elliott and Cllr Welling both raised their hands. Due to this a secret ballot took place, Cllr Schofield abstained from voting on this item. After collecting the ballot the results were as follows: Cllr Elliott received 4 votes, Cllr Welling received 11 votes meaning Cllr Welling would be co-opted onto the Staffing subcommittee.

16. To receive Correspondence/Licenses/Notices

16.1. Email from Cllr Elliott regarding Pickwell Foundation MBE Awardee - The requester of this correspondence has asked for it be removed, Cllr D Turton, as chair, has agreed for the removal.

16.2. Email from Cllr Gear regarding letter received back from National Express – This correspondence regarding finding a route for the National Express coach to take if they were to travel into Ilfracombe was explained to members. After discussion, some possible ideas were brought up and these will be forwarded to the National Express by the PO.

16.3. Email regarding road closure of Hillsborough Road in September 2023 – This correspondence was noted by members. Any queries or a copies of the email should be requested with the PO.

16.4. Email regarding North Devon eScooters Experimental Order 6077 – After discussion, Councillors



expressed concerns with this email. These concerns will be logged through online response portal and sent by the PO on behalf of ITC.

16.5. Email regarding UCL Coastal Youth Life Chances Study Ilfracombe – This study was explained to Councillors, any members that want to get involved should contact the PO.

17. Chairs Discretion

The PO raised an email that had been received earlier in the day from Ian Roberts at DCC, it was a traffic scheme that would be forwarded onto all members so that any concerns or queries could be asked. A hand written letter received through the post was shown to members, as this was anonymous and had no return address it could not be replied to. The PO wanted to ask if Councillors wanted an Athena Trust representative to come and give some more information on any changes that will be made to the Ilfracombe Academy. It was agreed that this would be useful information to hear and an opportunity for questions to be asked, the representative will come give a presentation on the 11th September. Members were also informed that ITC staff would be going to visit the new Watersports Hub on the following Wednesday and if any Councillors wanted to join they would be welcome to. Cllr D Turton informed members that he has been told that the boxing tournament at the Ilfracombe Holiday Park would be taking place again this year. Cllr D Turton explained that this year police are in correspondence regarding the event.

The Chairman declared the meeting closed at 20:50pm. The next Full Council Meeting will be held at 7.00pm on Monday 14th August 2023 in the Ilfracombe Town Council Chamber.

**Cllr Dan Turton, Mayor
Ilfracombe Town Council
Chair**