



**ILFRACOMBE TOWN COUNCIL**  
**Draft Minutes of Finance & General Purposes Committee Meeting**  
**Monday 26<sup>th</sup> June 2023 – 7.00pm**  
**Venue – The Ilfracombe Centre – Council Chamber**

**Members Present:**

Cllrs: V Gates (Chair), M Newland (Vice Chair), D Turton (Mayor), G Coulter, H Perrin, B Gear,  
N Townsend, P Crabb, T Huggins

**Officers Present:**

L Donovan (Proper Officer), S Seatherton (Programme Manager),  
C Coombs (Responsible Finance Officer)

**1. Meeting Introduction**

**1.1. Receive and note apologies**

None received

**1.2. Declarations of interest**

Cllr P Crabb – Pecuniary interest in item 2.2.1 on the agenda

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

Cllr Coulter and Turton had a few items to raise (see item 4).

**1.4. Adoption of minutes for Meeting on 30<sup>th</sup> May 2023**

As no amendments needed to be made, these minutes were proposed to be adopted by Cllr Gates, seconded by Cllr Huggins with all in favour.

**1.5. Matters arising from actions**

- Training budget – Cllr Gates highlighted that the training budget is insufficient at £1000 considering we have new councillors and require staff training. Cllr Gates proposed it was increased to £3000. This was seconded by Cllr Gear with all in favour to take to Full Council for approval.
- Skate Park – rewiring of lighting. Quote found to be too expensive. No further information. Cllr Crabb to follow up and report back at next F&GP.
- Civic Events budget – After discussion it was agreed that the Civic Events budget should be increased by £2000 to take into account the Civic Service to be held during March/April 2024.
- Follow up of the ramp at Hele Bay Beach. NDC have decided not to clear the ramp this year but will likely do it next year.
- Remedial works on electrics of Ilfracombe Town Council offices and the Lantern. This is still a work in progress which the PO and Facilities Manager are dealing with.



## **2. Finance and Audit**

### **2.1. Finance Officer Report (ITC 23151)**

- The RFO informed members of an addendum of additional invoices raised after report ITC 23151 had been submitted.
- All invoices for approval were agreed for payment, this was proposed by Cllr B Gear, seconded by Cllr D Turton with all in favour.
- The RFO advised that the marketing budget has very little left for the year.
- Current outstanding payment of £24 by DPT had been agreed between the PO and RFO to be written off as after numerous communications with DPT it was still not resolved.
- Final bill for the café has been issued however the tenant seems to have moved residence so further investigation required to get this to them.
- Cllr Gear queried the layout of the finances and the income vs the expenditure of the EV charging points. The RFO explained that the current budget and finance report was being worked on and that this would give a much clearer indication of each departments income and expenditure and will also include a quarterly update for projection purposes.
- Cllr Huggins queried the workings of One Ilfracombe. This was explained by Cllr Gates and the Projects Manager. The RFO also confirmed that with the new layout of the finance report the transactions will become clearer going forward.
- EDF owe in excess of £3600 and will be depositing this into our account however we have no ETA.
- Signatories have all been added or removed from the bank accounts.
- Cllr Gear queried the requirement to move money into additional accounts. No further information available. RFO to continue with enquiries.

### **2.2. Budgetary Matters**

#### **2.2.1. Dotto Train update**

Cllr Crabb left the room at this point due to a declaration in interest. The PO explained that contract had been received from NDC. This in turn has been looked at by our solicitor with a quote to complete all negotiations for a fee of £750. To agree this cost was proposed by Cllr Gear, seconded by Cllr Coulter and all in favour.

#### **2.2.2. Lantern hire costs**

Cllr Gates queried the expense of the hire costs of the Lantern vs the Vision Centre. The RFO explained that the Vision Centre costs were due to be revised as part of the annual review by the trustees of the centre. After discussion it was agreed to revisit the costs of the Lantern once the Vision Centre had done its review. Cllr Gear also suggested charging a booking fee for all bookings of the Vision Centre to cover ITC administration costs. This will be discussed with the trustees.



### **2.2.3. Councillor and ITC staff event**

Due to lack of Mayoral budget for civic events the Mayor suggested using what budget was available for a meet and greet of councillors and staff as a teambuilding event. This was decided it was a good idea and would be coincided with a visit to the new Watersports Hub. Proposed by Cllr Turton, seconded by Cllr Gates and all in favour. Historically the Mayors Civic event was held in March – April of each year. This was agreed it should continue going forward however Cllr Turton to write a report to bring to Full Council.

### **2.2.4. Subscriptions and Training**

The PO raised the point that the SLCC subscription had lapsed as it was in the previous PO's name. It was agreed to reinstate this subscription due to the training required going forward.

## **2.3. Events**

### **2.3.1. Carnival – cost for hire of room**

After discussion it was decided to raise an emergency grant to the Carnival Committee of £100 to help cover the cost of room hire. This was proposed by Cllr Crabb, seconded by Cllr Coulter and all in favour. It was queried whether the ITC could help with the management of the money coming in from The Lions in order to help support the newly set up committee. Cllr Gates to follow up with The Lions at their next meeting.

### **2.3.2. Combe Christmas**

Due to restrictions in the ITC Civic Events budget it was queried whether ITC would continue to organise Combe Christmas going forward. Cllr Newland requested reviewing the budget set out by the Project Officer to see if any cost can be reduced. To assist with the reduction of costs it was suggested we investigate the potential for commercially paid for lights. It is going to be discussed with the Carnival committee to query if they would be prepared to take on the organisation of Combe Christmas.

## **3. GENERAL PURPOSES**

### **3.1. Main Reports – Updates**

#### **3.1.1. Town Assets**

- **Facilities and Maintenance Managers Report (ITC 23152)**  
No comments
- **Town Maintenance Operative's Report (ITC 23143)**  
No comments
- **Update on Ilfracombe Centre Office**

Programme Manager advised that he had two revised quote. Smaller hatch to cost just over £4000 and larger hatch just over £5000. The PM will seek approval from the One Ilfracombe board to contribute towards cost. There is money earmarked in their current budget for office / staffing and this should be



approved at the AGM on 11<sup>th</sup> July. Enquire about planning permission. Proposed to go to Full Council by Cllr Crabb, seconded by Cllr Newland and all in favour.

### **3.1.2. Vision Community Centre**

The RFO informed members that Cllr Coates would be resigning from the Vision Community Centre board. Cllr D Williams previously agreed to stand. The signatories for the Vision Centre accounts has been updated and now includes: Cllr D Turton as Mayor and the PO. Room hire rates to be reviewed at the next meeting which is also the AGM.

### **3.1.3. One Ilfracombe**

Nothing to report. DCC Workforce second meeting taking place on the 18<sup>th</sup> July. EGM & AGM taking place 11<sup>th</sup> July. Wellbeing team at full capacity.

## **3.2. Other Updates**

### **3.2.1. Work Hub Update**

Current tenant has handed in notice. PM to promote using a possible introductory fee and present a pricing model to Full Council.

### **3.2.2. Public Conveniences**

Following a walk around with NDC staff a snagging list has been collated which NDC will rectify prior to hand over. Advised that there is no option for curtilage around the harbour toilets and that costs were being investigated for individual door paying systems. Contracts to now with legal with an estimated 8-12 week turn around.

### **3.2.3. Lantern workspace/licences**

PM advised that one tenant has agreed to take over the café, balcony and one small room of the Lantern centre with an increase in rent.

### **3.2.4. Lantern Kitchen**

Asset list of all items that are currently on the balcony which were removed from the Lantern Café. Once complete a decision to be made on what to sell or reuse in the Lantern Kitchen.

### **3.2.5. IRB meeting update**

Meeting held recently was for the sole purpose of agreeing the IRB Terms of Reference. This will be emailed out shortly for agreement.



### **3.2.6. Correspondence**

Cllr Elliott sent an email regarding the MBE awarded to a member of the Pickwell Foundation. Cllr Elliott suggested sending a letter of congratulations from ITC. Cllr Gates pointed out that the Pickwell Foundation refused to deal with the ITC at their last interaction however Cllr Huggins suggested that this would go towards improving the relationship between the two parties. ITC has not previously sent letters of congratulations to other MBE awardees. It was agreed to raise this under correspondence at the next Full Council meeting.

### **4. Chair's Discretion**

Cllr Coulter was approached by a local artist enquiring about a group art wall either opposite the Dilkhusa or the Montebello. As the Montebello is privately owned it was suggested contacting them directly and to check with Fore Street residents too. Also Cllr Coulter mentioned a broken lock on the Montebello site gate, inform Webbers as they manage this site on behalf of the owners.

Cllr Turton suggested a photographic competition of photos of Ilfracombe with the possibility of displaying them and offering a prize draw. This will be referred to the projects team.

Cllr Gear made a suggestion that the coach station has a section transferred into a motorhome park as it is never at capacity. This will be raised at the next IRB meeting.

The Next F&GP committee meeting will be on 24<sup>th</sup> July 2023 at 7pm in the Council Chamber.

Meeting ended at 8:45pm.

**Cllr Val Gates**  
**Chair of Finance & General Purposes Committee**  
**Ilfracombe Town Council**  
**26/06/2023**