



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 25th September 2023 – 7.00pm
Venue – The Ilfracombe Centre – Council Chamber

Members Present:

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

Officers Present:

L Donovan (Proper Officer), I Howard (Minute Taker), Carole Coombs (Responsible Finance Officer)

1. Meeting Introduction

1.1. To receive and consider for approval, apologies for absence and reasons given.

Apologies were received from Cllr H Perrin.

1.2. To note any declarations of interest

None received.

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

Cllr Gates and the PO both had items to raise.

1.4. To adopt minutes of meeting held on 29th August 2023

Motion to adopt this minutes were proposed by Cllr Gates, seconded by Cllr Huggins with all in favour.

1.5. Update on actions taken from previous minutes

The PO updated members that Cllr Crabb would be carrying on with the work related to fixing the Skate Park lights. A quote for a new electric car charging point at Ropery Road car park has been retrieved from Cllr Crabb for roughly £45,000, this will be looked into in further detail and is not currently a project that is being focused on. A meeting regarding the Street Marshalls initiative will take place on the 4th October with the PO to find out more information. The Runnymede Mosaic is still in discussion with the Round Table.

1.6. To determine which items, if any, of the agenda should be taken with the public excluded.

It was agreed that agenda item 2.2.2 and Cllr Gates' Chairs Discretion would be taken with the public excluded.

2. FINANCE AND AUDIT

2.1. Finance Officer Report – ITC 23181

2.1.1. To note details of account balances

The RFO explained the 6 month budget review and will send detailed copies out to Councillors. The RFO informed members that the AGAR has now been signed off and copies for the public to view will be made available. A current supplier, AIB Ireland, who provide card transactions for Ropery Road Car Park, will be transferring the ITC contract over to AIBMS UK in order to comply with new Brexit arrangements. This will not have any effect on any functional arrangements except that income and service charges will be dealt with by AIBMS UK in the future.

2.1.2. To receive and approve items of expenditure

The RFO presented a list of invoices due for approval to be paid. It was proposed that these be approved for payment by Cllr Gates, seconded by Cllr Turton with all in favour.



2.2. Budgetary Matters

2.2.1. Warm Spaces – ITC 23182 – to follow

This report was read out to members and members agreed that it was important to make this funding available in the event that other funding cannot be sourced by the OI team. Approval to make these funds available was proposed by Cllr Huggins, seconded by Cllr Turton with all in favour.

2.2.2. Review staffing costs in relation to new Facilities Manager

The PO and RFO both informed members that due to the new Facilities Manager being taken on during the last week of work for the current Facilities Manager, there would be a slight crossover of salary payment for both employees. Members agreed that this was an important crossover in order to facilitate a smooth handover and a week's worth of valuable training. All Councillors were in favour that this crossover of money would be taken from the Facilities and Maintenance Teams' training budget.

3. GENERAL PURPOSES

3.1. Main Reports & Updates

3.1.1. Town Assets

- **Facilities and Maintenance Managers Report – ITC 23183 – Noted.**
- **Town Maintenance Operative's Report – ITC 23184 – Read out and noted.**

3.1.2. Vision Community Centre - No board members were present, however, the next meeting is due to take place next week meaning updates will be fed back at the next ITC meeting after this. The PO informed members that the constitution for ITC and the Vision Centre has been located so this will be read through in detail therefore the trustees of the centre and the ITC relationship will be queried at the next F&GP meeting.

3.1.3. One Ilfracombe - Due to the Programme Manager being absent, no updates were made.

3.2. Other Updates

3.2.1. Work Hub update

The PO read out a report completed by the PM. The Work Hub is still receiving interest however mostly resulting in hot desk hire rather than long-term room rental for the offices. It should be reiterated that DCC funded the entire build so ITC are not seeking a return on investment. An open day is going to be planned to showcase the Hub to local businesses and any members of the public looking for potential office space to rent. An idea which may be worth considering is the potential to introduce initiatives such as offering 6 months free to a tenant in return for them spending 1 day per week to provide marketing for the rooms available for hire at ITC, especially the Work Hub. Members liked this idea however felt that 3 months with the view to extend would be more of a reasonable offer and this would be person dependant.

3.2.2. Lantern move update

Work is nearly complete and there is hope to have the office move in early November.

4. Chair's Discretion

The PO gave an update on the public conveniences after a meeting had taken place with herself, the PM and Healthmatic. Accurate costs are being sought out and will be reported back as soon as full information is available.



The PO also informed members that a meeting had taken place with the TIC including some Councillors and Officers to discuss what options were available for the TIC. A few options were brought up at the meeting, one included possibly moving the TIC into the Ilfracombe Centre to have a space at the front desk. The TIC will meet with the IBTA to look at possible options and will feedback their views in detail at the next F&GP meeting. Cllr Gates wanted to raise an item as she would like to nominate another person for a Freeman award for their work over the years. Members agreed this would be a good person to nominate and this will be taken to Full Council to find out other Councillors views.

The meeting was closed at 8:20pm. The next F&GP Committee meeting will be held on Monday 23rd October 2023 at 7pm in the Council Chambers.

Cllr Val Gates
Chair of Finance & General Purposes Committee
Ilfracombe Town Council
25/09/2023

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