



**ILFRACOMBE TOWN COUNCIL**  
**Minutes of Finance & General Purposes Committee Meeting**  
**Tuesday 30<sup>th</sup> May 2023 – 7.00pm**  
**Venue – The Ilfracombe Centre – Council Chamber**

**Members Present:**

Cllrs: D Turton (Mayor), V Gates (Chair Elect), G Coulter, P Crabb, T Huggins, H Perrin, M Newland

**Officers Present:**

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

**Other Present:** Cllr Coates and 1 member of the public were present.

**1. Election of new Chair**

As a chair for F&GP needed to be elected, Cllr Turton acting as mayor chaired the meeting for this short period. As no written nominations had been received, Cllr Turton verbally proposed that Cllr Gates become the new Chair, Cllr Crabb seconded this with all other members in favour. Cllr Gates accepted this nomination and shortly after proposed that Cllr Newland become the deputy in the event that she is absent. Cllr Coulter seconded this with all others in favour meaning Cllr Newland is the new deputy Chair for F&GP.

**2. Welcome by Chair**

At this point, Cllr Gates took over the meeting and welcomed the assembled.

**3. Meeting Introduction**

**3.1. Receive and note Apologies**

Apologies were received from Cllr Gear (personal) and Cllr Townsend (prior commitments)

**3.2. Declarations of interest**

Cllr Crabb declared an interest for item 4.2.1 on the agenda.

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

Cllr Turton and the Proper Officer had a few items to raise (see item 7).

**3.4. Adoption of minutes for Meeting on 24<sup>th</sup> April 2023**

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

**3.5. Matters arising from actions**

None.



#### 4. Finance and Audit

**4.1. Finance Officer Report (ITC 23141)** – The RFO informed members that all grant payments have now gone out apart from the two cheques which have now been signed by Cllr Gates, as she is the Chair, and will be promptly sent off. It was also decided that Cllr Newland would be put down as an extra signatory, in the event that other signatories could not be reached. The RFO told members that key points to note were that the PWB loan had now gone out and that the invoice for wages had been received and will need approval. Cllrs had no concerns with the report therefore Cllr Gates proposed the approval of these invoices for payments, Cllr Turton seconded this with all members in favour.

#### 4.2. Budgetary Matters

**4.2.1. Dotto Train update** - Cllr Crabb left the room at this point due to a declaration in interest. The Programme Manger informed members that all servicing and relevant checks had been done to the train for it to be legally on the road for another 12 months. The Proper Officer gave an update that the transfer documents would be coming through within the next few days meaning, by next F&GP meeting, they should have a set decision on the terms of reference for the taking over of the train. It was noted that some minor work may need to be carried out on the storage container of the train, however, this should be nothing major and ideas of the work can be made at a later point.

**4.2.2. Public Conveniences update** - The Programme Manager told members that on the 16<sup>th</sup> June he and the Proper Officer would be doing a walk around to each of the public conveniences alongside NDCs Place, Property and Regeneration team member, Emma Collett. This walk around will allow NDC to see the condition of the toilets before handing over the set Heads of Terms of Agreement. It was noted by Councillors that when the Heads of Terms of Agreement arrive, any restrictive covenants should be looked at in more detail to fully understand the limitations that would apply on making changes to the public conveniences.

**4.2.3. SSBC Contractors quotation for alterations to ITC staff office** - The Programme manager expressed an idea that officers within the centre had for the main upstairs office. Officers felt as though the office had a physical divide between teams with the wall down the middle of the room and that there would be a better working environment if the wall was removed. The Programme Manger asked a contractor that was in recently for a quote on this and it was quoted at £5530 + VAT. Cllr Gates asked that this matter be raised with the staffing committee rather than F&GP and felt that it would be a good idea for the Programme Manger and Proper Officer to create a report to give more details of the implications and benefits of this alteration.



**4.2.4. Training budget** – The Proper Officer explained to members that there was only £1000 in the training budget for everyone including ITC employees and Councillors. It was noted that some councillors have asked to complete training courses which would be paid for using this budget, however, members need to take into account that Chapter-8 certificates are due to be completed by some of the facilities team members. This would stretch the budget hugely meaning it would be a struggle to offer any more training especially to the new co-opted councillors. The Proper Officer did reassure members that she was currently in contact with DCC to see if this Chapter-8 training could be offered for free as it has done in the past with ITC being a part of the Road Warden scheme.

**4.2.5. Polytunnel** – The Programme Manager explained to Councillors that, as the TMO had to vacate the area up by Marlborough Road, all materials had to be moved to a new location including the polytunnel. The facilities team have asked that a new covering for this polytunnel be purchased to protect it in its new location, the Facilities Manager quoted the covering to cost around £650. Cllr Gates proposed that, as the plants grown in this polytunnel are planted all around town, this covering be purchased. Cllr Coulter seconded this with all members in agreement that this is a good idea, Cllr Crabb suggested that a budget of the £650 be set.

#### **4.3. Events**

**4.3.1. Carnival** – Cllr Turton and Cllr Newland both had recently been to a Carnival committee meeting which involved around 20 people who are trying to push this event to take place. The road closure for the event was put in last week and plans are slowly starting to evolve. More updates to come.

**4.3.2. Combe Christmas (ITC 22086)** – After looking through the report given, Councillors felt that it would be good to get a committee working on this event to see if anything could be done. Cllr Turton suggested that they see how Carnival plays out and if the outcome is successful then the Carnival committee could possibly be transferred over to a Combe Christmas committee. Cllr Turton also informed members that he had been in contact with Steve Trebble who has been involved with Combe Christmas in the past to discuss what can be done to allow the event to go ahead in some form.

### **5. GENERAL PURPOSES**

#### **5.1. Main Reports – Updates**

##### **5.1.1. Town Assets**

- **Facilities and Maintenance Managers Report (ITC 23142)** - The Programme Manager informed members that the new caretaker would be starting on 1<sup>st</sup> June which will allow the Facilities Manger to be able to share his workload and focus on other tasks. It was also noted that a meeting would be taking place shortly involving the FM, PM and PO in regards to the resilience plan and what needs to be looked at in more detail, such as emergency contacts etc.



- **Town Maintenance Operative's Report (ITC 23143) – Read out.**
- **Update on NDC use of Ilfracombe Centre** – Programme Manager is still currently negotiating this contract, however, an agreed has been recently made for the rates of IT at the Ilfracombe Centre to stay the same for the next 2 years.

**5.1.2. Vision Community Centre** – The RFO informed members that the committee meeting had been pushed back a week meaning there were no updates to be given.

**5.1.3. One Ilfracombe** – The Programme Manager reassured members that everything was moving along successfully, two new wellbeing team employees had been taken on meaning the team is back to full capacity for the hosting fee payments which is a positive. An OI EGM is coming up which will allow the board to tidy up the articles of association which have been looked at and amended in certain aspects.

**5.1.4. Town Team Meeting Feedback** - The Programme Manager explained to Councillors that, as the Facilities Team have been busy moving out of the Marlborough Road premises, the last meeting was skipped. Despite this, all is going well and the upcoming presence of NDCs Parks and Estates team in town may be a positive.

## **5.2. Other Updates**

**5.2.1. Work Hub Update** – The Programme Manger informed members he had concerns that people were coming to view the Work Hub, however, there has not been many actual bookings going through. After speaking with other Work Hubs, it was discovered that these are also facing similar issues, a head worker has said they will visit the Ilfracombe Centre to speak with the Programme Manager and see if there is any potential funding available which could be put towards more promotion.

**5.2.2. Harbour report** – There has not been a meeting since the last Full Council meeting therefore there are no major updates just yet. Councillors discussed the potential opening day of the new water sports centre and also mentioned that at the next harbour board meeting, the idea of a sea pool on the pier will be looked into.

**5.2.3. IRB meeting update** – There has not been any recent meetings meaning there are no updates as of yet. Once a representative for ITC is chosen to attend all IRB meetings, regular updates should be fed back to Council.



**5.2.4. Correspondence** – Cllr Turton received an email correspondence from an electrician which included a quote for the repair of wiring and lighting at Ilfracombe Skate Park. The quote for the reparations came to a total of £2232, some councillors felt as though this was a large sum of money for the works needed. Cllr Crabb offered to visit the site and find out why the cost would be this much, for the meantime, Cllr Gates suggested that Cllr Turton find multiple quotes to bring for comparison at a future meeting.

## **6. Past Mayor Recognition Award/Medals**

The Proper Officer informed members that only 4 Freemen can be recognised within a 4 year term. All certificates, badges and rights of privileges have been standardised for all current freemen and these will be awarded on volunteer's day at the Yacht Club next week.

## **7. Chair's Discretion**

Cllr Turton let all members know that he is currently looking into doing a Mayors Civic Service, to do this he would need to possibly look into his budget to see what he has to work with. Another item he had to raise was that there has been a large amount of sand moving up the ramp from Hele Bay Beach onto the road. He wanted to query whether this was something ITC should be dealing with, Cllr Gates assured Cllr Turton that this was not ITCs responsibility but that she had a connection to someone who does deal with this. Cllr Gates will get in contact with this person to get it sorted.

The Proper Officer wanted to inform members that she and the Finance Officer would be looking into the budget to see if any changes can be made to make sure money is being spent in the most efficient way. For example, it would be useful if more money could be moved to the training budget to allow new councillors and staff training to be completed. Both officers will bring a draft amended budget plan to the next F&GP meeting to get members opinions. The Proper Officer also wanted to let members know that the insurance renewal currently being completed is waiting upon a 5 yearly electrical inspection certificate to be handed in. Langham's Electrical have mentioned via email that some remedial works should have been completed following the last inspection, however, there are no records of these works ever being completed. If the insurance company receives the certificate and are unhappy to go ahead unless the remedial work are completed, the Proper Officer may have to go ahead and have this work paid for as there will be a tight deadline to get this sorted as fast as possible so that ITC are fully covered by insurance.

The last item the Proper Officer had to raise was the fact that the ITC terms of reference needed to be reviewed, some slight changes will be made and it has been agreed that these will get emailed out to Councillors before the next Full Council meeting. This will give Councillors a chance to read through and raise any concerns or queries with them at the meeting so that they can be discussed among members.



The Next F&GP committee meeting will be on 26<sup>th</sup> June 2023 at 7pm in the Council Chamber.

Meeting ended at 8:26pm.

**Cllr Val Gates**  
**Chair of Finance & General Purposes Committee**  
**Ilfracombe Town Council**  
**30/05/2023**