



ILFRACOMBE TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
Monday 24th April 2023 – 7.00pm
Venue – The Ilfracombe Centre – Council Chamber

Members Present: Cllrs: R Donovan (Chair), D Turton, V Gates, G Coulter, B Gear, T Elliott, P Crabb
Also Present: Steve Seatherton (Programme Manager), I Howard (Minute Taker), Cllr Pearson

1. Meeting Introduction

1.1. Receive and note Apologies:

Apologies received from Cllr Wilson (Personal)

1.2. Declarations of interest:

Cllr Crabb had a declaration of interest regarding item 2.2.1.

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

Cllr Elliott has 1 matter to discuss.

1.4. Adoption of minutes for Meeting on 27th March 2023:

The minutes of meeting on 27th March 2023 were adopted, proposed by Cllr Gates, seconded by Cllr Turton, with all in favour.

1.5. Matters arising from actions:

The meeting on 27th March led Councillors to decide that communication with the police needs to be made in order to be able to ask questions and receive answers directly. No letter was sent out, however, an officer informed the members that a police representative will be attending the next town team meeting which will make a good opportunity to ask in person that there should be a police presence at future Council meetings to be able to discuss issues in the town. It was also noted that at the last meeting the RFO asked to move some money from the general accounts to staffing reserve once the precept comes in as there should always be at least a month's salary available, this can now be done.

2. FINANCE AND AUDIT

2.1. Finance Officer Report – As the RFO has been off for the past two weeks, there was no report to give however it was noted that the first half of the precept has arrived in the business account. A formal report will be given at next month's F&GP meeting.

2.2. Budgetary Matters

2.2.1. Dotto Train Update – The Programme Manager informed the committee that the tax for the train has now been paid. The safety certificate has now also been completed and an invoice has been received for this. There is still no official handover from NDC for the train.

2.2.2. Public Conveniences Update – The Healthmatic company will be coming down at some point in May to complete an audit in order to decide potential prices. This company will also be looking at the public conveniences in Lynton and Lynmouth around the same time. A formal contract for the takeover will potentially not be seen before June.



3. GENERAL PURPOSES

3.1. Main Reports – Updates

3.1.1. Town Assets

- Facilities and Maintenance Managers Report **ITC 23131** – The committee read through the report. The Programme Manager took this time as a chance to propose that there may be an opportunity for a long-term hirer in the Lantern to expand into the Lantern café and the offices on the downstairs floor. This would then mean the team currently working downstairs moving to the offices on the top floor. Councillors would need to discuss this at a full Council meeting with figures and possible contract proposals.
- Town Maintenance Officer’s Report **ITC 23132** – The committee read through and noted the report.
- Update on NDC use of Ilfracombe Centre – The Programme Manager informed the committee that NDC responded to him stating that they give ITC a largely discounted rate on their IT services including the Microsoft and 365 applications used through the ITC offices.
- Town Crier update – the new town crier hadn’t heard anything just yet on whether he was officially appointed or not, an officer will chase this up. It was decided that he will have a 6 month probationary period.

3.1.2 Vision Community Centre – Cllr Donovan informed the committee that the centre will be used as a polling station next week. A fire door broke however it was promptly fixed by himself. The green area around the centre is being used by the community gardeners and Cllr Donovan reported that one of the drains in the far corner is blocked therefore may need to hire someone to clear it. An upgrade on the fire alarms for the building may be needed, this is looking to be roughly £800.

3.1.3 One Ilfracombe – The One Ilfracombe meeting is being held on Wednesday 26th April so updates can be made after this. It was noted there was a good turnout for the Health and Wellbeing Event which took place on 13th April and the members feel as though this could possibly be an annual event.

3.1.4 Town Team Meeting Feedback – Nothing to report.

3.2. Other Updates

3.2.1 Work Hub Update – The Programme Manger informed the members that there have been a few more enquiries into the rooms available. Adverts have gone out to be printed in the EX34 magazines in order to push the rooms and DCC are currently in the process of producing the website.

3.2.2 Harbour report – Nothing to note.

3.2.3 IRB meeting update – it was noted that, as it is getting close to elections, the meeting will be postponed until 21st June 2023.

3.2.4 Correspondence – None received.

4. Chair's Discretion

Cllr Elliott noticed whilst speaking to residents as well as visitors of Ilfracombe that many had concerns about the lack of motorhome parking sites and how Ilfracombe could be missing out



on more visitors because of this. Members discussed possible sites that would be suitable for something like this however were unsure on how they could tackle this concern but it has been noted.

The Next F&GP committee meeting will be on 30th May 2023 at 7pm in the Council Chamber.

Meeting ended at 8:10pm.

Cllr Rod Donovan
Chair of Finance & General Purposes Committee
Ilfracombe Town Council
24/04/2023