



ILFRACOMBE TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
Monday 27th February 2023 – 7.00pm
Venue – The Ilfracombe Centre – Council Chamber

Members Present: Cllrs: R Donovan (Chair), D Turton, V Gates, G Coulter, B Gear

Also Present: Carole Coombs (RFO), Steve Seatherton (Programme Manager), I Howard (minute taker)

1. Meeting Introduction

1.1. Receive and note Apologies:

Apologies were received from Cllrs: T Elliott (personal), S Wilson (prior engagement)

1.2. Declarations of interest:

None received.

1.3. Chair's announcements and matters of urgency brought forward at the discretion of the chair

Cllr Donovan wanted to discuss two matters under Part B.

1.4. Adoption of minutes for Meeting on 30th January 2023:

The minutes of meeting on 30th January 2023 were adopted, proposed by Cllr Donovan, seconded by Cllr Gates, with all in favour.

1.5. Matters arising from actions:

None.

2. FINANCE AND AUDIT

2.1. Finance Officer Report ITC 22112

All invoices for payment were approved, proposed by Cllr Turton, seconded by Cllr Gates, with all in favour. This included those in the addendum to report 22112.

The RFO updated the committee on electricity supply to Greenclose Road. This is all in hand. A smart meter is going to be installed on 24th March 2023.

2.2. Budgetary Matters

2.2.1. Dotto Train update – The Programme Manager said the transfer is almost complete from NDC and the ongoing contract for operation is being dealt with currently. The Programme Manager will be speaking to the operator and will remind them about the motor insurance. The Dotto train is due to be serviced before the start of the new season after which the new licence will be obtained.

2.2.2. Public Conveniences

- An officer has been tasked with the audit of the public conveniences prior to the transfer agreement being completed.
- The draft technical terms and transfer draft document is required by Council from NDC so that the toilet sub-committee can review. A note was made as to whether the curtilage to the harbour toilets is included in the transfer.
- The public conveniences are not currently covered by the main insurance and will need to be added once the transfer has been agreed.



2.2.3. Property valuations and insurance renewals – The insurance renewal proposals from Zurich were presented by the RFO.

- a) Main Zurich quote. The RFO noted that all risks and contents for Greenclose Road have now been updated. The options were as follows. A one-year extension will cost £12,842.01. If the Council agree to a three-year term this will be for £11,445.24 annually. This includes everything we had before and the changes as detailed. Please note that the public conveniences are not yet included.
- b) Motor insurance. This is for the TMO truck only. If taken out as a one year insurance this will cost £540.17. A three-year contract would be for £513.41 annually. It should be noted that the Dotto train will need to be insured by the operator. If this does not happen by 18th April 2023 then Council will need to SORN the vehicle until motor insurance is obtained by the contracted operator. The Dotto train is covered under our main insurance whilst it is stored in the container.
The proposal to accept both quotes under the three-year terms was proposed by Cllr Donovan, seconded by Cllr Gates, with all in favour. **Action:** RFO to contact Zurich.

2.2.4. Review of room charges – The RFO presented two models of uplift for room rental. The first being an uplift of 10% excluding VAT, and the second a flat rate increase of £5 excluding VAT. It was noted that the RPI is currently running at 13.4%.

With regard to the bouncy castle hire, the rate will be confirmed with the operator, however it is suggested a £10 charge be added for electricity due to the large increases in bills, which will come back to ITC. The charge for the poster board hire was also discussed and it was recommended that these remain at £100 a year. Following discussion it was proposed to accept the model for the £5 uplift in room charges, £10 uplift for the bouncy castle hire. This was proposed by Cllr Gates, seconded by Cllr Gear, with all in favour.

The uplift in the annual charges for the licensed and contracted users will be considered in April 2023 once the RPI for the year has been finalised. The RFO has been tasked to chase up the current contract with NDC for the interview room as this contract ends in April 2023.

2.2.5. Provision of litter and recycling bin project resources

It was recommended that a survey needs to be completed. It was noted that NDC are responsible for the removal of household waste and litter, but ITC will check to see if NDC are obligated to fund and empty public litter bins. However, an audit of litterbins and their usage would help. This was based on the written report presented to Council by Cllr Pearson. However, Cllr Pearson was not present at the meeting to discuss things further.

3. GENERAL PURPOSES

3.1. Main Reports – Updates



3.1.1. Town Assets

- Facilities and Maintenance Managers Report ITC 22113. The Committee thanked the Facilities and Maintenance Manager for his report and his continued hard work. It was also mentioned that he has been notified that an advert will be going out on 1st March 2023 for a new team member to help with his workload. This was agreed at the last Staffing committee meeting.

3.1.2 Vision Community Centre – There are a few minor maintenance issues, which is in hand.

3.1.3 One Ilfracombe – There was nothing to report. The next meeting is in March 2023 at which the finances and Articles of Association will be signed off.

3.1.4 Town Team Meeting Feedback – Nothing to report, the next meeting is on 8th March 2023.

3.2. Other Updates

3.2.1 Work Hub Update – The kitchen has now been completed. There are a few items remaining that are being sourced, these include crockery and cutlery, a booking system, and the promotional video, which will be completed shortly. This should use up the remainder of the grant for the Work Hub. There is interest in the rooms and a push will be made on promotion once the video is completed.

3.2.2 Harbour report – Nothing to note.

3.2.3 Correspondence

- Hedgehog Highway project – noted.
- Letter re Link Centres – the Programme Manager has replied and is producing a letter for all Councillors to sign up to.
- Letter re homelessness prevention fund consultation – this has been circulated to all Councillors.

3.3. Coronation Planning

This will be discussed at the next marketing meeting. There is a small budget available for this.

3.4. Town Crier

- Display cabinet. The Programme Manager will look at a display cabinet this weekend and purchase it if he thinks it is appropriate. The purchase of this had already been agreed at the previous meeting.
- Hand bell. Purchase of this at a cost of £80, proposed by Cllr Donovan, seconded by Cllr Turton, with all in favour. The RFO will purchase this.
- New Town Crier. The applicant for the new town crier is to be invited to the next Full Council meeting to give a 'cry'. Council will then decide whether he is suitable for the role.

3.5. Round Table Grant

The cheque that had not been cashed has now been reissued and the Round Table will be informed.

3.6. Lantern Café Lease

Refer to RFO report. A reply has been sent acknowledging that the occupant has given notice to terminate their licence to occupy. RFO to check whether this also includes the



licence to occupy office space. The Councillors will consider future applicants or plans for this space.

4. Chair's Discretion

To be discussed in Part B. It was proposed by Cllr Donovan, seconded by Cllr Gates, with all in favour.

The Regulations State:

that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

- Update on Larkstone Gardens.
- Update on sensitive payments.

The Next F&GP committee meeting will be on 27th March 2023 at 7pm in the Council Chamber.

Meeting ended at 8:53pm.

Cllr Rod Donovan
Chair of Finance & General Purposes Committee
Ilfracombe Town Council
27/02/2023