



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

**Members Present:** Cllrs: R Donovan (Chair), D Turton, T Elliott, V Gates, S Wilson

**Also Present:** Carole Coombs (RFO) and Steve Seatherton (Programme Manager), Cllr N Pearson

**1. Meeting Introduction**

**1.1. Receive and note Apologies:**

Apologies were received from Cllrs: G Coulter (personal), B Gear (personal), P Crabb (other commitment)

**1.2. Declarations of interest:**

None noted.

**1.3. Notification of items for Chairs Discretion**

Cllr Donovan raised an item for Chairs Discretion; however, this was dealt with under budgetary matters.

**1.4. Adoption of minutes for Meeting on 19<sup>th</sup> December 2022:**

The minutes of meeting on 19<sup>th</sup> December 2022 were adopted, proposed by Cllr Elliott, seconded by Cllr Gates, all in favour with one abstention, as they were not at this meeting.

**1.5. Matters arising from actions**

None noted.

**2. FINANCE AND AUDIT**

**2.1. Finance Officer Report ITC 22103**

The RFO presented the report along with an addendum of two invoices received since the agenda had been sent out for salary recharges (£54,792.68) and Challenge Alarms (£103.08) for the alarm in the Work Hub. All invoices in the main report were approved for payment, proposed by Cllr Donovan, seconded by Cllr Gates, with all in favour.

It was noted with regard to the salary recharges that these are particularly high this month due to the payment of the National award back pay and that the Wellbeing team are now all in post, this means that the amount coming in from the PCN will give ITC a regular monthly hosting fee of £4,180. Their salary is cross-charged in full.

The RFO went through the items to note.

- Items 1 and 3 were just for note.
- Item 2 insurance was discussed and the RFO will contact Zurich to confirm that the interim payment will be made. This will be for £927.90 inc IPT. This was proposed by Cllr Donovan, seconded by Cllr Gates, with all in favour.
- Item 4 the quote for repair of the lift light in the Lantern was accepted and this will be progressed by the Facilities and Maintenance Manager. This was proposed by Cllr Donovan, seconded by Cllr Wilson, with all in favour.



- Item 5 the RFO noted that the financial audit will start on 6<sup>th</sup> February with APB accountants. A question with regard to full systems audit was raised and this will be taken to Staffing for discussion.

## **2.2. Budgetary Matters**

- 2.2.1. Dotto Train** – The Programme Manager noted that he is in dialogue with NDC with regard to the contract for handover of the Dotto and storage and will advise Council once he receives it.
- 2.2.2. Public Conveniences** – Dialogue continues with NDC with regard to the public conveniences and is the remit of the working party set up for this. The Programme Manager has been tasked to produce a report on all available options.
- 2.2.3. New car park charges and implementation** – The charges have already been agreed at Full Council. Cllr Donovan will ensure that these are forwarded to the RFO so that the correct signage can be ordered; this will include the updated legal statements for car park use.
- 2.2.4. Property valuations and insurance renewals** – This was already discussed in the RFO's report. See 2.1.

## **3. GENERAL PURPOSES**

### **3.1. Main Reports – Updates**

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

- Facilities and Maintenance Managers Report ITC 22104 – This report was accepted. It was noted that there had been an incident with the Council van during its MOT in that the garage had apparently used it to tow another vehicle and caused damaged to the other vehicle but not the van. It was suggested we do not use this garage in future.
- Town Maintenance Officers Report ITC 22105 – This was accepted.

#### **3.1.2 Vision Community Centre** – Cllr Donovan reported everything is fine here. Nothing to note.

#### **3.1.3 One Ilfracombe** – The Programme Manager noted that the Articles of Association have now come back from the legal team and he will distribute these to the Councillors. He also noted that the Wellbeing team are now all in place. There was some discussion about the possibility of holding a Spring Fayre in the Lantern, which would highlight all the activities available in the town. It was suggested that the Wellbeing team may be well placed to be involved in this.

#### **3.1.4 Town Team Meeting Feedback** – Cllr Elliott noted the spring clean will start the week beginning 20<sup>th</sup> March.

Cllr Elliott noted that she had raised concerns about the Devon Bay Hotel site, which is not secure and is unsafe. She is worried that this could become a focus for a serious fire and that this needs to be raised urgently with NDC and the IRB. Cllr Pearson will raise it at NDC this week and Cllr Gates will take it to the next IRB meeting.



There was some discussion about the Pride in Ilfracombe awards and that there are individuals who should be recommended for an award. Cllr Turton and Cllr Gates will contact the Community Engagement officer and complete an application form for this.

### **3.2. Other Updates**

**3.2.1 Work Hub Update** – The Programme Manager noted that the kitchen will be refurbished next week. He is still awaiting one more graphic. Cllr Donovan noted that advertisement of this space needs to happen sooner rather than later, however the Programme Manager is showing someone round later this week.

**3.2.2 Harbour report** – Nothing to note.

**3.2.3 Correspondence** – One letter of correspondence, which was discussed under item 3.5.

**3.3. Calendar update for Council meetings 2023** – This was raised as there had been some minor changes since Full Council to take into consideration Bank Holidays meaning some meetings are now being held on a Tuesday rather than a Monday. It was suggested that the annual Town meeting should be held the first Monday in March. This means that grants would not be presented at this but should probably be presented as part of the Pride of Ilfracombe awards. The Programme Manager will discuss this with the Community Engagement officer. The Grants committee meeting still needs to be confirmed and the date and committee for this will be discussed as an agenda item in the next Full Council meeting on 13<sup>th</sup> February.

**3.4. Coronation Planning** – This was added as an agenda item as officers wished to know what the Council wanted to do for the Coronation period. Councillors agreed to go away and bring back ideas at the next Full Council meeting.

**3.5. Town Crier** – A letter had been received with an expression of intent by a gentleman who was keen to become the new Town Crier. He has already spoken to the retiring Crier who is willing to mentor him. The Community Engagement officer has spoken to him and given him an informal interview, which included him presenting his cry. A role description has been forwarded to the Mayor for consideration and he will discuss with the Community Engagement officer the next steps. It was also noted that the Town Crier's regalia has been returned to the Council and the purchase of a new shirt and Crier's bell should be the only outlay for the new Crier.

**4. Chair's Discretion:** Cllr Donovan's item had already been discussed under item 2.2.4. with regard to the valuation and insurance.

The Next F&GP committee meeting will be on 27<sup>th</sup> February 2023 at 7.00pm in the Council Chamber.

Meeting ended at 8:17pm.

**Councillor Rod Donovan**  
**Chair of Finance & General Purposes Committee**  
**Ilfracombe Town Council**  
**30/01/2023**