



ILFRACOMBE TOWN COUNCIL

MINUTES – 23-05

THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE, DEVON, EX34 9QB, 01271 855300

Minutes of the Full Council Meeting held at 7.00pm on Monday 15th May 2023

Members Present:

Councillors: D Turton (Mayor Elect/ Chair), P Coates, G Coulter, P Crabb, T Ebert, T Elliott, M Fay (Deputy Mayor Elect), V Gates, B Gear, T Huggins, M Newland, H Perrin, G Schofield, N Townsend, D Williams, J Williams

Officers Present

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

Other Present: Pastor Hills and two members of the public were present.

At this point Inspector Richard Preston arrived to give some information to the Council and to answer any questions they may have regarding the recent incidents going on within the town. After he presented the committee with this information, Inspector Preston assured members that he is happy to open up this line of communication and create a relationship with the council so both ends can work together and stay informed on what each can be doing to support these issues in the town.

1. Apologies and reasons for absence

None received.

2. To receive declarations of interest and consider members' submitted dispensation requests

None received.

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

Cllr Elliott and Cllr Turton each had one item to raise (see item 16).

4. Public Participation

A member of the public raised concerns regarding the issue of the Old Amusement Site adjacent to Runnymede Gardens. Cllr Turton informed the member of public that the site had been issued a Section 215 by NDCs planning enforcement department meaning it is now in NDCs hands and ITC will just need to wait to hear if anything progresses from this.



5. To approve and adopt the minutes of Full Council meeting (to note and approve recommendations) of 11th April 2023 – Cllr D Turton

Cllr Elliott informed the committee of some amendments she proposes be made in order for certain items to be more accurate. It should be noted that under item 13.6. Cllr Elliott wanted to add that she believed she was told by another councillor that, to find out about the progress of that proposal, she should have been a part of an external communications group. As this could not be confirmed due to conflicting accounts of events, the minutes have not be duly adjusted. Councillors agreed to approve the necessary amendments and therefore the adoption of these minutes were proposed by Cllr Turton and seconded by Cllr Gates with all in favour apart from abstentions from those who were not present at the meeting.

6. Minutes of Planning Committee meeting (to note and approve recommendations) of 17th April 2023 – Cllr J Williams

Cllr J Williams summarised the meeting and asked that the meeting be noted.

7. Minutes of F&GP committee (to note and approve recommendations) 24th April 2023 – Cllr B Gear

Cllr Gear asked if any members had any questions regarding the minutes, as there were no questions asked, he asked that the meeting be noted.

8. Minutes of Staffing Committee (to note and approve recommendations) 20th March 2023 – Cllr M Fay

Cllr Fay informed the members that the April Staffing meeting had to be cancelled as they could not get quorum, however, he did mention the arrival of the two new members of staff, the Proper Officer and Community Developer.

9. Responsible Financial Officer Report

9.1. ITC 23134 – The RFO produced a report of the end of April bank accounts as well as invoices for payment and outstanding customer payments due. No comments were made apart from Cllr Gates enquiring whether the Worknest invoice was for a monthly or annual payment, the RFO informed the members it was an annual charge. All invoices for payment were approved, this was proposed by Cllr Turton and seconded by Cllr Schofield with all in favour. The RFO also gave an update that a quote had been received from Safer Lifts for work to the lift at The Ilfracombe Centre to ensure that it meets H&S regulations. This would include the installation of barriers and some notices for a total of £732.37 (inc.VAT). Cllr Turton proposed that this quote be approved, Cllr Crabb seconded this with all in favour.

10. Report from Proper Officer

The PO introduced herself and updated members that all new councillors have now received a welcome pack and all re-elected councillors received emails with any information that may have needed updating. The PO also discussed the possibility of re-introducing an out of hour's phone as it was brought up by a councillor, however, it may need to be transferred from a pay as you go to a contract before being back in use. The PO



also informed councillors that a list of contacts would be pulled together in the event that a councillor has an issue and the ITC office is closed.

11. Programme Managers Report: including One Ilfracombe (to note report and approve recommendations)

11.1. ITC 23136 – The Programme Manager summarised his report. Items to highlight were:

- Belles place funding. The Programme Manager attended a meeting on the 25th April with NDC, Belles Place and the Salvation Army to discuss longer term sustainable funding for both these organisations to keep doing their work. Please see the report for a list of some the services Belles Place provide. As NDC are providing funding for the Freedom Centre in Barnstaple, discussion was made to whether NDC could also provide funding for these organisations as they provide similar services. The Salvation Army felt they had enough funding and would not want to take on any more responsibility therefore all potential funding would go direct to Belles Place instead. The Team is currently working with Belles Place to create evidence to send to NDC for this.
- NDC Contracts. No contracts have yet been received from NDC regarding ongoing negotiations in relations to public conveniences or use of NDC at The Ilfracombe Centre. Any updates received will be feedback to councillors.
- Wellbeing Team. Two new well-being members have now joined the team. The wellbeing team have started working with the Joyapp to make accessing records and communicating with GPs much more effective.
- New caretaker role. After three candidates applying, two interviews took place with one being appointed as the new caretaker who will support the Facilities Manager.

At the point, Cllr Elliott queried as to how officers will be able to take on new goals and projects this year, such as neighbourhood plan, will all other ongoing projects. It was discussed that an ongoing projects list should be created for all councillors, including new members, to be able to keep up to date. Cllr Gates expressed that she feels a review of ongoing projects was needed and for officers to be told which of these should be a priority in order to focus on the strategic plan. Cllr Gates asked that a strategy committee be put together to discuss the plan, including the ongoing projects.

11.2. ITC 23137 – The Programme Managers summarised the Lantern rooms report and highlighted some key points of why the transfer would be effective. This café is the third café to have handed in their notice due to a lack of business, the same situation would probably occur if the space was rented as a café again. The Wellbeing team would move upstairs to the contained offices, this would be an improved situation as all wellbeing team staff are DBS checked and would be working in the same half of the building as the nursery meaning there would be not safeguarding issues. The commercial kitchen would not be taken away, just partitioned off with covers for the ovens etc. the only real work needed to be done would be potential planning permission for a change of use to an office as well as



negotiating taking over the smaller office which the previous hirer has not yet handed a notice in for. As this change over would increase the month income from the space by £18.62 per month and not be an expense, councillors decided to approve the motion to go ahead with this transfer. This was proposed by Cllr Crabb and seconded by Cllr Turton with all in favour.

- 12. Reports from County/District Councils** – No written reports received. Members were informed of the successful election of Cllr Turton, J Williams and Crabb as district councillors whilst also being town councillor for Ilfracombe. It was discussed that the sub-committee members for the district councillors had not been decided but would be for certain on the upcoming Thursday 18/05/2023. Cllr Coates expressed that it may be good to invite the new district councillors representing Ilfracombe to attend a meeting and introduce themselves in order to create an open line of communication and find out more about the district councillors and what they hope to achieve.
- 13. Reports from Working Groups and Councillor Champions and Working Groups** – No written reports received. Cllr Elliot updated the members that DCC have stopped consultations that were being made for services, such as the Carers service. Cllr Elliott also proposed that she becomes a Housing Champion again to carry on doing her work with it and would also raise a proposal to the next Full Council Meeting to merge Health and Housing Champions into one. Updates to be fed back.
- 14. Correspondence/Licences and Notices** - An application for the grant of a Premises Licence has been received. It will be taken to the next planning meeting to be discussed fully and for councillors to give a recommendation on the application.
- 15. Co-option of Councillors** – The PO informed members that the town council have 35 days to find two more people for co-option onto the council to fill all the seats. If they cannot fill the two seats within the 35 days, an election may need to be done to do this which could create a large expense therefore the PO asked for members to try and think of people who may be interested.
- 16. Chairs Discretion**
Cllr Elliot raised concerns with the use of external communication groups being used between councillors as she felt that councillors may need reminding of the regulations surrounding groups. This included the potential for a freedom of information act to be enforced if the group was not being used to the correct standards. Cllr Elliott shared some guidance she had researched with members on how to remain within these regulations and offered to pass these on to officers so that they are also aware.

Cllr Turton wanted to make members aware that he had been in contact with an electrician to get a quote for the repair of the lights in and around the Skate Park area. Once he receives a figure, he will feedback to see whether councillors would like to go ahead with the works. Cllr Turton thanked anyone who helped with the events that took place over the Coronation weekend including the photograph taken on the Capstone



Green. As he is working with the events committee, Cllr Turton informed councillors that if carnival was to go ahead for 2023 then they have 2 weeks to apply for the road closures as that will be the deadline of latest application. He explained that it would cost £81 to apply meaning this is all they would lose if carnival does not go ahead, whereas, if they do not put the closure in then carnival will not be able to take place. Councillors felt like it would be the right decision to go ahead with the road closure even if carnival is not definitely going ahead.

The Chairman declared the meeting closed at 20:43pm. The next full council meeting will be held at 19:00pm on Monday 12th June 2023 in the Ilfracombe Town Council Chamber.

Cllr Dan Turton, Mayor
Ilfracombe Town Council
15/05/2023
Chair