



**ILFRACOMBE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting**  
**Monday 23<sup>rd</sup> October 2023 – 7.00pm**  
**Venue – The Ilfracombe Centre – Council Chamber**

**Members Present:**

Cllrs: V Gates (Chair), G Coulter, B Gear, T Huggins, P Crabb, H Perrin

**Officers Present:**

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

**1. Meeting Introduction**

**1.1. To receive and consider for approval, apologies for absence and reasons given.**

Apologies were received from Cllr M Newland (Personal), Cllr N Townsend (Personal) and Cllr D Turton (Personal).

**1.2. To note any declarations of interest**

None received.

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

Cllr Gates had one item to raise.

**1.4. To adopt minutes of meeting held on 25<sup>th</sup> September 2023**

Motion to adopt these minutes was proposed by Cllr Gates, seconded by Cllr Gear with all in favour.

**1.5. Update on actions taken from previous minutes**

The only update made was by the PO who informed members that the Slade Vision Centre constitution had been found and is still currently being dealt with.

**1.6. To determine which items, if any, of the agenda should be taken with the public excluded.**

No items to be taken with public excluded.

**2. FINANCE AND AUDIT**

**2.1. Finance Officer Report – ITC 23194**

**2.1.1. To note details of account balances**

The RFO explained her report to members, a key point to raise included a £20 deficit in the Reception Petty Cash tin. After investigation, the RFO could not account for the deficit and asked members that this be written off as bad debt. Cllr Crabb proposed that this be written off, this was seconded by Cllr Gear with all in favour.

**2.1.2. To receive and approve items of expenditure**

The RFO presented a list of items of expenditure that needed approval to members, she wanted to highlight on the addendum that the expense from PWBL related to the interest of the loan that was taken out for Ropery Road Car Park and that it needed to be paid. It was proposed that all expenditure, including those on the addendum, be approved for payment by Cllr Huggins, seconded by Cllr Coulter with all in favour.



### **2.1.3. Review of 2024/25 draft budget – ITC 23195**

The RFO explained the sheets of the draft budget to members, however, due to the length the discussion was taken members decided it would be more efficient to get a precept group together to discuss this in more detail. The precept group will include Cllrs Gates, Crabb, Huggins and Newland (if he agrees) as well as the relevant officers. Councillors did ask the RFO make some alterations ready for the precept meeting. This includes separating the predicted public convenience expenses from the budget so members can see a clear difference on the totals.

## **2.2. Budgetary Matters**

**2.2.1. Replacement Christmas lights quote** - The PO explained to members that an officer and a member of the Facilities team had retrieved a quote for replacement Christmas lights which may be needed once the current lights are checked. Member agreed that it would be smart to purchase these lights in the event that replacements are needed once the cherry picker is up. Cllr Gates proposed that these lights be purchased, this was seconded by Cllr Coulter with all in favour.

**2.2.2. To consider offering free parking at Ropery Road car park for Christmas late night shopping** - Members decided that this is something they should continue to offer during the late night shopping in the Christmas period. It was proposed by Cllr Gera that free parking be offered every Saturday in December at roper Road, this was seconded by Cllr Crabb with all in favour.

**2.2.3. Skate Park Report (ITC 23196)** - After looking at this report, it was decided that it would be more efficient during this time to go with the cheaper quote for works on the Skate Park lights. Cllr Gates proposed that ITC go ahead with the second quote for the completion of works, this was seconded by Cllr Huggins with all in favour.

## **3. GENERAL PURPOSES**

### **3.1. Main Reports & Updates**

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

- **Facilities and Maintenance Managers Report (ITC 23197)** – The PO read through this report, key points to raise was that the boiler is now being fixed and that there was an issue regarding a bin up the War Memorial. The options available to members was that the Facilities Manager purchases a replacement bin or that the bin could be removed indefinitely as there is another bin approximately 15m away from this site. All Councillors were in favour to not replace the bin due to their being another a short distance away.
- **Town Maintenance Operative’s Report – ITC 23198** – Read out.

**3.1.2. Vision Community Centre** – The RFO explained that she had been to the recent board meeting, however, only she and one other arrived meaning no decisions could be made but some updates were feedback to members. The Centre hourly rates had been increased by 10%, all regular hirers will be informed in the following days. A Zettle machine will be purchased to keep in ITC reception and Sage will now be cross charged from ITC to the Centre. The RFO also informed members that the new smart heaters have arrived so this should help keep the building warmer in the winter.



**3.1.3. One Ilfracombe** – No updates needed to be made other than that the well-being team are at full strength, the OI budgets are looking good and there is also a board meeting coming up on the Wednesday 25<sup>th</sup> October.

**3.1.4. Programme Manager Toilet Report (ITC 23199)** – The PM explained his report and asked that if members agreed with his recommendations that it be approved to be taken to Full Council for a final decision. Cllr Crabb proposed that the recommendation of making the toilet doors 50p peruse be taken to Full Council for approval, Cllr Gear seconded this with 3 members in favour and an abstention from voting from Cllr Huggins.

### **3.2. Other Updates**

**3.2.1. Work Hub update** – No major updates made other than the fact that the PM has assigned two officers to focus on pushing the Work Hub and contacting people who may be interested in hiring the spaces.

**3.2.2. Lantern move update** – The PM informed members that the final stage is waiting for a quote on the cabling for the network in the office space, after this is complete the big move can be made. The PM hopes this will be done within 2-3 weeks' time.

**3.2.3. Christmas tree update** – The PO explained that the tree had now been ordered and they will be liaising directly with the Facilities Team to have it delivered safe and efficiently.

### **4. Chair's Discretion**

Cllr Gates informed members that she and the PO had attended a meeting earlier in the day regarding the future of the TIC. Options were still being discussed but this will be followed up in the next board meeting which will take place Tuesday 24<sup>th</sup> October. Updates to be feedback.

**Cllr Val Gates  
Chair of Finance & General Purposes Committee  
Ilfracombe Town Council  
23/10/2023**