



ILFRACOMBE TOWN COUNCIL

MINUTES – 23 – 12

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

Minutes of the Full Council Meeting held at 7.00pm on Monday 11th December 2023

Members Present:

Councillors: D Turton (Mayor), P Crabb, G Schofield, J Williams, D Williams, N Townsend, T Ebert, M Newland, H Perrin, T Elliott, M Fay

Officers Present:

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

Others present: 1 member of the public

1. To receive apologies and reasons for absence

Apologies were received from Cllr P Coates, G Coulter, K Turton, V Gates, B Gear, T Huggins and M Welling (all personal).

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

None received.

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

The PO suggested that items 8.1.4. and 8.1.5. be taken with the public excluded, this was proposed by Cllr D Turton, seconded by Cllr Schofield with all in favour.

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

The PO had items to raise.

5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

A member of the public thanked the PO for her work on getting the lights around Capstone sorted out, which he has raised as a concern in a previous meeting.

6. To approve and adopt the Minutes of Full Council meeting – 13th November 2023 - Cllr D Turton

A proposed amendment was request to be made to item 13.4 of these minutes. The proposed wording was as follows: "proposed the following councillors V Gate, M Newland, P Crabb, T Huggins signed the CCLA paperwork which they agreed to do. Values agreed to be invested would be up to a value of 500,000 Euros, (£436,000.00 at today's exchange). This will be split between the two new accounts." This amendment was approved and the minutes were proposed for adoption by Cllr D Turton, seconded by Cllr Crabb with all in favour.

- 6.1.** Update on actions taken from previous minutes
No updates needed to be made.

7. Minutes of Planning Committee meeting (to note and approve recommendations) – 20th November 2023 - Cllr D Williams

These minutes were noted by members.

7.1. Update on actions taken from previous minutes

Cllr J Williams informed members that she had been in contact with the relevant planning officer working on application 77861 after a conversation she had with neighbours to the site who had concerns with the application but did not have a chance to make comments before this meeting had taken place. Cllr J Williams assured councillors that all Planning Committee members were aware and supported this communication but the decision to support this application, made at this meeting, would not be changed.

8. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 27th November 2023 - Cllr V Gates

In Cllr Gates absence, Cllr Newland asked that these minutes be noted by members.

8.1. Update on actions taken from previous minutes

8.1.1. Approval needed to increase Pod Point prices – All members were in favour to approve the increase of the Pod Point prices to 55p per unit starting from the 1st January 2024.

8.1.2. Approval needed for Cheyne Beach Car Permit prices to be increased – The decision to increase the Cheyne Beach Car Park Permit prices from £360 to £396 a year was approved by a majority support vote expect from Cllr J Williams who voted against and Cllr T Elliot who abstained from voting.

8.1.3. Proposal for Sea Ilfracombe to book Ropery Car Park from 0001 Friday 30th August 2024 to 1200 Monday 2nd September 2024 – All members were in favour to allow Sea Ilfracombe to book Ropery Car Park on the above dates.

8.1.4. TIC update and business proposal – This item was taken with the public excluded. Please see the Part B for the disclosable information on this.

8.1.5. Budget approval 2024/25 – This item was taken with the public excluded. Please see the Part B for the disclosable information on this.

9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 20th November 2023 - Cllr M Fay

These minutes were noted by members.

9.1. Update on actions taken from previous minutes

9.1.1. ITC – 23217 & 23217A Lengthsperson Proposal by Cllr Elliott and the Programme Manager – Cllr Elliott and the PM explained this report to members present. After discussion a vote was taken on the options for recommendations. Cllr Elliot, Ebert and Fay were in favour of the first recommendation of looking to employ a new members of staff for the Lengthsperson role. Cllr J Williams, D Williams, Schofield, Crabb, Perrin, D Turton and Townsend were in favour of the second option which involved looking at a restructure of staff to have the roles of a Lengthsperson to be distributed between current staff. Cllr Newland abstained from the vote all together. This will be taken back to staffing to be looked at in more detail. Cllr Fay will create a job description to enable a clearer view of what this role will entail based on the issues raised in report ITC – 23217 & 23217A.

10. Report from Proper Officer

10.1. ITC 23211 – Proper Officer Report – The PO read through her report and highlighted key updates.

10.2. Policies due for review and adoption (as seen below) – All policies below were reviewed and adoption of these was proposed by Cllr D Turton, seconded by Cllr Crabb with all in favour.

- Grant Funding Policy
- Personal Relationships at Work Policy
- Protocol for the Death of a Senior National Figure
- Room Hiring Policy
- Security and Out of Hours Working Policy

11. Responsible Finance Officer Report

11.1. ITC 23212 – To review & agree current Accounting Status & Invoices for payment
The RFO assured members that the accounts, currently, are in a good position. All members were in favour to approve the invoices, including those on the addendum, for payment. The RFO highlighted a point in her report in regards to a water supply contract. All members were in favour to stay with South West Water for a 1 year contract, this paperwork will be returned before the end of December.

12. Programme Manager Report; including One Ilfracombe (to note report and approve recommendations)

12.1. ITC 23213 – Programme Manager report – The PM explained to members that the wellbeing team still do not have a manager meaning he has had to redirect some of his workload to focus on this team for the meantime. Due to the taskforce not yet having received a large amount of funding, the PM asks that Councillors take into consideration the possibility of doing some of the intended work themselves alongside NDC and to see how they can prepare for this.

12.2. ITC 23216 - To review and approve capital and revenue spend for public toilets.

The PM explained his report to members including the three recommendations and option for recommendation three. Cllr Crabb proposed that ITC support recommendation 1 of budgeting £80,000 per annum costs for the 2024/25 precept, 8 members were in favour of this with Cllr Elliott and Ebert abstaining from this vote. The result of this vote was the exact same for recommendation 2 when agreeing the capital costs. A vote on the options for recommendation 3 resulted in the following:

- Options 1 – Cllrs Crabb, D Turton, Perrin, Townsend, Fay, J Williams, D Williams, Newland were in favour of this option.
- Options 2 – Cllr Schofield was in favour of this option.
- Options 3 – No votes.
- Options 4 – No votes.

Cllrs Ebert and Elliott abstained from this vote. Due to the results of this vote, the PM will go ahead with recommendations 1 and 2 as well as the first Healthmatic quote which was voted by majority in recommendation 3.

13. To receive Reports/Proposals from Ilfracombe Town Councillors – None received.

14. To receive reports from County/District Councillors – Cllr J Williams updates members that she had attended a zoom meeting with John Heart in which she learned that DCC have £6.6million in funding for potholes specifically. She also discovered that Home England receive £2.2million funding a year for housing structure. Members thanked Cllr J Williams for the information.

14.1. ITC 23214 – Cllr S Wilson District Councillor Report December 2023 – This report was noted by members.

15. To receive reports from Working Groups and Councillor Champions

15.1. ITC 23215 – Cllr T Elliott Housing Champion Report – This report was noted by members.

15.2. ITC verbal – Cllr M Welling to consider signing up to the Civility and Respect Pledge and discuss budget implications in doing so. – Due to Cllr Wellings absence, this report will be postponed the next Full Council Meeting.

16. To receive Correspondence/Licenses/Notices

16.1. Letter from IFS Twinning Associations regarding their Civic Reception – Members were all in favour to allow the IFS Twinning Association to hold this event at the Ilfracombe Centre. The PO will raise the costs for this at the next F&GP meeting.

16.2. Email from Vanessa Archer regarding Ilfracombe Academy statistics – Members read through this correspondence. Cllr Crabb explained that following the last discussion on this, at the October Full Council Meeting, he had had communications with DCC which lead to him receiving contact details for a regional commissioner who apparently have authoritative powers over the Athena Trust. Cllr J Williams suggested that ITC invite Ben Parnell from the Athena Trust to another meeting to ask more questions in relation to this information in the correspondence.

16.3. Email from Ilfracombe Museum regarding marketing funding – All members were in favour to support the Ilfracombe Museum in their marketing funding request. Project Officer, Neil Ingram, will write the supporting reply.

16.4. Applications received under the Licensing Act 2003

An application for the grant of a premises licence has been made by No 28 The Cookery Ltd in respect of No 28 The Cookery, 4 St James Place, Ilfracombe, EX34 9BH as follows:

To enable to supply of alcohol on and off the premises Monday to Saturday from 10:00 hours to 22:00 hours.

This application is in the Ilfracombe East Ward.

The closing date for any representations is 14 December 2023.

This application was noted by members.

17. Chairs Discretion

The PO updated members that an executive decision had been made to postpone Pride in Ilfracombe due to low numbers of nominations. The PO will raise this at the next Full Council Meeting to discuss options of when this should be rescheduled to. The PO had received correspondence following the agenda which was also in relation to issues with the Ilfracombe Academy, members agreed inviting Ben Parnell as previously decided would be a good idea in order to receive answers on the concerns being raised. Another correspondence had been received after the agenda went out from the North Devon Record Office which explained the service being in a crisis. Members had concerns with this as it had been raised previously so the PO has been requested to reply asking for statistics on their services and the crisis the establishment is in.

18. Items for Next Agenda – No members had items to add to the next agenda.

Disclosable Information for Part B Full Council Meeting Minutes 11th December 2023

18.1.1. TIC update and business proposal – Paperwork had been received in relation to the upcoming liquidation of the TIC as a business. Apart from an abstention from Cllr D

Turton, all members were in favour to vote for on the first option and vote against option 2 and 4. The PO will reply to the business proposal given by the TIC to explain that the ITC do not support this proposal and an alternative option will need to be looked at.

18.1.2. Budget approval 2024/25 – Councillors looked at the proposed first request for the 2024/25 precept. Cllr Crabb proposed that ITC send off this first request, this was seconded by Cllr Newland with all in favour apart from Cllr Elliott who voted against and Cllr Ebert who abstained from voting. This request will be sent off by the PO.

The Chairman declared the meeting closed at 21:10pm. The next Full Council Meeting will be held at 19:00pm on Monday 8th January 2024.

**Cllr D Turton, Mayor
Ilfracombe Town Council
Chair**

11/12/2023