



**ILFRACOMBE TOWN COUNCIL**  
**MINUTES – 23 – 10**  
**THE VISION COMMUNITY CENTRE, SLADE VALLEY ROAD, ILFRACOMBE, EX34 8LE**

Minutes of the Full Council Meeting held at 7.00pm on Monday 9th October 2023

**Members Present:**

Councillors: P Crabb, B Gear, P Coates, J Williams, D Williams, N  
Townsend, T Huggins, M Newland, M Welling, H Perrin

**Officers Present:**

L Donovan (Proper Officer), S Seatherton (Programme Manager), I Howard (Minute Taker)

**Others present:** Pastor Hills and 7 members of the public

**Councillors were requested to attend a pre-meeting at 6.30pm – Nadine Sampson, Chair of Governors for the Ilfracombe Infant School, attending to talk and take questions.**

**Due to the absence of both the Chair (Cllr D Turton) and Deputy Chair (Cllr M Fay), Cllr P Crabb was voted to Chair this meeting.**

**1. To receive apologies and reasons for absence**

Apologies were received from Cllr D Turton (Personal), Cllr T Elliot (Personal), Cllr M Fay (Personal), Cllr G Coulter (Personal), Cllr V Gates (Personal), Cllr K Turton (Work Commitments), T Ebert (Personal), Cllr G Schofield (Personal)

**1.1. ITC 23185** – To review how absence from meetings should officially be recorded and adopt draft absence policy – The PO explained that, due to the attendance of training on minutes and agendas, it was noticed that the current method of dealing with acceptance of apologies for absence was being handled incorrectly. The PO explained how this should work and presented a draft meeting attendance policy for members to adopt if they were happy with this. Councillors agreed on to adopt this policy, this was proposed by Cllr Gear, seconded by Cllr Newland with all in favour.

**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.**

None.

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

No 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**

Multiple members of the public raised concerns with the new governance of the Ilfracombe Academy and their methods of discipline under the Athena Trust. Members of the public gave personal views on how the school is now being run alongside statistics from a survey carried out by themselves. Councillors heard their concerns and thanked them for the work they had completed for the meeting. Cllr Crabb, as District Councillor, assured the members of the public that he would forward these issues at one of his DCC meetings due to them having more authority in relation to schools and education. Another member of the public addressed a hotel in Ilfracombe and the state of it having a negative effect on the sale of neighbouring houses. Cllr Crabb explained that the hotel is difficult to sell on and be refurbished as individual rooms have been sold off separately causing many issues around sale.

**6. To approve and adopt the Minutes of Full Council meeting – 11<sup>th</sup> September 2023 - Cllr D Turton**

As Cllr D Turton wasn't present, Cllr Crabb asked for these minutes to be approved. As no amendments needed to be made, these minutes were proposed for approval and adoption by Cllr D Williams seconded by Cllr Huggins with all in favour.

**6.1.** Update on actions taken from previous minutes – The PO explained that she had made communication regarding the potential for a Banking Hub in Ilfracombe which was mentioned in the previous meeting. The update was that Ilfracombe is still not being considered for one, however, we are still on the list so this could be reassessed in the future.

**7. Minutes of Planning Committee meeting (to note and approve recommendations) – 18<sup>th</sup> September 2023 - Cllr D Williams**

These minutes were noted by members.

**7.1.** Update on actions taken from previous minutes – Cllr Coates informed members that she had received further correspondence from NDC and DCC regarding the ownership of Lee Bay beach and slipways in relation to concerns with motorised boats and skis being launched from there. It was confirmed that NDC own the beach and one slipway, whilst DCC own the other slipway. NDC will place signage around the beach to deter people launching such vehicles.

**8. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 25<sup>th</sup> September 2023 - Cllr V Gates**

As Cllr Gates wasn't present, Cllr Newland asked members to note these minutes.

**8.1.** Update on actions taken from previous minutes – Updates made included that there was still no further information on the Skate park lighting, the Street Marshalls meeting had taken place and more detail will be given in a later agenda item and that the mosaic at Runnymede Gardens is still being looked into by the Round Table.

**9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 18<sup>th</sup> September 2023 - Cllr M Fay**

As Cllr Fay wasn't present, Cllr Gear asked members for these minutes to be noted.

**9.1.** Update on actions taken from previous minutes – Only updates to be made was that ITC now have a new Facilities Manager who has had a positive first couple of weeks.

**10. Report from Proper Officer**

**10.1. ITC 23186 – Proper Officer Report**

The PO read through the key updates from her report. A key point needing to be raised was that a quote had been given by ITCs regular electrician for replacing plugs and future proofing the Christmas lights in town, which in turn would mean not needing an electrician to install them in years to come. The quote was an estimated £2500 for the full job with an additional cost of £350/day for the cherry picker which would most likely be needed for two days work. Cllr P Crabb proposed that a budget of up

to £3300 be granted for the provision to complete these works on the Christmas lights, this was seconded by Cllr Gear with all in favour.

**10.2. ITC 23187 – Tree cutting at War Memorial Report**

The PO explained the report, members felt that this was a reasonable offer and would enhance the area. Cllr Gear proposed that these works be approved for payment, this was seconded by Cllr Townsend with all in favour.

**10.3. ITC 23188 – Vision Centre Report**

This report was explained by the PO, recommendations were given to members to see if it was something they'd would like to go forward with. Members agreed that these recommendations were reasonable and these points should be taken forward to the Vision Centres committee. Cllr Crabb proposed that these recommendations be approved, this was seconded by Cllr Huggins with all in favour.

**10.4. To appoint a new point of contact for the Charities Commission for the Vision Centre.**

The PO informed members that this contact was still in the name of her predecessor and felt that it would be important to get this updated to be in her name. Cllr Crabb proposed that the named contact for the Charities Commission be updated to Laura Donovan, Cllr Coates seconded this with all members in favour.

**10.5. Tourist Information Centre (TIC) update – verbal**

The PO updated members that there still nothing back from the TIC but as soon as decision is made then this would be feedback to Councillors.

**11. Responsible Finance Officer Report**

**11.1. ITC 23189 – To review and agree current Accounting Status and Invoices for payment**  
After looking through the invoices for payment, approval of these was proposed by Cllr Crabb, seconded by Cllr Gear with all in favour.

**11.2. ITC 23190 – CCLA report following meeting help with F&GP.**

After a meeting with the CCLA, members felt that it would be beneficial to work with this organisation to protect the finances of the Council. More clarification on certain aspects is still needed but it was agreed that up to 500,000 euros (approximately £432,000 as of 9<sup>th</sup> October 2023) be moved into CCLA accounts. This was proposed by Cllr Crabb, this was seconded by Cllr Welling with all in favour.

**11.3. 6 month budget review – to be emailed prior to meeting**

This had not been completed in time for this meeting, once completed it will be shared with Councillors.

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

**12.1. ITC 23191 – Programme Manager report**

The PM read through his report, he informed Councillors that the Street Marshall meeting had taken place and that there would be funding available for 6 months meaning ITC would not need to put any funding forward themselves for this time. The Marshalls will be shared with Barnstaple on a rolling rota during this time. The PO also gave updates on the public conveniences, a quote had been receiving on the price to change the doors on just two of the toilet blocks. It was agreed that it would be important in future to put together a committee to work on this project, Cllrs Welling, Gear and Townsend. It was

suggested that Cllr Crabb and Gates may also want to get involved with this committee.

**12.2. ITC 23193 – Defibrillator Funding Request**

After reading through this report, Councillors agreed that if beneficial to match fund for this request. This was proposed by Cllr Crabb, seconded by Cllr Huggins with all in favour.

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

**14. To receive reports from County/District Councillors –** Cllr Crabb gave a verbal report which included informing members that schools in Ilfracombe would be receiving enhanced provision. It was also discussed that research for the works on St Brannock's Road roundabout was currently being undertaken. Lastly, he informed members that there had been no further updates on the Link Centre and that a new consultation is still being waited on. Cllr J Williams shared the news of new play equipment plans being released for Ilfracombe's sea front and also wanted to share her congratulations for an award given to a past ITC Councillor.

**15. To receive reports from Working Groups and Councillor Champions**

**15.1. ITC 23192 –** To review and note Housing Champion Report by Cllr T Elliott – This report was noted by members.

**16. To receive Correspondence/Licenses/Notices**

**16.1.** Email regarding a greener Ilfracombe – The Po explained that she had already replied to this email as many issues raised were duties of NDC, however, she shared with members and requested that District Councillors in attendance of the meeting to forward these concerns at their NDC meetings.

**16.2.** Email from Cllr T Elliott – covered market and Watersports hub – This correspondence was noted by members.

**16.3.** Email from NDC Elections – This correspondence was noted by members.

**17. Chairs Discretion – None raised.**

**18. Items for Next Agenda – No items to raise.**

The Chairman declared the meeting closes at 21:10pm. The next Full Council Meeting will be held at 19:00pm on Monday 13th November 2023 at the Ilfracombe Rugby Club.

**Cllr Paul Crabb**  
**Ilfracombe Town Council**  
**Chair**