



**ILFRACOMBE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting**  
**Monday 22<sup>nd</sup> January 2024 – 7.00pm**  
**Venue – The Ilfracombe Centre – Council Chamber**

**Members Present:**

Cllrs: V Gates (Chair), M Newland, N Townsend, T Huggins, P Crabb, D Turton, H Perrin

**Officers Present:**

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

**Others present:**

Freeman Frances and Freewomen Satchwell

**1. Meeting Introduction**

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

Apologies were received from Cllr G Coulter and Cllr B Gear.

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

None received.

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

Cllrs Newland and Crabb both had items to raise as well as the PO.

**1.4. To adopt minutes of meeting held on 18<sup>th</sup> December 2023**

Motion to adopt these minutes was proposed by Cllr Gates, seconded by Cllr Crabb with all in favour apart from an abstention from Cllr Huggins was not present at this meeting.

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

No updates on actions made.

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

No items taken with the public excluded.

**2. FINANCE AND AUDIT**

**2.1. Finance Officer Report – ITC 23226**

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

The RFO explained that the accounts are in a good position for the last few months of this financial year. All account balances were noted and no questions were received.

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

The RFO presented a list of items of expenditure that needed approval from members, this included the addendum. It was proposed that all expenditure, including those on the addendum, be approved for payment by Cllr Newland, seconded by Cllr Gates with all in favour.

**2.2. Budgetary Matters**

**2.2.1. To consider and agree costs of heating – ITC 23227**

After members looked through the report, Cllr Huggins proposed that that officer's focus on options 1 and 2 by getting more quotes and information on these, all members were in favour for these to be the direction of work. Cllr Crabb request that he bring in a plumber known to himself in order to get an opinion on options available, the PO asked that the Facilities Manager be available for this.

### **2.2.2. To consider and agree cost of past Mayoral medals – ITC 23228**

After looking through the quotes on this report, Cllr Crabb proposed that 12 medals at £50 be purchased out of the Mayors budget for each of the past Mayors who have not received a medal as of yet. Cllr Huggins seconded this approval with a majority vote of in favour apart from abstentions from Cllr Newland and Turton. Cllr Gates noted that Mayors will only get one medal each rather than one per year in the position.

### **2.2.3. To consider and agree cost of 3.1.3.a stand desk**

Cllr Turton explained that he had a stand desk that was no longer in needed that can be brought into the office for officers to use.

### **2.2.4. To consider and agree cost of CiLCA training**

The PO explained the costs of the CiLCA training, all members were in favour for the PO to undertake this training with the costs given due to its importance especially for the potential of ITC having a General Power of Competence.

### **2.2.5. To consider and agree Grants budget and process for 2024-25**

Grants budget will be kept the same as per agreed precept in January 2024 Full Council. A grants committee will be agreed at next Full Council following processes used in previous years.

## **3. GENERAL PURPOSES**

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

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

- **Facilities and Maintenance Managers Report – ITC 23229** – Read out and noted by members.

#### **3.1.2. To consider the implications and options for reception opening times – ITC 23230**

After reading through the report, Cllr Crabb proposed that the Reception be closed fully on Mondays on the basis that an agreement is made with DPT so that a procedure is agreed that works well for ITC and DPT, all members were in favour. The PO will speak with DPT and make a decision of what the process on Mondays will be.

#### **3.1.3. To agree NDC contract for reception and IT services**

The PM explained what the contract included, all members were in favour to agree and sign this contract for its duration until 2025. Cllr Crabb had queries with the prices included in this contract therefore Cllr Gates requested that this contract be renegotiated 6 months before end date to see if a better agreement can be made with NDC.

#### **3.1.4. Public Conveniences update**

The PM explained that they are still waiting for contracts from NDC to arrive, the PO added that because of this the pay on entry doors will most likely not be installed till after the Easter holidays. After conversations with Healthmatic and receiving quotes, the PM and PO have informed members that the cleaning and maintenance of the Public Conveniences will have to be done in house due to the cost implications and logistics that have been thoroughly discussed. Cllr Townsend suggest the possibility of hiring new staff members who could also work alongside other Parish Councils to increase workload.

#### **3.1.5. One Ilfracombe update**

The PM explained that the OI accounts are in a very good position for going into the new financial year. The Wellbeing Team will be getting a new Team leader soon which will allow the PM to have more time to focus on OI projects.

#### **3.1.6. War Memorial update**

The PO presented an email from one of the Officers which broken down the timeline of events that occurred on the day of the theft of the War Memorial plaques. The PO explained that no costs could be looked at for reparation or replacements of the plaques until they are returned from the Police. Cllr Turton suggested at looking into getting the names which missing from the plaques added on if replacements are made. The PO will look into this and it was noted that the Churches or Museum may hold the records including these names.

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

Cllr Newland brought members attention to the planter on Church Street which had been vandalized over the weekend, he suggest that ITC look into upgrading this area, including the bench, to improve its appearance. He had photos of possible designs and will share these with the PO to take a look at and potentially involve community groups such as the Men's Shed. Cllr Crabb informed members that Freewomen Satchell's name on the Freeman/women board should include a "BEM" at the end to honour her National Award, the PO will bring this to Full Council. The PO informed members that the Southern Extension is in need of road names, she presented the proposed names and explained that Councillors can be put in their own suggestions.

**Cllr Val Gates**  
**Chair of Finance & General Purposes Committee**  
**Ifracombe Town Council**  
**22/02/2024**

DRAFT