



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 26th February 2024 – 7.30pm
Venue – The Ilfracombe Centre – Council Chamber

Members Present:

Cllrs: V Gates (Chair), M Newland, N Townsend, T Huggins, D Turton, G Coulter

Officers Present:

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

1. Meeting Introduction

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

Apologies were received from Cllrs Perrin, Crabb and Gear.

1.2. To note any declarations of interest

None received.

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

No items to raise.

1.4. To adopt minutes of meeting held on 22nd January 2024

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

1.5. Update on actions taken from previous minutes

The past mayors medals have now been ordered. The 14th March will be the first Grants Committee meeting. The additional War Memorial names that were originally missed off have now been received so that they can be added to the new/repared plaques. The Centre has now been closed on Mondays for 2 weeks and no issues have arose so far.

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

No items to be taken with the public excluded.

2. FINANCE AND AUDIT

2.1. Finance Officer Report – ITC 23237

2.1.1. To note details of account balances

The RFO explained that the accounts are in a good position for the end of the financial year, Paul the financial auditor visited last week and was happy with how everything was apart from a few minor amendments that needed to be made. The financial risk assessments are still in the process of being updated and the money has now been moved to the CCLA accounts, these will appear on the RFO reports from now on.

2.1.2. To receive and approve items of expenditure

It was proposed that all expenditure be approved for payment by Cllr Gates, this was seconded by Cllr Turton with all in favour.



2.2. Budgetary Matters

2.2.1. Quote for signwriting new van – ITC 23238

Members looked through the report and were all in favour to go with the options of 4 stickers rather than 2, the PO will organise these works to be completed.

2.2.2. Room rates review – ITC 23241 Report to follow

Members looked through the report, Cllr Newland proposed that the rates stay the same for now, Cllr Gates seconded this and asked that a more in depth analysis on the comparison of bookings be created. All members were in favour to look at this again in August with more detail.

3. GENERAL PURPOSES

3.1. Main Reports & Updates

3.1.1. Town Assets

- **Facilities and Maintenance Managers Report – ITC 23239** – Read out.
- **Town Maintenance Operative's Report – ITC 23240** – Read out.

3.1.2. Public Conveniences update

The PM explained that the toilet van has now been purchased and collected, logos will be installed following this meeting. A search for a new 30 hour a week employee will begin shortly so there is someone to clean the public conveniences once taken over. Contracts with NDC are still being negotiated and dates need to be arranged so that the PM and PO can go on a usual route to see what the toilet cleans involve. More updates to be made soon.

3.1.3. One Ilfracombe update

The PM explained that lots of works on the Poverty Truth Commission was currently taking place alongside business as usual with the OI and Wellbeing teams. The New wellbeing team leader will be starting on the 20th March which will allow work to run much smoother. An OI board meeting is due to take place in the upcoming months.

3.2. Policies for Review

3.2.1. To approve ITC Officer Member Protocol

Members were happy with this protocol and recommended that it goes to Full Council for adoption.

3.2.2. To review and consider amendments to the Cash Handling Policy

Members read through the proposed amendments the RFO had made on the Cash Handling Policy, all were in favour to take this policy with the proposed amendments to Full Council for adoption.

3.3. Correspondence

3.3.1. Email from Combe Christmas re: road closures

Following receiving this correspondence, the PO explained that she had been in contact with a Combe Christmas member to suggest applying for an ITC grant to pay for the road closure rather than going through ITC directly. The Combe Christmas committee were happy with this and members agreed this was a better route to take.

4. Chair's Discretion

No items raised.



The Chair declared the meeting closed at 20:30hrs, the next Finance and General Purpose Committee Meeting will take place on the 25th March in the Council Chambers.

Clr Val Gates
Chair of Finance & General Purposes Committee
Ilfracombe Town Council
26/02/2024

DRAFT