



## ILFRACOMBE TOWN COUNCIL

### MINUTES – 24 – 01

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

Minutes of the Full Council Meeting held at 7.00pm on Monday 12th February 2024

#### Members Present:

Councillors: D Turton (Mayor), M Fay (Deputy Mayor), P Crabb, D Williams, T Ebert, M Newland, P Coates, V Gates, M Welling, T Huggins, J Williams, K Turton, H Perrin, B Gear, G Coulter, G Schofield

#### Officers Present:

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

**Others Present:** 1 member of the public

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

Apologies were received from Cllrs N Townsend and T Elliott (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.**

No items requested to be taken with the public excluded.

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

Cllrs D Turton, Gates and 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 shared with members that Ilfracombe was on the new recently regarding the state of the High Street and that he had concerns with this. The PO reassured the member of the public by letting him know that this has already been reported on numerous occasions at Town Team and that the group is currently looking in how to tackle this. He also had concerns that the new play area (MUGA) being installed on the seafront would have an effect on any plans of enhancement, Cllr D Turton explained that this would not have any effect.

**6. To approve and adopt the Minutes of Full Council meeting – 8<sup>th</sup> January 2024 - Cllr D Turton**

These minutes were proposed for approval and adoption by Cllr Newland, seconded by Cllr Gates with all in favour.

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

No updates were made.

**7. Minutes of Planning Committee meeting (to note and approve recommendations) – 15<sup>th</sup> January 2024 - Cllr J Williams**

These minutes were noted by members.

**7.1.** Update on actions taken from previous minutes – No updates were made.

**8. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 22nd January 2024 - Cllr V Gates**

These minutes were noted by members.

**8.1.** Update on actions taken from previous minutes – No updates were made.

**8.1.1.** To agree and approve medal purchase – Following the proposal made in this F&GP meeting, Cllr Gates proposed that payment of these medal be approved and agreed, this was seconded by Cllr Gear with all in favour.

**9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 15<sup>th</sup> January 2024 - Cllr M Fay**

Cllr Fay informed members that this meeting was not quorate meaning no decision could be made.

**9.1.** Update on actions taken from previous minutes – No updates were made.

**9.1.1.** To agree and approve change of dates/times of Staffing Committee meetings in the winter months – All members agreed that the Staffing Committee meeting would take place directly before the F&GP meeting during the winter months to ensure the meetings can be quorate.

**10. Report from Proper Officer**

**10.1. ITC 23231** – Proper Officer Report – The PO read through her report, a key point to raise was that quotes had been received regarding the repair of the boiler. All members were in favour to delegate responsibility of making a decision on the quote to go with to officers due to them having the most experience in what has gone on so far with the works. More updates on decision made will be brought to later meetings. The PO informed members that she may have to organise an additional Strategic Plan meeting for February in order to get the last 2 sections completed as soon as possible.

**11. Responsible Finance Officer Report**

**11.1. ITC 23232** – To review & agree current Accounting Status & Invoices for payment  
The RFO asked for approval on payment of the invoices in her report including the addendum, this was proposed by Cllr J Williams, seconded by Cllr Gates with all in favour. The RFO then asked for Cllr Newland and Gates to sign some CCLA documents that had come through, this was completed. The last key point of the report was that a decision needed to be made on the ITC phone contracts. After looking through the options Cllr D Turton proposed that they go with the RFOs suggestion of option 1 as it would make sure this department comes under budget for the next year, this was seconded by Cllr Huggins with all in favour.

**12. Programme Manager Report; including One Ilfracombe**

**12.1. ITC 23233** – Programme Manager report

The PM informed members that the Heads of Terms for the Public Conveniences had been received

from NDC, however, these have a small amount of information on so there are still questions up in the air. Works on looking into hiring new staff members has now commenced, with the PO and PM possibly doing a follow around on one of the current cleaning routes to see the logistics involved. More work in preparation of taking the Public Conveniences on is currently being done by officers and the PM reminded members that the costs for entry to the toilet will eventually offset the expenses for aspects such as the doors which will mean the costs on entry could be decreased in future. The PM briefly discussed the Taskforce and Levelling up Funding which has included a few informal meetings since Christmas which have not yet needed Councillors attendance or for details to be reported back.

### **13. To agree and form a Grants Working Group for the 2024-25 ITC grant applications**

Cllrs Schofield, Huggins and Coulter all volunteered to be the 2024-25 Grants Working Group, the PO will organise dates for these meetings.

### **14. To receive Reports/Proposals from Ilfracombe Town Councillors**

**14.1. ITC 23234** – Proposal re: letter in support of planning application no. 78083 – Cllr T Huggins  
After reading through the report and discussing ideas, Cllr Crabb suggested sending a letter on behalf of the whole ITC reminding Planning Officers that ITCs Planning Committee supported the application the Community Land Trust had put in. Cllr D Turton proposed that this be done, this was seconded by Cllr Schofield with all in favour. The PO will type up and send this letter on behalf of ITC.

**14.2. ITC 23235** – Room hire rate Report – Cllr T Elliott

Members read through the report and the shared response was that allowing more discounted rates could put ITC in a bad position, it was also noted that community groups have the opportunity to receive grants from ITC to help with their expenses. Members took a vote which resulted in the proposal being rejected.

### **15. To receive reports from County/District Councillors**

Cllr J Williams shared some key points from the Harbour Board meeting which took place recently, this included news of the Seapool on the Pier works still ongoing, a report is currently in the works to be completed on this as well as there being a possibility of a new fuel pump and tank being installed on the harbour. Cllr Crabb reassured members that, during a NDC meeting, it was discussed that any seafront businesses who use the space where the new MUGA will be installed for seating will be communicated with to negotiate alternative areas that can be used. Cllr Crabb also explained to members that he would be attending a DCC budget meeting on the upcoming Thursday and would feedback details after this.

### **16. To receive reports from Working Groups and Councillor Champions**

**16.1. ITC verbal** – Cllr M Welling to consider the budget implications of the Civility and Respect Pledge – Cllr Welling gave a verbal report on her findings on what costs may be involved if ITC decide to take on the Civility and Respect Pledge. As some members found different costings, this will be deferred to next month to ensure that the correct numbers are found before making any decisions.

**16.2. ITC 23236** - Housing Champion Report – Cllr T Elliott – This report was noted by members.

**16.3. IRB Update** – The PM gave a brief update on the recent IRB meeting, the PO explained that the minutes had not yet been released and that she will communicate with the group to see if these can be made more accessible for Councillors who do not attend the meeting.

### **17. To receive Correspondence/Licenses/Notices**

**17.1.** Email re: tourism in Ilfracombe – Members noted this correspondence, Cllr Gear requested a reply be made however the PO had already done this.

**17.2.** Email re: Poverty Truth Commission Steering Group – Cllr Welling volunteered to be the ITC representative alongside Cllr Elliott in her role as Housing Champion for this Steering Group.

**18. Chairs Discretion**

Cllr D Turton informed members that he had attended a Combe Christmas meeting recently and that they had asked whether ITC would be getting involved in the event again, specifically around organising the road closure. The PO will add this to the next F&GP agenda for the Committee

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

The Chairman declared the meeting closed at 20:57. The next Full Council Meeting will be held at 19:00m on Monday 11<sup>th</sup> March 2024.

Cllr D Turton, Mayor  
Ilfracombe Town Council  
Chair

12/02/2024

DRAFT