



ILFRACOMBE TOWN COUNCIL
MINUTES – 24 – 03
THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE, DEVON, EX34 9QB, 01271 855300

Minutes of the Full Council Meeting held at 7.00pm on Monday 11th March 2024

Members Present:

Councillors: D Turton (Mayor), M Fay (Deputy Mayor), P Crabb, D Williams, T Ebert, T Huggins, J Williams, G Coulter, G Schofield, N Townsend, T Elliott

Officers Present:

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

Others Present: Freewomen Satchwell and 1 member of the public

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

The PO recommended that item 2.1 needed to be taken with the public excluded, this was proposed by Cllr Turton, seconded by Cllr Crabb with all in favour. This item will be taken at the end of the meeting.

2. To receive and agree apologies and reasons for absence

Apologies were received from Cllrs B Gear (Personal), P Coates (Personal), M Newland (Personal), H Perrin (Personal), V Gates (Personal), K Turton (Work Commitments), M Welling (Personal).

2.1. To consider and approve a prolonged absence request – This item was under taken Part B.

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

None received.

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 noted concerns with planning permission for the new Play Area currently being built down on the Seafront, a conversation had taken place with workers on the site which raised worries that the planning permission did not cover the full proposed plans. The member of the public also highlighted that the Landmark Theatre cones look like they need to be cleaned up as they are losing their colour. Cllr Crabb explained that to clear these is a costly task and usually takes place when funding is available. Despite this, the PO will contact NDC to note these concerns and see if anything can be done for the upcoming season.

6. To approve and adopt the Minutes of Full Council meeting – 12th February 2024 - Cllr D Turton

The PO highlighted an amendment on behalf of Cllr Gear, who was absent, that involved removing the term 'MUGA' when describing the new Play Area as this was a mistake. Cllr Elliott also asked for an amendment as her correspondence was missed off the minutes. All amendments were agreed and approval for adoption of these minutes was proposed by Cllr Turton, seconded by Cllr D Williams with all in favour apart

from an abstention from Cllr Schofield.

6.1. Update on actions taken from previous minutes

The PO had researched into the Civility & Respect Pledge as well as contacting other councils to see if this is something they had adopted, the little replies received still did not include clear physical costings of the Pledge so this will need to be delayed for now as more time is needed to obtain more information.

7. Minutes of Planning Committee meeting (to note and approve recommendations) – 19th February 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) – 26th February 2024 - Cllr V Gates

These minutes were noted by members.

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

9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 26th February 2024 - Cllr M Fay

These minutes were noted by members.

9.1. Update on actions taken from previous minutes – Cllr Fay updated members that things are currently going well under the new management structure. It was also noted that following the proposal of a lengths person, the Staffing Committee decided that rather than hiring a new staff member, the staffing structure had been adapted to incorporate these roles between current employees.

10. Report from Proper Officer

10.1. ITC 23242 – Proper Officer Report – The PO gave a brief overview of her report, keys points to raise included the recent visit of the Health & Safety employee who was impressed with the work that had already been completed. There is now only a small amount of outstanding tasks. One of these tasks included completing a fire risk assessment, this will be completed in the upcoming week. The first grants committee meeting takes place next week, the results of this will be taken to F&GP. The PO also gave an update on the Lantern Preschool which included informing members that 3 parties are already interested in the space which will be available later in the year.

10.2. To approve spend on The Ilfracombe Centre boiler repairs – Cllr Crabb proposed to approve the spend for repairing the boiler next week, this was seconded by Cllr D Williams with all in favour.

11. Responsible Finance Officer Report

11.1. ITC 23243 – 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 Turton, seconded by Cllr Huggins with all in favour. The RFO noted some key points of her report, this included an outstanding grant cheque of £200 from 2023 that was never cashed in. The RFO asked that this be cancelled so that it doesn't continue to be outstanding on the accounts, all members were in favour to cancel this cheque. The RFO also gave her recommendations on the amounts to be held in the CCLA accounts, all members were in favour to agree to the RFO's recommendations.

12. Programme Manager Report; including One Ilfracombe

12.1. ITC 23244 – Programme Manager report – The PM gave an update on the public conveniences. The PM informed members that the 20th March would be the starting date of the new Wellbeing Team Leader. The Cardiac project is now running and the PM is currently working on extending the Community Developers

contract to 3 years. Cllr Elliott asked for an update on the Bicclescombe park toilets and whether these would be pay on entry, the PM explained that the contracts are still with NDC for these so they would not look into installing pay on entry doors till later in the process.

12.2. ITC 23245 – Volunteer Champion Request report – After the PM explained this report, Cllr Huggins put himself forward to be the Volunteer Champion, he will work alongside the Community Engager in this role.

12.3. ITC 23246 – Report It report – The PO presented this report to members, after seeing the results of the 3 month trial, Cllr Turton proposed that this become a standard practice, this was seconded by Cllr Schofield with all in favour.

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

14. To receive reports from County/District Councillors

Cllr Turton updated members with the following key points:

- The NDC Town Enhancement Scheme is still running for local businesses.
- The Green Lanes Hub will open to the public soon.
- The Street Marshalls Scheme will continue to run.
- There will be a 2.99% increase on Council Tax for the 2024 tax year.

14.1. To receive a verbal report from Cllr Crabb in connection with an update on the Link Centre – This report was discussed and noted.

15. To receive reports from Working Groups and Councillor Champions

15.1. ITC 23247 – Housing Champion Report – Cllr T Elliott – This report was noted by members.

16. To receive Correspondence/Licenses/Notices

16.1. Email from One Northern Devon – Joint forward plan Community Development – The PO presented this correspondence and informed members to reply if they wish to be involved.

16.2. Email from Rod Donovan – Cairn walks marker posts – After looking at this correspondence, Cllr Huggins proposed that ITC pay for the reparations of the marker posts at the Cairn, all members were in favour of this but it will need to go to F&GP to find where in the budget this money will be taken from.

16.3. Written correspondence received – to note only as sent anonymously – This correspondence was noted by members.

17. Policies to be adopted

17.1. ITC Officer Member Protocol to be adopted as reviewed yearly – All members were in favour to adopt this policy which needs reviewing annually.

17.2. Cash Handling Policy to be adopted due to changes – Members noted the amendments made to this document and all were in favour to adopt the policy.

18. Chairs Discretion

The PO distributed Annual Town Team posters to members and asked that these be displayed anywhere possible. The PO also reminded members that now ITC will be doing weekly permits from reception rather than via the TIC, the signage at Ropery Road will need to be updated.

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

The Regulations State:

that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be

excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

Disclosable Information for Part B Full Council 11th March 2024

2.1. To consider and approve a prolonged absence request – Cllr Gates requested a prolonged absence from all council meetings for 6 months. Cllr Turton proposed said request, seconded by Cllr Crabb with all in favour.

The Chairman declared the meeting closed at 21:05hrs. The next Full Council Meeting will be held at 19:00hrs on Monday the 8th April 2024.

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

11/03/2024

DRAFT