



**ILFRACOMBE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting**  
**Monday 22<sup>nd</sup> April 2024 – 7:00pm**  
**Venue – The Ilfracombe Centre – Council Chamber**

**Members Present:**

Cllrs: M Newland (Vice Chair), D Turton (Mayor), G Coulter, H Perrin, B Gear, P Crabb, T Huggins  
(Arrived Late)

**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 Cllr N Townsend and V Gates (Personal).

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

None received.

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

Cllrs Coulter and Gear as well as the PO had items to raise.

**1.4. To adopt minutes of meeting held on 25<sup>th</sup> March 2024**

Prior to the meeting, Cllr Huggins proposed an amendment be made to item 2.2.2, so that this section of the minutes "following the grants meeting, the Committee discovered that they were £950 over the grants budget for the year. In an attempt to reduce this overage, Councillor Huggins proposed..." would be replaced with this "the grants meeting concluded with a further £950 to either fund or reduce from the original request list. At the F&GP Committee meeting, Councillor Huggins proposed..." Motion to adopt these minutes with the suggested amendment was proposed by Cllr Turton, seconded by Cllr Newland with all in favour.

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

No updates on actions.

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

The PO suggested that one her chairs discretion be taken with the public excluded, Cllr Newland proposed to approve this proposal, this was seconded by Cllr Coulter with all in favour.

**2. FINANCE AND AUDIT**

**2.1. Finance Officer Report – ITC 24007**

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

The RFO provided an update regarding the car service mobile phone bill, indicating that a termination fee was incurred but will be partially reimbursed by the new phone contract company. Additionally, the RFO requested to reallocate funds for the past Mayor's Medals to the Mayor's budget, there was a unanimous agreement from all members present. Furthermore, it was mentioned that ITC grants will be disbursed once the precept for the upcoming fiscal year is received, and adjustments will be made to reserves accordingly. Finally,

there was positive news regarding interest received from CCLA accounts, amounting to £1500 for the month.

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

It was proposed that all items of expenditure, including those on the addendum be approved for payment by Cllr Crabb, this was seconded by Cllr Turton with all in favour.

## **3. GENERAL PURPOSES**

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

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

- **Facilities and Maintenance Managers Report – ITC 24008** – Whilst looking through this report, councillors addressed an update regarding the Skate Park lights. There was a consensus that resolving this issue is a priority, aiming to have it fixed before the next autumn season. However, it was decided that no final decision would be made until a comprehensive quote for all necessary work, including any remedial actions, is received. The PO will wait to receive these quotes and present them at the next meeting for further consideration.
- **Town Maintenance Operative's Report – ITC 24009** – Noted by members.

#### **3.1.2. TIC update**

It seems the PO provided an update during the meeting, informing members about an upcoming meeting she has scheduled with the TIC, NDC and Cllr J Williams, set to take place on Wednesday. The purpose of this meeting is to discuss an action plan for the TIC.

During the previous meeting, it was mentioned that the TIC had explored the possibility of relocating to the Arts & Crafts Gallery shop. However, this option is no longer viable, so they are back to considering other alternatives. Talks are ongoing regarding the potential enrolment of a Petrol Student apprentice to assist with enhancing the TIC's online presence.

Any developments from these discussions will be presented at the next Full Council Meeting, indicating an ongoing effort to find suitable solutions for the TIC's needs and operations.

#### **3.1.3. One Ilfracombe update**

The PM provided reassurance to members regarding the ongoing work with One Ilfracombe OI, indicating that it's "business as usual." The PM mentioned that there is an upcoming OI AGM and Board Meeting scheduled for this Wednesday, more updates will be available following these meetings.

Additionally, it was noted that there are 14 months remaining until the wellbeing team's contract expires, and efforts are underway to extend this contract. The PM also mentioned ongoing efforts to secure more sustainable funding for Belles Place.

#### **3.1.4. Review and agree Council Champions Role Profile and Specification**

There was positive feedback from members regarding the proposed documents for Council Champions. The PO outlined that there will be various departments for champions, ideally aligning with the strategic plan, but with flexibility for adaptation where needed. Members unanimously agreed that even if a councillor takes on a specific role as a champion, all other councillors still need to actively contribute to and support the areas outlined. The next step will be to take these documents to the Full Council for approval.

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

Cllr Gear raised concerns about potential fly tipping at the Osborne Hotel site and inquired about the appropriate reporting procedure to the NDC. Cllr Crabb clarified that if the waste is on private

property, it technically isn't considered fly tipping, but if there are issues such as odor, it should be reported to environmental health. Cllr Gear agreed to report the issue, and the PO also committed to flagging the issue with one of the project officers.

In another update, Councillor Coulter informed members that a local artist who had displayed their work at the old Montebello site was interested in doing the same for the old Gold Coast Amusements site. The PO mentioned that there's already interest from another artist company for that location but agreed to communicate with the artist if Cllr Coulter provides their contact details, exploring any potential opportunities for collaboration.

At this stage, Cllr Turton proposed that the meeting be moved into Part B, this was seconded by Cllr Crabb with all in favour. Officers were invited to stay for Part B.

**The Regulations State:**

*that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be 120 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 Finance & General Purposes 8<sup>th</sup> April 2024**

The PO presented the contract she had drafted for the new tenant that is planning to move into the Lantern space. She outlined the specific area within the space that the tenant would occupy and explained that the only necessary renovation would involve moving a door to create a separate area for them within the building.

Additionally, the PO informed the members that the new tenants had requested a discounted rate for their first month, as they would not be able to commence operations straight away due to legalities. This request will be brought to the attention of the Full Council for a decision on pricing.

The Chair declared the meeting closed at 20:10hrs, the next Finance & General Purposes Committee Meeting will take place on Tuesday 28<sup>th</sup> May in the Council Chambers.

**Cllr Marc Newland**  
**Vice Chair of Finance & General Purposes Committee**  
**Ilfracombe Town Council**

**22/04/2024**