



## ILFRACOMBE TOWN COUNCIL

MINUTES – 24-05

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

Minutes of the Annual General Meeting held at 6.30pm on Monday 13<sup>th</sup> May 2024

### Members Present:

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

### Officers Present:

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer), I Howard (Minute Taker), S Maddocks (Project Officer)

**Other Present:** Pastor Hills and seven members of the public were present.

#### 1. To elect and install into Office, the Mayor of Ilfracombe Town Council for the Year 2024-25

The outgoing Mayor passed out control of the meeting to the Cllr Crabb who welcomed the assembled. The Proper Officer then declared that Cllr Turton had been nominated for the role of Mayor for another year, all members were in favour to elect Cllr D Turton as Mayor apart from one abstention from Cllr Elliott. Due to this, Cllr D Turton was duly appointed to service for the term 2024-25. The Mayor signed his consent to serve form.

#### 2. To elect and install into Office, the Deputy Mayor of Ilfracombe Town Council for the Year 2024-25

The Proper Officer declared that Cllr Fay was the only nomination for Deputy Mayor. All members were in favour to elect Cllr Fay as Deputy Mayor apart from one abstention from Cllr Elliott. Due to this, Cllr Fay was duly appointed to service for the term 2024-25. The Deputy Mayor signed his consent to serve form.

Cllr Crabb passed the chair of the meeting back to Mayor Cllr Turton.

#### 3. To install into Office, the Mayoral Cadet for the Year 2024-25 and to acknowledge outgoing Mayoral Cadet

Cllr D Turton congratulated the outgoing Mayoral Cadet with a certificate, no Mayoral Cadet for the term 2024-25 has been installed as of yet however it was noted that an application had been received just before the meeting that will need to be reviewed.

#### 4. To receive apologies and any declarations of interest

No apologies or declarations of interest had been received.

#### 5. To approve and adopt the minutes of the Annual Meeting of 15<sup>th</sup> May 2023

The minutes from last year's Annual General Meeting were proposed for approval by Cllr Schofield and seconded by Cllr Crabb with all Councillors in favour.

## 6. Responsible Finance Officer Report

- **ITC 24010 – End of year Finance Report** – This report was circulated to member's previous to the meeting. The RFO highlighted that there was a £35 overspend and this was attributed to payments being made before the end of the fiscal year, however, this will be offset due to receiving more income than anticipated for the year. Cllr Huggins was curious as to what accounted for the increase in assets compared to previous years, the RFO explained that a full review of ITCs assets had been undertaken by a surveyor which resulted in assets, such as the Lantern and Ilfracombe Centre, having increased in value. This is most likely due to an increase in property value.

- **ITC 24011 Audit of Financial Accounts – Annual Return financial year ending 31st March 2024 to adopt the Resolution 'To agree the Annual Governance Statement for passing to the External Auditor'** – The RFO gave a

brief explanation of what was included in this report, she noted that she needed signatures on this document tonight but aside from this it was highlighted that the internal auditor Paul was very happy with the accounts. Motion to for approval of these accounts to be passed to the external auditor was proposed y Cllr D Turton, seconded by Cllr Crabb with all in favour.

## 7. To receive annual reports from Mayor/Chairs of Committees/Working Group

- **ITC 24012 – Annual Report from outgoing Mayor** – Noted.
- **ITC 24013 – Annual Report from Chair of F&GP** – Noted.
- **ITC 24014 – Annual Report from Chair of Staffing** – Noted.
- **ITC 24015 – Annual Report from Chair of Planning** – Noted.

## 8. Adoption of Standing Orders and Council Financial regulations for the year 2024-25

After reviewing the Standing Orders, the PO suggested that an amendment be made as there is an item in the documents that states a meeting should not exceed 2 hours, the suggestion to amendment this is due to meetings often running over 9pm therefore going against the standing orders. All members were in favour to amend this to state that a meeting can exceed 2 hours with the approval from members. Cllr D Turton proposed to adopt the standing orders, including the slight amendment, for the year 2024-25, this was seconded by Cllr Crabb with all in favour. As for the Council Financial Regulations, the PO explained that this should be deferred to the next Full Council meeting due to NALC only recently releasing their recommendations meaning the PO and RFO had not had time to review these and compare to ITCs documents, all members were in favour to defer.

## 9. Adoption of Members' Code of Conduct 2024-25

The Members' Code of Conduct 2024-25 was proposed for adoption by Cllr D Turton, seconded by Cllr Newland with all in favour.

## 10. Appointment of members for the following committees:

- **Planning & Environmental:** 9 Councillors had applied for membership which was the full number required so no vote was necessary. A full list of members include Councillors Turton, Coulter, J Williams, D Williams, Schofield, Newland, Coates, Elliott and Fay
- **Finance & General Purpose:** 9 Councillors had applied for membership which was the full number required so no vote was necessary. A full list of members include Councillors Turton, Gear, Gates, Perrin, Townsend, Crabb, Huggins, Coulter and Newland
- **Staffing:** 7 Councillors had applied for membership which was the full number required so no vote was necessary. A full list of members include Councillors Turton, Fay, Gates, Gear, Townsend, Coulter and Crabb

## 11. Appointment of authorised signatories

This appointment will be deferred to the next Full Council meeting as this needs to be done after the new chairs for each committee are appointed.

**12. To agree Town Council Directors on One Ilfracombe Board**

This item will also be deferred to the next Full Council meeting.

**13. To agree Town Council Trustees of Vision Centre**

Cllrs D Williams and Elliott have volunteered to continue as Town Council Trustees of the Vision Centre.

The meeting was declared closed by the Chair at 7:00pm, the next meeting will be held in May 2025 at a date to be determined.

**Cllr D Turton  
Chair  
Ilfracombe Town Council**

**13<sup>th</sup> May 2024**

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