



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Tuesday 28th May 2024 – 7:00pm
Venue – The Ilfracombe Centre – Council Chamber

Members Present:

Cllrs: D Turton (Mayor), G Coulter, B Gear, P Crabb, T Huggins

Officers Present:

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

1. Election of Chair and Deputy Chair for 2024-2025

Cllr Crabb opened the meeting and ask if any members would like to nominate themselves to be Chair of the Finance & General Purposes Committee term 2024-25. Cllr M Newland, although absent, explained prior to the meeting that he was the only member willing to be Chair. Cllr Crabb then requested members to nominate themselves for Deputy Chair, Cllr T Huggins put himself forward for this role. Both these nominations were was proposed for approval by Cllr Crabb, seconded by Cllr Turton with all members were in favour.

2. Welcome by Chair

Cllr Crabb welcomed the assembled.

3. Meeting Introduction

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

Apologies were received from Cllrs M Newland, V Gates, N Townsend and H Perrin (all personal reasons).

3.2. To note any declarations of interest

None received.

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

Cllr Gear had an item to raise.

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

The PO suggested item 5.1.5 be taken with the public excluded. Cllr Gear proposed that this be taken with the public excluded, this was seconded by Cllr Huggins with all in favour.

3.5. To adopt minutes of meeting held on 22nd April 2024

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

3.6. Update on actions taken from previous minutes

The PO updated members that a quote from an electrician had been received for the works on the skate park lights. After looking at the quote and discussing the details, members were in agreement to defer this until June when different quotes and perspectives have been obtained for comparison.



3.7. To review and agree F&GP Committee Terms of Reference

After reviewing these Terms of Reference, members agreed that an amendment should be made so that this committee includes 8 members as well as 1 ex-officio. Cllr Huggins recommended this document to Full Council for approval with the proposed amendment, this was seconded by Cllr Coulter with all in favour.

4. FINANCE AND AUDIT

4.1. Responsible Finance Officer Report – ITC 24020

4.1.1. To note details of account balances

The RFO highlighted that her report contains a year end breakdown for members to review, it was noted that there was a proposal included in this that asked members to decide whether the deficit of £25,160.22 be taken out of the new budget/ reserves or whether it should remain under last year's budget without amending the budget or reserves. Members agreed to draw a line under this due to the deficit being covered by a surplus in income as well as money that was left in the Commercial Call account. The RFO also noted that members will need to identify two new reserves for both the toilets and the new ITC van that was recently purchased.

4.1.2. 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 Gear, this was seconded by Cllr Crabb with all in favour. The RFO requested permission from members to pay the £82.79 remaining in the Mayors Events budget to Sparks following the Charity Event, all members were in favour for the RFO to go ahead and complete this transaction. The RFO then presented the quotes she had obtained for 28 new tables to replace those currently in the Lantern due to the Facilities Manager reporting that the unstable condition of the current ones. After discussing the quotes, Cllr Crabb proposed to giving the RFO authority to spend up to £5000 to buy which tables she believes are most suitable, Cllr Coulter seconded this with all in favour.

5. GENERAL PURPOSES

5.1. Main Reports & Updates

5.1.1. Town Assets

- **Facilities and Maintenance Managers Report – ITC 24021** – The PO highlighted a key point in the report, on behalf of the Facilities Manager, in regards to a missing extraction fan unit at The Lantern, the Facilities Manager explained in the report that he had received a quote for this to cost £1500 with minor electrical installation. Cllr Crabb proposed that members recommend to Full Council that £1500 be spent to complete these works due to there being a breach in of Building Regulations Doc F, however, if the PO and Facilities Manager believe this is urgent then the PO will go ahead without prior approval on a Health & Safety basis. This was seconded by Cllr Huggins with all in favour.

5.1.2. TIC update

The PO informed members that the TIC have decided to operate their service through the box office at the Landmark Theatres. ITC have now purchased all the equipment for the TIC which came to £962 (INC. VAT) out of the marketing budget and the PO has put together a loan agreement for this. The PO asked for members opinions on the proposed agreement and all present were happy with this. The PO had been in contact with the liquidators prior to this meeting, however, was informed that there is no movement with this as of yet.



5.1.3. One Ilfracombe update

The PM had no major updates for members apart from a meeting that will be taking place later in the week to discuss how to operate OI alongside the recently adopted Strategic Plan, the PM will feedback after this.

5.1.4. Town Team update

The PO explained that this will now be an agenda item on every F&GP agenda and the Town Team minutes will be circulated within the combined papers before each meeting. Cllr Turton explained that a member of the public reported that the bins kept down Ropery Road were in a bad state over the bank holiday weekend, Cllr Gear explained that this has been discussed previously, however, the PO will bring this up with the project officer who chairs Town Team.

5.1.5. Link Centre update – This item was taken under Pat B, with the public excluded.

6. Correspondence

6.1. To review and approve letter to Art Trail organisers

After a few minor amendments, all members were happy with this letter and asked the PO so forward this on the relevant people.

7. Chair's Discretion

Cllr Gear explained that the organiser of the Ilfracombe Bike Show would like Cllr Turton, as Mayor, to attend and present the awards for another year, Cllr D Turton agreed to this.

At this stage, Cllr Crabb proposed that the meeting be moved into Part B, this was seconded by Cllr Huggins 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 28th May 2024

5.1.5. Link Centre update - ITC has been approached regarding the use and/or purchase of the Link Centre in Ilfracombe as DCC are looking to continue to keep the building in community use. The PM has done some initial research into the ability of it. He will bring a business plan and proposal to next Full Council, however, all members present were principally in favour over taking over the link centre.

The Chair declared the meeting closed at 20:35hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 24th June in the Council Chambers.