



ILFRACOMBE TOWN COUNCIL
MINUTES – 24 – 06
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 10th June 2024

Members Present:

Councillors: P Coates, G Coulter, P Crabb, T Ebert, T Elliott, B Gear, T Huggins, M Newland, H Perrin, G Schofield, D Williams, J Williams

Officers Present:

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

Due to the Chair and Deputy Chair being absent, Cllr Crabb volunteered to Chair this meeting.

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

The PO suggested item 2.1 be taken with the public excluded to discuss sensitive details regarding a Councillors absence, this was proposed for approval by Cllr Crabb, seconded by Cllr Gear with all in favour.

2. To receive and agree apologies and reasons for absence

Apologies were received from Cllrs M Fay, K Turton, D Turton, M Welling, H Perrin, N Townsend and Gates (all personal).

2.1. To consider and approve a prolonged absence request – This item was taken with the public excluded.

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

Cllrs J Williams, Coates, Huggins 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 asked if there was any updates on the masts being installed on the Sea front Playground, Cllr Crabb explained that the Planning Permission will be put it so that the masts can be put up at the end of summer.

6. To approve and adopt the Minutes of Full Council meeting – 13th May 2024 - Cllr D Turton

These minutes were proposed for approval and adoption by Cllr Gear, seconded by Cllr D Williams with all in favour.

6.1. Update on actions taken from previous minutes

6.1.1. ITC 24011 - AGAR return updated with Internal Auditor report and signatures for publication after Full Council meeting – The RFO wanted to update members that all documents now need

to be signed and then this will be submitted to the external Auditor tomorrow.

7. Minutes of Planning Committee meeting (to note and approve recommendations) – 20th May 2024 - Cllr J Williams

These minutes were noted by members.

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

7.1.1. To adopt the Terms of Reference for the Planning Committee – The Terms of Reference were proposed for adoption by Cllr J Williams, seconded by Cllr Schofield with all in favour.

8. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 28th May 2024 - Cllr M Newland

These minutes were noted by members.

8.1. Update on actions taken from previous minutes

8.1.1. To adopt the Terms of Reference for the Finance & General Purposes Committee – The Terms of Reference were proposed for adoption by Cllr Crabb, seconded by Cllr Schofield with all in favour.

8.1.2. To approve recommended cost for The Lantern extractor fan unit – Cllr Crabb proposed to approve the recommended cost of £1500 for the extractor fan unit, this was seconded by Cllr Newland with all in favour.

8.1.3. To approve recommendation to purchase tables for the Lantern – Cllr Crabb proposed to giving the RFO authority to spend up to £5000 to buy which tables she believes are most suitable, Cllr Gear seconded this with all in favour. The RFO reassured members that she could get the tables for less than the £5000.

8.1.4. To approve recommendation for subscription to Hydro International Pathfinder renewal – Cllr Crabb proposed to approve renewing the subscription for another year, this was seconded by Cllr Huggins with all in favour.

9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 20th May 2024 - Cllr M Fay

These minutes were noted by members.

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

9.1.1. To adopt the Terms of Reference for the Staffing Committee – The Terms of Reference were proposed for adoption by Cllr Gear, seconded by Cllr Crabb with all in favour.

9.1.2. To adopt ITC Paternity Leave Policy V2 – This policy was proposed for adoption by Cllr Gear, seconded by Cllr J Williams with all in favour.

9.1.3. To approve recommendation of 4 hours per week be allowed to Proper Officer to complete CiLCA qualification – Cllr Gear proposed that this recommendation be approved, this was seconded by Cllr Schofield with all in favour.

10. Report from Proper Officer

10.1. ITC 24022 – Proper Officer Report – The PO provided a brief overview of her report, highlighting several key points. She mentioned the new Lantern Nursery having received their Ofsted report back which was very positive. It was also noted that TDK Lambda and Perrigo had both come in for a meeting in hopes to relaunch a collaboration, focusing on community work. Two major updates that the PO had been waiting on had been received, the first was that the liquidators for the TIC had informed the PO that ITC would not be getting any monies from the liquidation. The second update was that the insurance company

handling the war memorial plaque situation had been in touch to inform the PO that ITC would be receiving approximately £15,000 to replace the plaques, the PO will be looking into options including adding the missing names.

11. Responsible Finance Officer Report

11.1. ITC 24023 – To review & agree current Accounting Status & Invoices for payment

The RFO informed members that all accounts are on track and that there will be a review in September. The report included a proposal referring to a request made by the Facilities and Maintenance Manager to have a Trade account set up with Screwfix due to pricings being better than where materials are currently purchased. Cllr Gear proposed that this be approved with a £1000 credit limit set, this was seconded by Cllr Crabb with all in favour. The RFO requested approval for the payment of the invoices listed in her report, including those on the addendum. This request was proposed by Cllr Crabb, seconded by Cllr Schofield, and approved by all members.

11.2. To review and approve all authorised account signatories – Due to a prolonged absence, Cllr Gates will be removed as an authorised signatory which means the signatories currently in place are Cllrs Crabb, Newland, Schofield and Huggins.

12. Programme Manager Report; including One Ilfracombe

12.1. ITC 24024 – Programme Manager report – The PM informed members that it was business as usual with OI, the next task force meeting will be held on the upcoming Wednesday. The public conveniences having been put on hold for now and there are no updates as of yet. The PO wanted to highlight an item in a Project Officers report which refers to the struggles the facilities team have faced trying to dispose of the green waste produced from the work they are doing around the town. Due to some of the work being completed under DCCs remit, the PO requested Cllr Crabb to ask DCC to help find a solution to this.

12.2. ITC 24025 – Link Centre report – The PM explained that the Link Centre has been offered to ITC, however, there are other parties interested so DCC has asked for a business plan if ITC were to take the building on. The PM worked out that the annual running costs could be approximately £11,000, exact statistics on costs will be obtained from DCC before any decisions are made. All members were in favour for officers to start working on a business plan and to feedback once this has been completed.

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

14. To receive reports from County/District Councillors – Cllr Crabb explained that Mullacott was announced to be closed for two days due to works, however, he is working on getting at least one lane open to allow some traffic to flow. Cllr J Williams informed members that taxis ranks were under review but this would mostly effect Barnstaple.

15. To receive reports from Working Groups and Councillor Champions – Cllr Elliot informed members that NDC requested ITC to highlight 10 hotspots in Ilfracombe for them to focus on, this includes HMOs and abandoned properties. Cllr Elliott will work with an ITC officers to create an audit of these types of buildings in the town.

16. To receive Correspondence/Licenses/Notices

16.1. Correspondence

16.1.1. To approve draft letter to Devon County Council regarding the Link Centre/Ilfracombe

Mental Health Alliance – Members were presented with this draft letter, the PO informed all present that some amendments had been made since the combine papers were published. All members were in agreed to send the letter as it stand, however, they did request that a shortened 1 page document be sent to the Health & Security Committee to ask that a review be completed sooner than 6 months.

16.1.2. Letter and questions and answers regarding Save our Sands campaign – After looking through this correspondence, members expressed their views which were conflicting. Cllr Huggins suggested

waiting for more information on this campaign before any action is taken, all members were in favour.

16.1.3. Email regarding parking and road closures at Lee – Cllr Coates explained that a resident wondered if more signage for the village could be obtained to better direct visitors, Cllr Crabb will raise this at the next DCC meeting.

16.1.4. Letter from Baby Bank Thank you for ITC grant – This correspondence was noted by members.

16.2. Licences – None received.

16.3. Notices – None received.

17. To review and adopt the wording of the Ilfracombe Strategic Plan – After reviewing the plan, Cllr Huggins proposed to adopt it, this was seconded by Cllr Coates with all in favour apart from one abstention from Cllr Elliott.

18. IRB update – The PO explained that the NDC Town Enhancement scheme is still available and that not many people have signed up thus far. It was noted that some trustees are interested in taking over Capstone for the Museum, these individuals were advised to put a pre-application in. Some other potential sites being looked into for the Museum include the Royal Mail Post Office as well as the Memorial Church.

19. Chairs Discretion

Cllr J Williams discussed the success of the D-Day Celebrations and requested the ITC express thanks to both Roy Goodwin for coming out of retirement and also to the Round Table for the work they put in to restoring the mosaic, the PO will write letters to both.

The PO informed members that she had received an email from North Devon Gazette asking for what ITCs response to the lack of waste services in the town. The complaints from visitors about overflowing bins included photos, Cllr Crabb explained that this specific day was worse than usual due to Waste and Recycling staff members were absent meaning certain routes were missed/ delayed. The PO will write a response to the email and get feedback from members before sending off.

The PO and PM explained that the financial company currently renting the Lantern cafe has showed an interest in taking over the whole work hub to run their service. The PO will need to speak to DCC and see if this is possible, any updates will be fed back.

20. Items for Next Agenda – None received.

At this stage, Cllr Crabb proposed that the meeting be moved into Part B, this was seconded by Cllr Schofield with all in favour. Cllr Crabb invited officers to stay for Part B but asked all members of the public to then leave the room.

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 Full Council 13th May 2024

2.1. To consider and approve a prolonged absence request – Cllr Welling requested a prolonged absence due to personal circumstances. After discussion, Cllr Crabb proposed that Cllr Welling be granted a 6 month absence from

her role to allow her to deal with personal issues. This was seconded by Cllr Gear with all in favour.

The Chairman declared the meeting closed at 20:55hrs.
The next Full Council Meeting will be held at 19:00hrs on Monday the 8th July 2024.

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

10/06/2024

DRAFT