



Full Council Meeting – Monday 14th April 2025 at 7.00pm

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Members of Ilfracombe Town Council – You are hereby summoned to attend:

**Full Council Meeting – Monday 14th April 2025 at 7:00pm
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Council members, you are hereby summoned to attend – Cllrs: D Turton (Mayor), M Fay (Deputy Mayor), B Gear, G Coulter, P Coates, T Elliott, G Schofield, P Crabb, J Williams, D Williams, M Newland, H Perrin, N Townsend, T Huggins, T Ebert, N Basil, J Quinn, J Irwin

Council Members are requested that if they wish to give apologies that they do so before 5:00pm on the day of the meeting

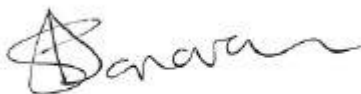
*This meeting will be streamed and recorded live via Zoom. All guidance relating to this can be found in our Live Streaming and Recording of Public Council Meetings Policy available on our website.
The meeting will be opened with prayers. Anyone not wishing to join during this period can request to be shown to the 'waiting room' and join the meeting directly afterwards.*

AGENDA

- 1. To receive and agree apologies and reasons for absence**
- 2. To receive declarations of interest and consider members' submitted dispensation requests**
- 3. Chair's discretion for any matters or announcements for Information Only**
- 4. To determine which items, if any, of the agenda should be taken with the public excluded**
- 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
(Recording, photographs and filming – In accordance with the Openness of Local Government Bodies Regulations 2014 the press or public may audio-record, photograph or film meetings. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting)
- 6. To approve and adopt the Minutes of Full Council meeting – 10th March 2025 – Cllr D Turton**
 - 6.1.** Update on actions taken from previous minutes
- 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 17th March 2025 - Cllr J Williams**
 - 7.1.** Update on actions taken from previous minutes
- 8. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 24th March 2025 - Cllr M Newland**
 - 8.1.** Update on actions taken from previous minutes
 - a)** 2.2. To agree the grant amounts as recommended by F&GP 24th March 2025 - ITC 24117-1
- 9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 17th March 2025 - Cllr M Fay**
 - 9.1.** Update on actions taken from previous minutes
- 10. Minutes of the Devolution & Local Government Reorganisation (LGR) meeting (to note and approve recommendations) – 25th March 2025 - Cllr P Crabb**
 - 10.1.** Update on actions taken from previous minutes
 - a)** To review and adopt the Terms of Reference in relation to the Devolution & Local Government Reorganisation (LGR) Sub-Committee

- 11. To receive nominations for the election of Mayor of Ilfracombe and to elect a mayor to serve from the date of the May Annual Meeting, which is hereby agreed, and where a nomination is received to elect a deputy**
- 12. ITC 25000 – Report from Proper Officer**
- 13. ITC 25001 – Responsible Finance Officer Report**
 - 13.1.** To review and agree current Accounting Status
 - 13.2.** To review and agree invoices for payment
 - 13.3.** Proposal to agree the movement of remaining budget amounts linked to grant funded projects
 - 13.4.** Proposal to agree transfer of £25000 between the Commercial Call and Business Account
- 14. Programme Manager Report; including One Ilfracombe**
 - 14.1.** ITC 25002 – Programme Manager Report
- 15. To receive reports/Proposals from Ilfracombe Town Councillors**
 - 15.1.** ITC 25003 – Report by Cllr T Elliott
- 16. To receive reports from County/District Councillors**
- 17. To receive reports from Working Groups and Councillor Champions**
 - 17.1.** ITC 25004 – Youth Champion Report – Cllr D Williams
 - 17.2.** ITC 25005 – Lee and Lincombe Champion Report Cllr P Coates
- 18. To review and agree the contract between ITC and NDC regarding Occupancy and ICT services**
- 19. To receive Correspondence/Licenses/Notices**
 - 19.1.**Letter to MP regarding temporary accommodation placements as agreed at February 2025 Full Council Meeting:
 - 19.1.1.** To consider Cllr Elliott’s request to rescind original motion as per item 13. of February 2025 Full Council minutes
 - 19.1.2.** To consider and agree potential content of letter
- 20. Chairs Discretion – for information only**
- 21. To agree actions from this meeting**

*Members of the Press and Public are welcome to attend
The reception doors will be open from 6:45pm-7:00pm*



Laura Donovan
Proper Officer – Ilfracombe Town Council

09/04/2025



**ILFRACOMBE TOWN COUNCIL
MINUTES – 25 – 03
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Full Council Meeting held at 7:00pm on Monday 10th March 2025

Members Present:

Councillors: D Turton (Chair), M Fay, P Crabb, D Williams, J Quinn, N Basil, P Coates, T Elliott, T Ebert, J Williams, J Irwin, B Gear, T Huggins

Officers Present:

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

Others Present: Pastor Hills, NDC Cllr Wilson and 1 member of the public.

The meeting had a delayed start to 19:08hrs due to a pre meeting running over.

1. To receive and agree apologies and reasons for absence

Apologies were received from Cllrs N Townsend (personal), H Perrin (personal), G Coulter (unwell) and M Newland (work commitments). Cllr G Schofield was absent from the meeting.

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

None received.

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

Cllr Elliott had an item to raise.

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

The PO recommended that item 17.2 be taken with the public excluded, this was proposed by Cllr D Turton, seconded by Cllr Gear with all in favour apart from an abstention from Cllrs Elliot and Ebert.

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 enquired about several issues, including the lack of masts on the seafront playground, broken lights along the seafront, and any ongoing grant-funded projects in the town. The PO, Cllr Crabb, and Cllr Wilson each provided updates on these matters.

6. To approve and adopt the Minutes of Full Council meeting – 10th February 2025 – Cllr D Turton

These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr Turton with all in favour.

6.1. Update on actions taken from previous minutes – The PO updated members that the PCN contract has now been signed and that all other previous agreed actions have been undertaken apart from Cllr Elliott who is still working on the draft letter to go to the MP.

7. Minutes of Planning Committee meeting (to note and approve recommendations) – 17th February 2025 - Cllr J Williams

These minutes were noted by members.

7.1. Update on actions taken from previous minutes – None received.

8. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 24th February 2025 - Cllr M Newland

These minutes were noted by members.

8.1. Update on actions taken from previous minutes

8.1.1. Heads of Terms (HOT) for Seafront public conveniences now agenda item 17.1 – This will be discussed under agenda item 17.1.

9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 17th February 2025 - Cllr M Fay

These minutes were noted by members.

9.1. Update on actions taken from previous minutes – Cllr Fay explained that the Terms of Reference have not yet been finalised, as discussions about reducing sub-committee members, following recommendations from DALC, are still ongoing. Additionally, in response to a question from Cllr Elliott, committee members reviewed the agenda to determine if any items could be moved from Part B to the public domain for greater transparency, however the committee concluded that most items would still need to remain under Part B due to the nature of discussions regarding staff and private matters.

10. ITC 24110 – Report from Proper Officer

10.1. Vote in new members to sub-committees – After discussion, the following proposals and votes were made:

Proposal	Support	Against
Cllr Gear proposed deferring this item to a later meeting, this was seconded by Cllr J Williams.	Cllrs D Turton, M Fay, P Crabb, D Williams, J Quinn, P Coates, J Irwin	Cllrs Elliot, Huggins, Basil and Ebert
Cllr Elliott proposed an amendment to Cllr Gear's proposal to support the recommendation of voting in new members of the sub-committees at this meeting, this was seconded by Cllr Huggins.	Cllrs Basil and Ebert	Cllrs D Turton, M Fay, P Crabb, D Williams, J Quinn, P Coates, J Williams, J Irwin, B Gear

This item will be deferred to Aprils Full Council.

10.2. To create and appoint members to a Grants Working Group – Cllrs Huggins and Basil volunteered to be on the group. Due to Cllr Schofield being absent, the PO will contact him following the meeting to see if he is interested due to him historically being involved in this process.

10.3. To consider, agree and appoint members of a Devolution Sub-Committee – Cllrs Crabb, Elliott, Turton, Gear and D Williams all volunteered to be a part of this committee. The PO recommended that during the initial meetings there should be a terms of reference created which contains possible delegated powers to the group, outcomes from these meetings will be feedback to Full Council.

11. ITC 24111 – Responsible Finance Officer Report

11.1. To review and agree current Accounting Status – The RFO informed members that Coastal Recycling expenses are set to rise, with the company increasing their rates by 4.1% starting April 1st. Alternative options will be explored. The RFO also shared that she had successfully saved £20 on the ITC mobile phone bills, which is a positive outcome.

- 11.2. To review and agree invoices for payment** – Motion to give approval on all invoices for payment, including those on the addendum, was proposed by Cllr Crabb, seconded by Cllr Huggins with all in favour.
- 11.3. To agree budget for space heaters for the Lantern** – This item will be deferred to a later meeting so that the PO has time to complete more research.
- 11.4. To agree the final amount for transfer to the reserves as per working group recommendation** – Cllr Turton proposed the RFOs recommendation of transferring £35,579.32 into the CCLA specified reserves to bring the balance of the account up to £270,359.42. This was seconded by Cllr Huggins with all in favour.

12. Programme Manager Report; including One Ilfracombe

12.1. ITC 24112 – Programme Manager Report – The PM updated members that, following a meeting with NDC, Belles Place has been awarded £20,000 in sustainability funding, which is expected to continue for the next three years. Of this amount, £5,000 is ITC grant funding. The PM also highlighted points from Project Officer Neil’s report, which included a request for feedback on what members would like to do regarding the marketing groups, as well as whether anyone had suggestions for a new chair of the Town Team to take over the additional workload from Neil. Additionally, Neil asked if councillors would be interested in organizing an event for VE Day. Cllrs J and D Williams both agreed on the importance of focusing on marketing and will coordinate with Neil on this. Members will continue to consider potential candidates for the Town Team Chair and report back to the PO if any suitable options are identified. It was agreed that something should be organized for VE Day, and the PO will check with the Museum about their plans and also speak to the town crier.

12.2. ITC 24113 – To review and agree the working relationship between Ilfracombe Town Council and One Ilfracombe – After discussion on this item the following proposals/votes were made:

Proposal	Support	Against	Abstentions
Cllr Crabb proposed to support the recommendation of agreeing the working relationship between ITC and OI as highlighted in item six of ITC 24113 report. This was seconded by Cllr Gear.	Cllrs M Fay, D Williams, J Quinn, P Coates, J Williams, J Irwin and D Turton	Cllrs Elliott and Ebert	Cllrs Basil and Huggins
Cllr Elliott proposed an amendment to Cllr Crabb’s proposal of deferring this item to a later meeting, this was seconded by Cllr Ebert.		Cllrs M Fay, D Williams, J Quinn, P Coates, J Williams, J Irwin, B Gear and P Crabb	Cllrs Basil and Huggins

This report was accepted as the working relationship between Ilfracombe Town Council and One Ilfracombe.

13. To receive reports/Proposals from Ilfracombe Town Councillors

13.1. ITC 24114 – Report by Cllr T Elliott – This report was noted by members.

Cllr Elliott left the meeting at 20:36hrs.

14. To receive reports from County/District Councillors – Cllr Wilson shared her report prior to the meeting and Cllr Crabb gave a verbal report, both were noted by members.

15. To receive reports from Working Groups and Councillor Champions

15.1. ITC 24115 – Report from Lee and Lincombe Champion – Cllr P Coates – This report was noted by

members.

16. To receive Correspondence/Licenses/Notices

16.1. **Letter from the CEO of Libraries Unlimited** – This correspondence was noted by members.

17. Public Conveniences

17.1. **To review and agree the Heads of Terms (HOT) for the Seafront public conveniences** – Motion to agree to these HOTs was proposed by Cllr Turton, seconded by Cllr Crabb with all in favour. The PO will get in contact with the solicitors.

17.2. **To review and agree quotations for cleaning of public conveniences** – This item was taken with the public excluded.

17.3. **To agree for signature by the PO the Transfer Document (TP1) for Brimlands toilets** – Motion to agree the PO signs the above documents inclusive of the amendment made in 12.7.11 to allow use of chemicals for cleaning purposes was proposed by Cllr Crabb, seconded by Cllr Turton with all in favour.

18. High Street Car Park

18.1. **To review and agree HOT for High Street car park** – The PO explained that the solicitors had proposed two amendments to the trigger event. The first amendment is to exclude the terms "pay and display" to allow the car park to be used for community events. The second amendment is to change the exchange date from March 31st to a later date, as searches can sometimes take up to four weeks. Cllr Crabb asked the PO if it was possible to question the 25% uplift, as he believed it might be offered at a discount. A motion to agree to the HOT for the car park with these amendments, on the condition that the PO first queries the uplift, was proposed by Cllr Turton, seconded by Cllr Crabb, and carried unanimously.

19. **Chairs Discretion – for information only** – Despite being absent, Cllr Elliott asked via email for clarification on the situation with the harbour benches being removed. Cllr Crabb explained that he believes they were removed by the Environments Agency and he is working on find a solution to replace these to make the area safer. Updates will be fed back.

20. To agree actions from this meeting

Agreed Action	Designated to Complete Action	Deadline / when to bring update
Transfer final amount to CCLA specified reserves	Responsible Finance Officer	Following the meeting
Inform solicitors that HOT for Seafront public conveniences have been agreed	Proper Officer	Updates to be brought to April Full Council
Inform successful company for cleaning of public conveniences and look at creating Service Level Agreement for this	Proper Officer	Updates to be brought to March F&GP/ April Full Council
Sign Transfer Documentation for Brimlands public conveniences	Proper Officer	Following the meeting
Contact the solicitors to inform them that the HOTs for the Car Park have been agreed on the basis that there is clarification on the 25% uplift	Proper Officer	Following the meeting

At this point, the meeting continued under Part B regulations. This was proposed by Cllr Turton, seconded by Cllr Crabb and all voted in favour. The recording and live stream was stopped and officers present were invited to remain

in the meeting.

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.

17.2. To review and agree quotations for cleaning of public conveniences – After discussing and reviewing all 3 quotes, members came to the decision to go with the most economical. This motion was proposed by Cllr Crabb, seconded by Cllr Huggins with all in favour. The PO will inform the company with successful quote and look at created a service level agreement for the arrangement.

The Chair declared the meeting closed at 21:20hrs, the next Full Council Meeting will take place on Monday 14th April 2025 in the Council Chambers.

Cllr D Turton (Mayor)
Ilfracombe Town Council
Chair

10/03/2025



ILFRACOMBE TOWN COUNCIL
MINUTES – 25 – 03
THE COUNCIL CHAMBER, THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE

Minutes of Planning and Environment Committee Meeting Monday 17th March 2025 at
 7.00pm

Members Present:

Cllrs: J Williams (Chair), D Williams, G Schofield, P Coates, M Newland, D Turton

Officers & Public Present:

L Donovan (Proper Officer), I Howard (Minute Taker) & one member of the public

- 1. Welcome by Chair**
Cllr J Williams welcomed the assembled.
- 2. To receive and consider for approval, apologies for absence and reasons given.**
Apologies were received from Cllr G Coulter (personal).
- 3. To Receive and record declarations of interest as required under the code of conduct (revised 10/12/18). A book for members to record their declarations of interest will be available**
Cllr D Turton declared an interest on item 11 and application REF: 62677.
- 4. Chair’s discretion for any matters or announcements for Information Only**
None received.
- 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
None received.
- 6. Adoption of minutes & matters arising from actions from 17th February 2025**
Motion to adopt these minutes was proposed by Cllr D Williams seconded by Cllr J Williams with all in favour.
- 7. To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered (Appendix I – to be circulated)**

Application Number	Applicant	Detail	End of consultation	Comments
79572	Mr James Spencer Laven	Listed building Consent for Conversion of barns adjoining existing dwelling to create additional living space and attached letting annex - Lincombe Manor, Lincombe, Lee, Ilfracombe, Devon, EX34 8LL	26/03/2025	
<p>Discussion: Members found no issues with this application and noted that Heritage had previously approved an old application for this.</p> <p>Recommendation: Support.</p> <p>Motion to support this application was proposed by Cllr Newland, seconded by Cllr Schofield with all in favour.</p>				
79573	Big Cairn Cottages Ltd	Conversion and extension of 2 barns adjoining existing dwelling to create additional living space together with conversion of barn 3 to holiday annex - Lincombe Manor Lincombe Lee Ilfracombe Devon EX34 8LL	21/03/2025	
<p>Discussion: Members found no issues with this application and noted that heritage had previously approved an old application for this.</p>				

Recommendation: Support. Motion to support this application was proposed by Cllr Newland, seconded by Cllr Schofield with all in favour.				
79849	Ms Helen Samuels	Application for consent for works to trees covered by a Tree Preservation Order in respect of felling of 1 in 3 Sweet Chestnut stems – Land to the West of Chambercombe Lane Opposite Chambercombe Manor, Ilfracombe, Devon, EX34 9RJ	19/03/2024	
Discussion: Members noted the comprehensive Woodland Trust report and were in agreement to support the application. Recommendation: Support. Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Coates with all in favour.				
79801	Mr Stephen Poore	Replacement of first floor windows with sashed windows – 28 High Street, Ilfracombe, EX34 9DA	19/03/2025	
Discussion: After looking at the application, members agreed the plans for the windows were in keeping with the property and those adjacent. Recommendation: Support. Motion to support this application was proposed by Cllr Coates, seconded by Cllr D Williams with all in favour.				
79802	Mr Stephen Poore	Listed Building Consent to replace the first floor windows with sashed windows – 28 High Street, Ilfracombe, EX34 9DA	19/03/2025	
Discussion: After looking at the application, members agreed the plans for the windows were in keeping with the property and those adjacent. Recommendation: Support. Motion to support this application was proposed by Cllr Coates, seconded by Cllr D Williams with all in favour.				
79683	Mr Nathan White	Extension to provide two storey manufacturing factory (Phase 3 project) and ancillary development – TDK Lambda, Kingsley Avenue, Ilfracombe, Devon, EX34 8ES	26/03/2025	
Discussion: Members noted the objection from a consultee for this application, despite this, members felt that the applicant supplied all necessary reports and reassurance therefore leading them to support the plans. Recommendation: Support. Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Newland with all in favour.				
79698	The Pickwell Foundation	Erection of 2 holiday lets on an existing holiday retreat – Land at Crowness Cottage, Lee, Ilfracombe, Devon, EX34 8LN	28/03/2025	
Discussion: After reviewing the application in detail, members expressed concerns about the accessibility of the site, particularly with the anticipated increase in traffic. Additionally, a consultee raised concerns about a potential covenant on the land. Finally, members also voiced worries about the impact of the application, given that the land is within a Natural Landscape (AONB). Recommendation: Object. Motion to object to this application was proposed by Cllr Coates, seconded by Cllr Schofield with all in favour.				
79874	Mr & Mrs Soden	Creation of car parking space and associated works – Gainsboro, Larkstone Crescent, Ilfracombe, Devon, EX34 9PJ	27/03/2025	
Discussion: Members had no major issues with this application, however, did agreed that there should be Construction Management Plan implemented to avoid any issues and reassure residents. Recommendation: Support. Motion to support this application was proposed by Cllr Schofield, seconded by Cllr D Williams with all in favour.				
79722	Mr Jeffrey de Leeuwe	Erection of a single dwelling, detached garage and cycle/garden shed together with associated works - Phoenix Cairn Road Ilfracombe Devon EX34 8DL	03/04/2025	
Discussion: Members raised no major concerns with this application and noted it was in keeping. Recommendation: Support. Motion to support these comments only on this application was proposed by Cllr Schofield, seconded by Cllr D Williams with all in favour.				

79820	Stephan Kemp	Retrospective listed building consent for alterations to dwelling and associated works - Mizpah4 Quayfield Road Ilfracombe EX34 9EN	04/04/2025	
<p>Discussion: Members were not prepared to make a decision on this application until they see what the Heritage officer's views are.</p> <p>Recommendation: Comments. Motion to submit comments only on this application was proposed by Cllr Coates, seconded by Cllr J Williams with all in favour.</p>				
79932	Mr Nigel Vince	Notification of works to trees in a conservation area in respect of formative pruning to X4 Holm Oaks in Church grounds and reduction of encroaching branches into highway (bus clearance), streetlamp and car park. Removing broken branches and deadwood over 25mm diameter - St Philip & St James Church Ilfracombe Devon EX34 9BJ	To note only	
<p>Discussion: This application was noted by members.</p>				
79839	Mr Josh Salfairso	Rear extension to dwelling, creation of driveway and associated works – 69 St Brannocks Park Road, Ilfracombe, Devon, EX34 8HY	07/04/2025	
<p>Discussion: No concerns were raised with this application.</p> <p>Recommendation: Support. Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Newland with all in favour.</p>				
62677	Ilfracombe Town Council Town Clerk	New rugby centre building and demolition of existing rugby club building (amended plans and description)(further amended plans) – Ilfracombe Rugby Club, Brimlands, Chambercombe Park Road, Ilfracombe, Devon, EX34 9QQ	09/04/2025	
<p>Discussion: The members reviewed the application and considered all the consultee responses. However, the councillors found no significant issues with the proposal and decided to weigh the potential public benefits it would bring.</p> <p>Recommendation: Support. Motion to support these comments only on this application was proposed by Cllr Schofield, seconded by Cllr D Williams with all in favour.</p>				
79728	Mark Watkins	Removal of single glazed softwood sash windows & door & replace with UPVC double glazed composite wood effect sash windows and door - 10 Rockcliffe Court Capstone Road Ilfracombe Devon EX34 9BU	10/04/2025	
<p>Discussion: Members raised no issues with this application.</p> <p>Recommendation: Support. Motion to support these comments only on this application was proposed by Cllr D Williams, seconded by Cllr Newland with all in favour.</p>				

8. NDC Decisions – See Planning Notes – Read out.

9. Correspondence – Appeal Notice Correspondence, details attached:

Site Address: Lower Campscott Farm Lincombe Ilfracombe Devon EX34 8LS (Now known as Arwen Wood)

Proposal: Erection of timber building

Application Reference: 13342

Appellant's Name: Mr Craig Erskine

Appeal Reference: APP/X1118/X1118/C/25/3358984

Appeal Start Date: 11 March 2025

Members noted the above correspondence.

10. To review and recommend to Full Council Planning Committee Terms of Reference – Motion to recommend the Terms of Reference, with agreed amendments, to Full Council was proposed by Cllr D Williams, seconded by Cllr Coates with all in favour.

11. Application received under the Licensing Act 2003 –

An application for the grant of a premises licence has been made by:

Live in the South, Ilfracombe Rugby Club, Brimlands, Chambercombe Park Road, Ilfracombe EX34 9QQ as follows:

- 1. To enable the supply of alcohol on the premises Friday to Sunday from 12:00 hours to 21:30 hours.**
- 2. The provision of regulated entertainment indoors and outdoors Friday to Sunday entertainment 12:00 to 22:30.**
- 3. The licence will be limited to three events per year over three days**

The closing date for any representations is 2nd April 2025.

Members were unable to reach a decision on the representation they would like to provide at this stage, particularly given the numerous responses from residents. They wish to wait for the outcome of the SAG meeting before making a decision. The PO will attempt to obtain the results of this meeting and share them with the members. If needed, members will reconvene to discuss the matter before the closing date.

12. Chairs Discretion – for information only – None received.

The meeting was declared closed at 20:23hrs, the next Planning Committee Meeting will take place Tuesday 22nd April 2025 at 19:00hrs in the Council Chambers.

**Cllr J Williams
Chair
Ilfracombe Town Council**

17/03/2025



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 24th March 2025 at 7:00pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Members Present:

Cllrs: M Newland (Chair), B Gear, G Coulter, D Turton, P Crabb, T Huggins, N Townsend

Officers and Other Members Present:

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

1. Meeting Introduction

Cllr Newland welcomed the assembled.

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

Cllr H Perrin was absent from the meeting.

1.2. To note any declarations of interest

None received.

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

The RFO had an item to raise.

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

The PO suggested that item 2.2 be taken with the public excluded. This was proposed by Cllr Newland, seconded by Cllr Crabb with all in favour.

1.5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

None received.

1.6. To adopt minutes of meeting held on 24th February 2025

The PO recommended an amendment to clarify the reason for Cllr Basil's co-option. The minutes should indicate that this occurred because Cllr Crabb's late arrival meant the meeting would not have been quorate at the start without Cllr Basil. The motion to adopt the minutes, including the amendments, was proposed by Cllr Turton, seconded by Cllr Crabb, and unanimously approved.

1.6.1. Update on actions taken from previous minutes

1.6.1.1. Item 3.6 to review and recommend to Full Council F&GP Committee Terms of Reference – Members looked through the Term of Reference and agreed the minor amendments, the PO will make these changes and bring this back to Aprils Committee meeting for approval.

2. FINANCE AND AUDIT

2.1. Responsible Finance Officer Report ITC 24116

2.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – The signatures for the reconciliations to be taken following the meeting by Cllr Gear and Huggins.



2.1.2. To receive and approve items of expenditure including addendum submitted on the day – It was proposed that all items of expenditure, including those on the addendum, be approved for payment by Cllr Newland, this was seconded by Cllr Huggins with all in favour.

2.1.3. Proposal for agreement to merge water billing into two accounts – Cllr Turton proposed to agree to the proposal to merge the accounts as well as opting for the 5 year contract. This was seconded by Crabb with all in favour.

2.1.4. Signature required for CCLA agreement – The RFO informed members that the originally reduced amount of £29152.31 had been slightly increased to £31780.90. Cllr Huggins will sign this documentation following the meeting.

2.1.5. Proposal to accept quote for supply and installation of heaters in the Lantern – Cllr Huggins proposed the acceptance of the lesser quote for the heaters from James Electricals (£4950 + VAT). This was seconded by Cllr Crabb with all in favour.

2.2. To approve the grant amounts as agreed by the Grants Working Group on 20th March 2025 – ITC 24117 – This item was discussed with the public excluded.

2.3. To consider the contract pertaining to DPT ready for renewal in July 2025 – The RFO highlighted the need to begin looking at renewing this contract. Members asked the PM to have a conversation with an employee from DPT in order to begin negotiations.

3. GENERAL PURPOSES

3.1. Main Reports & Updates

3.1.1. Town Assets

3.1.1.1. Facilities and Maintenance Managers Report – ITC 24118 – This report was noted by members.

3.1.1.2. Town Maintenance Operative's Report – ITC 24119 – This report was noted by members.

3.2. Ifracombe Bus Shelters update – The PO updated members that she has had discussions with Fernbank, a company that handles bus shelters for advertising. The advantage of working with Fernbank is that they will fully manage the shelters, including cleaning and maintenance, thus relieving the ITC facilities team of this responsibility. While the shelters are listed on the ITC asset register and insured by us, DCC is ultimately responsible for public transport and has shown interest in replacing the shelters along the 21 route. The PO is awaiting a response from DCC on this matter and will prepare a report once it is received.

3.3. One Ifracombe update – The PM stated that there was not much to update, as recent work has primarily focused on the requested report regarding the current OI and ITC relationship. Work on the secretariat is now set to begin.

3.4. Public conveniences update – The PO informed members that she sent an email to NDC last week but has not yet received a response. She is awaiting clarification on the Brimlands contract regarding the points raised at Full Council. Currently, only one H.O.T. has been agreed upon. Due to the absence of public conveniences being taken on, there has been a delay in using the agreed contractor for cleaning, placing additional pressure on the ITC facilities team to handle this work, including on weekends.



3.5. High Street Car Park update – The PO clarified that the lending has been approved, but it will take two weeks from the request to have the funds deposited into the bank. Both the solicitor and the seller are aware of this process. The PO is currently waiting for the best interest rates before finalising the loan.

3.6. Town Team Update – [link to minutes](#) – These minutes are available online for members to review.

4. Correspondence – None received.

5. Chair's Discretion – for information only – The RFO explained that, as per previous agreements, if the need arises money will be transferred from the commercial account to the business account until the precept comes in. If any money is moved it will be replaced once the precept is received.

At this point, the meeting continued under Part B regulations. This was proposed by Cllr Newland, seconded by Cllr Gear and all voted in favour. Officers present and Cllr Basil were invited to remain in the meeting.

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.

2.2. To approve the grant amounts as agreed by the Grants Working Group on 20th March 2025 – ITC 24117 – A motion to grant conditional approval for the proposed grant amounts, subject to an amendment and the PO asking further questions as outlined by the Grants Working Group, was proposed by Cllr Huggins, seconded by Cllr Gear, and unanimously approved.

The Chair declared the meeting closed at 20:52hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 28th April 2025 in the Council Chambers.

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

24/03/2025



ILFRACOMBE TOWN COUNCIL

Minutes of the Staffing Committee Meeting – Monday 17th March 2025 at 10:00am
Venue – The Council Chamber, the Ilfracombe Centre,
44 High Street, Ilfracombe EX34 9QB

Committee members present Cllrs: M Fay (Chair/Deputy Mayor), B Gear & P Crabb
Officers and Members Present: Cllr J Irwin & Proper Officer

1. Welcome by Chair

Chair Cllr M Fay welcomed the committee and officers and opened the meeting.

2. To receive and consider for approval, apologies and reasons for absence.

Apologies: Cllrs N Townsend & G Coulter

Absent: Cllr D Turton

3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:

None Noted

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

PO had one to raise

5. To adopt the minutes of the meeting held 17th February 2025 and note matters arising

This item has been deferred to the March meeting following investigation by the PO.

Matters arising: None

6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

No public present

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

Part B: Items 8, 10 and 11 will be discussed with the public excluded

8. Updates:

- This was taken with the public excluded

9. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**

- As the PM was on leave there were no points to raise
- The Chair of Staffing however wished to extend his thanks to the PM for the additional work needed to produce the One Ilfracombe report raised at the previous Full Council meeting. It was comprehensive and well presented.

10. Proper Officer Update

- This was taken with the public excluded

11. Chair Discretion

- This was taken with the public excluded

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Crab with all in favour. Cllr Fay invited Cllr Irwin and PO to stay.

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 Staffing Meeting Minutes 17th March 2025

8. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**
 - Leave and sick absence all in hand. No current excess of overtime or accrued time.
- **To consider all training requirements or conference requirements and requests:**
 - It has been suggested that the Caretaker do PAT testing training. This is within the training budget so has committee support.
 - A request had been made to help with regards staff trying to obtain their driving test. Cllr Crabb proposed that the council grant up to five hours of paid leave for lessons or testing, provided that driving is essential to the role. Seconded by Cllr Fay with all in favour. This will be taken to Full Council for final approval
- **Update on all staffing reviews:**
 - PO confirmed that almost all reviews will have been completed by the end of the month.

10. Proper Officer Update:

- **To review Staffing Committee Terms of Reference**
 - This was discussed in detail. All relevant changes will be made by the PO and emailed out to staffing committee to review prior to final approval at next meeting.

11. Chairs Discretion

The PO gave an update of some staffing issues that had happened through the week. More information will be provided over the next few weeks.

The meeting closed at 11:02am.

The next Staffing committee meeting will be held on Monday 22nd April 2025 at approximately 10:00am in the Council Chamber.

Cllr Mark Fay
Chair
Ilfracombe Town Council



ILFRACOMBE TOWN COUNCIL
Devolution and Local Government Reorganisation Sub-Committee Meeting
Monday 24th March 2025 at 6:00pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Members Present:

Cllrs: B Gear, D Williams, T Elliott, D Turton, P Crabb,

Officers and Other Members Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager), I Howard (Minute Taker)

1. Meeting Introduction

The PO welcomed the assembled members and officers.

1.1. Apologies for Absence – None received.

2. Election of Chair and Vice-Chair

Cllr Turton nominated Cllr Crabb as Chair of the sub-committee, which was seconded by Cllr D Williams. The proposal was carried with all members in favour, except for one abstention. Following this, Cllr Turton nominated Cllr Gear as Vice-Chair, which was also seconded by Cllr D Williams. The proposal was carried with all members in favour, except for one abstention.

3. Terms of reference for the Sub-Committee

After looking through the draft Terms of Reference created by the PO, minor amendments were made and the document was proposed for recommendation to Full Council by Cllr Crabb. This was seconded by Cllr D Williams with all in favour apart from one abstention.

4. Meeting Schedule

Members agreed to meet as needed, with the possibility of meeting every other month.

5. Roles and Responsibilities of the Sub-Committee Members

Members agreed it was their responsibility to oversee and facilitate the transition of assets, services and responsibilities in response to local government reorganisation. They will look to provide strategic direction and planning for what ITC may face during this process.

6. Overview of discussions

The PO highlighted the proposed modules that DCC had put forward to government as part of the deadline of the 21st March 2025. These can be found at

<https://democracy.devon.gov.uk/documents/b16251/Agenda%20Pack%2020th-Mar-2025%2014.00%20Council.pdf?T=9>

A meeting has been set up with clerks of the towns within North Devon and the CEO of NDDC on the 10th April with the view to start opening up the lines of discussion. Further towns and parishes will be included in time however as towns are likely to take on more in the way of transfer if there are any proposed. The PO will bring the outcome of this meeting back to this committee in time.

There has also been a further meeting with discussions through the Devon SLCC branch between ourselves and all the larger councils. There was a representative from DALC there that we presented questions and concerns to as they are our representative with DCC and the District Councils. The next meeting of this group will be taking place on the 22nd May.

7. Any other business

None received.

8. Closing the meeting

The meeting was closed at 19:00hrs, the PO will inform committee members via email when the next meeting will be.



Ilfracombe Town Council

TERMS OF REFERENCE DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION SUB-COMMITTEE:

1. Purpose

The Devolution and Local Government Reorganisation Sub-Committee (hereinafter referred to as "the Sub-Committee") is established to oversee and facilitate the transition of assets, services, and responsibilities in response to local government reorganisation. The Sub-Committee will provide strategic direction, ensure effective stakeholder engagement, and support the orderly devolution of powers, assets and services to our town council. In addition recommendations will be made to shape the future of Ilfracombe and its environs.

2. Objectives

The key objectives of the Sub-Committee are to:

- Assess and review the implications of local government reorganisation on the council and its local communities.
- Identify and evaluate assets and services that may be devolved to the town council.
- Develop recommendations for the council on asset transfers, service devolution, financial and staffing implications.
- Engage with North Devon District Council (NDDC), Devon County Council (DCC) other local authorities, and relevant stakeholders to facilitate a smooth transition.
- Ensure that smaller parish councils are adequately supported through collaborative working arrangements.
- Monitor and review the progress of devolution initiatives and report findings to the Full Council.

3. Membership

- The Sub-Committee shall consist of a minimum of 5 and a maximum of 7 members.
- Membership shall include councillors appointed by the Full Council, ensuring representation from key areas affected by the reorganisation.
- The Chair and Vice-Chair shall be elected by the Sub-Committee at its first meeting.
- The Town Clerk (or an appointed officer) shall provide administrative support and act as a liaison with external bodies.

4. Meetings

- The Sub-Committee shall meet as required to fulfil its objectives.
- A quorum shall consist of 3 members.
- Decisions shall be made by a majority vote, with the Chair holding a casting vote in the event of a tie.
- Minutes of each meeting shall be recorded and submitted to the Full Council for review.

5. Authority & Reporting

- The Sub-Committee is an advisory body and shall make recommendations to the Full Council for approval.
- The Sub-Committee may establish working groups or task forces as needed to focus on specific areas of devolution.
- Reports and updates shall be presented at council meetings to ensure transparency and accountability.

6. Delegated Powers

The Full Council may delegate the following powers to the Sub-Committee:

- The authority to negotiate with North Devon District Council, Devon County Council and other stakeholders on potential asset and service transfers, within parameters set by the Full Council.
- The ability to commission feasibility studies and reports related to the devolution process, subject to an agreed budget.
- The authority to engage directly with town and parish councils to promote joint working and collaboration, with the potential to establish local council clusters.
- The authority to prepare draft agreements and frameworks for asset transfers and service devolution, for subsequent approval by the full council.
- The ability to approve minor operational decisions related to the implementation of devolution plans, within agreed financial and strategic limits.
- The power to engage external consultants or advisors where necessary, within an agreed expenditure limit.

7. Stakeholder Engagement

- The Sub-Committee shall liaise with North Devon District Council, Devon County Council, town and parish councils, and other relevant organisations to align objectives and share best practices. Where necessary, the Sub-Committee may also invite stakeholders to meetings to contribute insights, provide expertise, or support collaborative efforts.
- Public and community engagement shall be encouraged where possible to gather input on service delivery changes.

8. Review

- The Terms of Reference shall be reviewed annually or as required to ensure they remain relevant to the evolving nature of local government reorganisation.
- Amendments shall be subject to approval by the full council.

This document serves as the guiding framework for the operation of the Devolution and Local Government Reorganisation Sub-Committee, ensuring a structured and collaborative approach to the transition process.



REPORT TO: Full Council
DATE: 9th April 2025
SUBJECT: Proper Officer Report
PREPARED BY: Laura Donovan

REPORT NO: ITC 25000

1. INTRODUCTION

This report is an update on Ilfracombe Town Council activity and work taken place as of the 5th March 2025 to 9th April 2025

2. REPORT

High Street Car Park

Following on from our loan application we have received confirmation from The Ministry of Housing, Communities and Local Government that we have the approval to draw down the loan for the purchase of the High Street Car Park. It will take approximately two weeks for this to be actioned from the point at which we put the formal request for the funds in place. I am keeping a keen eye on the interest rate with the view to try and get the best deal we possibly can.

Currently our solicitors have had the paperwork from the seller's solicitors and they are starting the process of getting all the necessary checks done. They have informed me that this is likely to take approximately 4 weeks to be completed.

Grants

The working group met recently and have made recommendations to F&GP. After some discussion these have been agreed and are being presented for final approval to Full Council on the 14th April. Once they have been approved all applicants will be informed.

Devolution

The sub-committee for Devolution and LGR has now been set up and they had their first meeting on the 24th March. A set of Terms of Reference have been agreed, a chair has been appointed and minutes have been presented to Full Council as part of this agenda.

There are many discussions going on regularly between clerks, DALC and SLCC. This is giving some background and insight into things to come.

A few local clerks have requested a meeting with NDC to see if we can get some clarification from them on their stand point going forward. As soon as I have any information regarding this meeting I will present it to the new committee members.



Housing Officer

Following a meeting with some officers from NDC we found out that there was a need for some office space for their housing team. Originally they had been working out of Belle's Place however this wasn't working particularly well. I have agreed that ITC will offer office space on a provisional basis to give homeless residents of Ilfracombe a place to get help in relation to housing. This is taking place every Tuesday from 10am – 4pm. This will be reviewed in a couple of months to see if it is viable and of help to both ITC and NDC.

Public Conveniences

Brimlands – We are still awaiting the final transfer document for the Brimlands toilets. Once received, I will sign and return it. A snag list is being completed before the handover.

Seafront toilets – I have informed NDC that the Heads of Terms have been agreed. We are now awaiting the paperwork and a completion date, likely by the end of April, followed by the handover.

All Outstanding Public Conveniences – Coordinating contractors before securing all necessary agreements has proven logistically challenging. Therefore, while the legal department will continue processing paperwork as it becomes available, all remaining toilet facilities will be handed over together on a single, yet-to-be-determined date.

Given this, we still intend to engage the contractor to assist with the toilets already under our management, reducing pressure on our facilities team. I have requested a cost estimate for them to take over from May, as well as additional costs for when Brimlands and the Seafront facilities are included.

Recommendation: Review and approve the contractor's proposed costs for managing the Hele, Brimlands, and Seafront conveniences, both immediately and upon their transfer to our ownership.

Civic Service

This took place at Holy Trinity Church and Tunnels on Sunday 6th April and was well attended by Mayors of neighbouring towns as well as current and past councillors, and members of our volunteering community. At the event we took the opportunity to present the Past Mayor Medals to all those that were in attendance. Any outstanding ones will be presented to them at a later date.

VE Day 80

Having spoken to Father Roles, our Town Crier and RBL (Royal British Legion) we have decided to commemorate VE Day 80 in a small service at the Clapping Circle on the 8th May commencing at 11am. All councillors are welcome and encourage to attend.



Upcoming Events

Date	Event
23 April	Town Meeting
30 April - 4 May	The Forces March
4 May	Jack in the Green
10 - 11 May	Art Trail
12 May	Annual Meeting of the Council
23 - 26 May	Ilfracombe Beer Fest
26 May	Lee Village Spring Fair
2 – 24 June	Waverley Paddle Steamer
8 June	The Big Lunch
22 June	North Devon Sports & Classic Car Club
5 – 6 July	All Things Morris

Date	Event
5 July	Ilfracombe Gig Rowing
10 August	Soapbox Derby
24 August	Ilfracombe Carnival
30 – 31 August	Sea Ilfracombe Maritime Festival
6 September	Ilfracombe Bike Show
14 September	North Shore Aircooled
16 October	Pride in Ilfracombe
9 November	Remembrance Sunday Parade
28 November	Combe Christmas Lighting of the Lights
6 – 7 December	Winter Wonderland



REPORT TO: Full Council
 SUBJECT: Finance Officer Report

REPORT NO: 25001
 PREPARED BY: Carole Coombs

DATE: 14th April 2025

Item 13.1 Accounts
March 2025

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Working Reserves)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Other Income & Expenditure Due - Stripe	Total Funds held
Bank Statement 28/02/25	£119,283.70	£26,860.87	£200,000.00	£250,045.92	£1,003.53	£10.00	£43.04	£3.58	£430.00	£0.00	£595,673.58
Bank Statement 31/03/25	£8,859.29	£26,881.48	£200,000.00	£283,402.63	-£526.98	£400.00	£13.04	£20.34	£0.00	£0.00	£519,049.80
Income /receipts*	£70,978.87					£711.00			£1,504.80	£2,915.30	£76,109.97
Interest in		£20.61		£1,575.81	2.66					£0.00	£1,599.08
Transfer in to account	£321.00			£31,780.90	£1,003.53			£30.00			£33,135.43
Expenditure in month (includes VAT repayment where appropriate)	£144,123.62				£529.64			£13.24	£1,900.93		£146,567.43
Bank Charges									£33.87		£33.87
Transfer out of account	£37,600.66					£321.00	£30.00			2915.3	£40,866.96
Bank Statements 31/03/25	£8,859.29	£26,881.48	£200,000.00	£283,402.63	£526.98	£400.00	£13.04	£20.34	£0.00	£0.00	£519,049.80
Debtors (+)										£7,539.24	£7,539.24
Unpresented cheques (-)											£0.00
Vat repayment due (-)										£189.83	£189.83
Creditors Invoices now req for payment (-)										£3,594.66	£3,594.66
Actual	£8,859.29	£26,881.48	£200,000.00	£283,402.63	£526.98	£400.00	£13.04	£20.34	£0.00	£4,134.41	£523,184.21
Bank Interest and Service Charges Bank Interest £1803.64 Bank Service Charges £ 16.98 Transfer to Reserves £0.00 - Other Items of Note £0.0											



Profit and Loss breakdown against budgets

Dept	Income	expenditure	Changes to Budget	difference (profit/loss)	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date	Actual difference to Budget todate
None(bank interest/charges)	£1,000.00	£100.00	£0.00	£900.00	£2.32	-£21,441.66	£21,443.98	£20,543.98
Town council (1)	£433,406.00	£471,050.00	-£6,851.63	-£44,495.63	£433,511.00	£478,968.44	-£45,457.44	-£961.81
Ilfracombe Centre (2)	£26,150.00	£34,550.00	-£28,689.00	-£37,089.00	£23,331.32	£55,000.78	-£31,669.46	£5,419.54
Lantern Centre (3)	£31,000.00	£23,450.00	-£18,262.00	-£10,712.00	£49,121.76	£44,972.43	£4,149.33	£14,861.33
Dotto (4)	£2,450.00	£2,450.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lee Bay Toilets (5)	£500.00	£2,900.00	£1,247.50	-£1,152.50	£766.83	£3,719.33	-£2,952.50	-£1,800.00
Town Maintenance Officer (6)	£0.00	£4,255.00	-£10,000.00	-£14,255.00	£22.22	£15,838.97	-£15,816.75	-£1,561.75
Ropery Road Car Park (7)	£167,000.00	£78,700.00	£0.00	£88,300.00	£180,624.80	£87,310.60	£93,314.20	£5,014.20
Cheyne Beach Car Park (8)	£21,500.00	£5,050.00	£0.00	£16,450.00	£23,765.74	£514.80	£23,250.94	£6,800.94
Memorial Gardens (9)	£0.00	£700.00	£3,941.67	£3,241.67	£3,941.67	£4,308.30	-£366.63	-£3,608.30
Solar Panels (10)	£200.00	£200.00	£0.00	£0.00	£536.08	£86.70	£449.38	£449.38
Street Hygiene Operative (11)	£0.00	£2,355.00	£0.00	-£2,355.00	£0.00	£611.08	-£611.08	£1,743.92
Mayor (12)	£0.00	£500.00	-£744.00	-£1,244.00	£1,411.53	£1,091.63	£319.90	£1,563.90
Work Hub (13)	£2,000.00	£3,500.00	£0.00	-£1,500.00	£4,820.82	£3,496.47	£1,324.35	£2,824.35
Facilities and Maintenance Group (14)	£0.00	£8,110.00	£0.00	-£8,110.00	£0.00	£7,015.85	-£7,015.85	£1,094.15
Admin and Clerical Group (15)	£0.00	£2,150.00	£0.00	-£2,150.00	£0.00	£1,884.19	-£1,884.19	£265.81
Town Clerk/Proper Officer (16)	£0.00	£1,950.00	£0.00	-£1,950.00	£0.00	£2,506.32	-£2,506.32	-£556.32
Programmes and Projects Group (17)	£1,800.00	£2,500.00	-£974.39	-£1,674.39	£7,151.54	£8,651.14	-£1,499.60	£174.79
One Ilfracombe (18)	£32,000.00	£28,600.00	£0.00	£3,400.00	£17,382.37	£17,211.36	£171.01	-£3,228.99
Town Crier (19)	£0.00	£0.00	£0.00	£0.00	£1,100.00	£248.06	£851.94	£851.94
Town Council Members (20)	£0.00	£1,000.00	£0.00	-£1,000.00	£0.00	£65.36	-£65.36	£934.64



Vision Centre (21)	£0.00	£50.00	£0.00	£-50.00	£3,455.54	£3,452.62	£2.92	£52.92
PCN WellBeing Team (22)	£223,000.00	£182,500.00	£0.00	£40,500.00	£240,951.25	£181,350.96	£59,600.29	£19,100.29
One Northern Devon (23)	£11,000.00	£11,000.00	£0.00	£0.00	£12,033.55	£12,033.55	£0.00	£0.00
Marketing (24)	£0.00	£5,000.00	£1,000.00	£-4,000.00	£0.00	£0.00	£0.00	£4,000.00
Greenclose Road (25)	£0.00	£8,900.00	£0.00	£-8,900.00	£0.00	£6,067.63	£-6,067.63	£2,832.37
Cleaners (26)	£0.00	£1,780.00	£0.00	£-1,780.00	£0.00	£1,488.61	£-1,488.61	£291.39
Civic Events (27)	£0.00	£7,500.00	£0.00	£-7,500.00	£1,533.34	£7,664.33	£-6,130.99	£1,369.01
Ilfracombe Toilets (28)	£14,088.00	£76,594.00	£49,904.21	£-12,601.79	£0.00	£2,011.48	£-2,011.48	£10,590.31
Bike Sheds (29)	£0.00	£0.00	£0.00	£0.00	£0.00	£35.31	£-35.31	£-35.31
Tourist Information Office (30)	£0.00	£0.00	£-1,000.00	£-1,000.00	£0.00	£774.67	£-774.67	£225.33
Skate Park (31)	£0.00	£0.00	£-3,000.00	£-3,000.00	£0.00	£3,090.94	£-3,090.94	£-90.94
High Street Car Park (32)	£0.00	£0.00	£0.00	£0.00	£650.00	£0.00	£650.00	£650.00
Totals	£967,094.00	£967,394.00	£-13,427.64	£-13,727.64	£1,006,113.68	£930,030.25	£76,083.43	£89,811.07
Less Precept (£433406)	£533,688.00				£572,707.68			
adjusted amount with changes	£1,035,187.38	£1,048,915.02	£-13,427.64	£-13,727.64	£789,410.68			
Transfers to reserves						£65,802.58	£10,280.85	
							Remaining Budget Year end	

From the remaining Budget the following needs to be taken into account

Remaining funding for projects to go into next year

£1632.75

£8648.10



Outstanding Customer Payments Due up to 31st March 2025

Debtors	O/S	30-60 days	60-90 days	90 - 120 days	Older
JT	£408.00	£0.00	£408.00	£0.00	£0.00
MD	£744.00	£720.00	£24.00	£0.00	£0.00
MAO	£1,747.20	£873.60	£0.00	£0.00	£0.00
MH	£408.00	£408.00	£0.00	£0.00	£0.00
NH	£408.00	£408.00	£0.00	£0.00	£0.00
HYT	£270.00	£180.00	£0.00	£0.00	£0.00
IT	£552.13	£120.13	£0.00	£0.00	£0.00
TOTALS	£4,537.33	£2,709.73	£432.00	£0.00	£0.00
Other not yet due	£4,397.51				

Total Due –£7539.24

Item 13.2 Accounts – Payment for Approval

Invoices for Payment by ITC

(The Following Invoices are Due for payment from March)

Invoices Due for Approval from March 25	Amount	Comments
Concorde Copiers	£92.28	
Flowbird Smart City UK Ltd	£82.99	
Safe Working Lifts	£5,903.82	
Screw fix	£378.60	
Totals	£6457.69	
North Devon Council - 0% vat	-£1,247.50	This is part of business rates refunded for Lee bay toilets
EDF legacy	-£1,615.53	This is a legacy amount on sage which needs to be removed.

Invoices Due for Approval from April 25	Amount	Comments
AIB	79.61	
Challenge Alarms	942.55	
Coastal	59.69	
DALC	1831.30	
EDF – Ropery	46.87	
EDF – Lee Toilets	23.29	
EDF – Memorial	19.54	
EDF - Lantern (E)	900.66	
EDF - Lantern (G)	645.61	
EDF- ITC (E)	734.04	
EDF- ITC (G)	573.10	
Flowbird	368.40	
Hancocks	39.96	
Hele Bay Garage (Fresco)	136.89	
Lineal	39.54	
Lloyds Charge Card	526.98	
North Devon Council – Business Rates	21966.55	Please note credit amount for march
North Devon Council – IT	2788.18	
O2	30.39	



RGB	85.57	
Ringgo	200.25	
Safe working lifts	74.64	
Sage	36.00	
Siemens	280.96	
South West Water - Hele	25.80	
South West Water - ITC	919.75	
South West Water - ITC Super Loo	1162.17	
Telecom Consortium	54.29	
TEMU (CC)	7.50	
Timpson (GPE)	27.00	Recharged to Vision Centre for Keys
Worknest	4627.30	
YU Energy – Greenclose (E)	35.12	
YU Energy – Greenclose (G)	71.39	
D Tubb	300.00	
TOTAL	39660.89	
Combined Total	£44871.08	Less the lee bay credit

13.3 Proposal to agree the movement of remaining budget amounts linked to grant funded projects

A proposal to move the amount of £1632.75 into the appropriate budgets which are the remaining budget amounts for the following specific grant funded projects:

Car Volunteer Scheme: £1485.96

Volunteer Scheme: £146.79

13.4 To agree the transfer of £25000 from Commercial Call to Business account

A proposal to agree the transfer of funds between the Commercial call account and the Business account to pay bills whilst awaiting the first payment of the Precept. This will be returned once the precept is received.

Other information to note – Work in progress

- Preparation of the year end accounts and AGAR return are well underway. The accountant is due to visit on the 22nd April to finalise the internal audit.
- Preparation of a report to suggest the management of the reserves is also in progress and will be brought to F&GP on the 28th April. See current arrangement in table below.
- The next review of the financial risk assessment is due in May
- The Asset register is an ongoing project and major assets need to be updated on Sage in light of Insurance quote. A table highlighting this is attached below. This will be updated once the year end audit and accounts are completed.



RESERVES	2023/24							2024/25
Ledger Account*	Year Start	Credits	Debits	Q1	Q2	Q3	Q4	Balance
3101 Town Development Reserve	£90,210.00	£1,000.00	£0.00					£91,210.00
3102 Staffing Reserve	£31,000.00	£16,000.00	£0.00					£47,000.00
3103 - CCTV Reserve	£10,000.00		£0.00					£10,000.00
3104 - Election Reserve	£7,000.00	£1,000.00	£6,851.63				-£6,851.63	£1,148.37
3105 - Ilfracombe Centre Reserve	£10,000.00	£1,000.00	£0.00					£11,000.00
3106 - Town Assets Reserve	£7,150.00		£0.00					£7,150.00
3107 - the Lantern Centre Reserve	£9,740.05	£1,000.00	£0.00					£10,740.05
3108 - Vehicle Sinking Fund Reserve	£10,000.00		£10,000.00				-£10,000.00	£0.00
3109 - Ropery Road Car Park Reserve	£38,000.00	£550.00	£0.00					£38,550.00
3110 - Royal Event Reserve	£3,600.00		£0.00					£3,600.00
3111 - Emergency Community Fund Reserve	£900.00		£0.00					£900.00
3112 - Resillience Fund	£0.00	£200.00						£200.00
3113 - toilets Reserve	£0.00	£49,904.21					£49,904.21	£49,904.21
3114 - Vehicle 2 Reserve	£0.00	£0.00						£0.00
3115 - War Memorial Reserve	£0.00	£12,000.00					£12,000.00	£12,000.00
	£217,600.05	£82,654.21	£16,851.63	£0.00	£0.00	£0.00	£45,052.58	£283,402.63



ASSETS	2024/25	Current year changes		2025/26	Comments
		additions/ appreciations	deductions / depreciation		
Fixed Assets					
0010 - The Ilfracombe Centre	£5,510,000.00		£446,438.00	£5,063,562.00	Insurance Review Feb 25
0011 - Ropery Road Site	£750,000.00			£750,000.00	Land valuation due summer 25
0012 - The Lantern Centre	£7,210,000.00		£589,958.27	£6,620,041.73	Insurance Review Feb 25
0020 - TMO - Truck	£5,000.00	£5,000.00		£10,000.00	new van bought January 25
0022 - Dotto and container	£126,000.00	£9,808.93		£135,808.93	Insurance Review Feb 25
0030 - All Insurance items - electronic equipment	£9,025.00	£31,501.51		£40,526.51	Insurance Review Feb 25
0031 - All Insurance Items List C & D - Computer , Electronic and gardening equipment	£11,550.00	£66,164.33		£77,714.33	Insurance Review Feb 25
0032 - Ropery Road Assets	£19,034.00	£952.23		£19,986.23	Insurance Review Feb 25
0040 - Fixtures and fittings - Insurance List A - Furniture, fixtures and Fittings	£9,457.00	£87,620.68		£97,077.68	Insurance Review Feb 25
0041 - Fixtures and fittings - Insurance List B - other contents (inc. consumables)	£9,983.00		£5,894.09	£4,088.91	Insurance Review Feb 25
0042 - Regalia and Paintings Insurance List + List G	£106,488.00		£3,549.52	£102,938.48	Insurance Review Feb 25
0043 - Street Furniture Assets	£119,709.00		£16,445.36	£103,263.64	Insurance Review Feb 25
0044 - Monuments	£35,761.00	£11,757.32		£47,518.32	Insurance Review Feb 25
0045 - Groundwork Equipment	£11,677.00	£584.35		£12,261.35	Insurance Review Feb 25
0046 - Toilet buildings lee	£212,563.00	£10,628.18		£223,191.18	Insurance Review Feb 25
0050 - Toilet Van	£0.00	£11,000.00		£11,000.00	New Van bought 31.3.24
0051 - Hele Bay Toilet	£0.00	£45,586.80		£45,586.80	New Toilet taken on in February
Total Fixed Assets	£14,146,247.00	£280,604.33	£1,062,285.24	£13,364,566.09	



REPORT TO: Full Council
DATE: 14th April 2025
SUBJECT: Report - NALC Webinar 'Breaking the Mould' about attracting a more diverse range of Councillors that better represent their community.
PREPARED BY: Cllr Terry Elliott

REPORT NO: ITC 25003

Communities that make up the population of Parish, Town and District Councils are diverse in age, gender, employment status, ethnicity, race, housing status, disability, sexual orientation and many other categories. Many Councils fail to reflect this diversity due to people representing these differences not coming forward for election or co-option.

Why is it important for Councils to reflect this diversity in their Councillor make up?

Diverse councils are a strength because they are often meeting diverse needs with their spending decisions and therefore it is important to be able to identify what those needs are. Having diversity on the Council ensures that those voices are represented and therefore spending is effective.

Councils need to effectively communicate to their public about what they are doing and why. There is a challenge about getting that message out there, especially to hard to reach parts of their community. Diverse representation can ensure that communication is comprehensive and reaches as much as the public as possible. Those Councillors representing other parts of your population can tap into diverse communities for example young parents or women's groups.

How can you attract more diverse candidates to come forward for election or co-option?

It is good to map out your community in terms of demographics and what groups of people are under-represented. It also helps to know what organisations exist that represent the diversity of your community and tap into those directly to attract candidates.

It is good to have ways to increase public participation and collaboration with community groups as a way of attracting new candidates. This can involve advertising opportunities to them and providing support to encourage people to come forward (visits to Council, speaking to existing Councillors etc). You need to be clear and transparent about how your Council operates and what they can or cannot deliver so that expectations of a Councillor are clear. It is important for potential Councillors to understand barriers. It is also important to celebrate your Council and their achievements.



Involve other organisations and networks in collaborative work so that they are clear about what Councils do and have a good understanding. Involve them when elections are looming. Publicise and promote opportunities widely to promote confidence.

Many people have an opinion that Councils are not effective or up to the job in terms of what they can achieve so why would they get involved? You need to convince them why.

Devolution might open up more opportunities for Parish and Town Councils, which makes having better representation of your community more important than ever. Devolution means that this level of Government might become more important, which is an opportunity to attract more diversity in candidates. When people see people like themselves as Councillors it can promote greater feelings of trust and confidence in the work of Council (and also attract further diversity of representation). If people think that they are adequately represented they may participate more. It is important to hear different experiences and viewpoints when making decisions to make sure they are robust and democratic.

NALC and the Local Government Association have resources to help Councils attract greater diversity of Candidates. LGA has 'Be a Councillor' campaign and NALC has 'Make a Change' campaign. It is all about increasing the pool of talent. Lived experience should be valued and barriers to participation should be recognised.

LGA has 4 strands to their campaign to attract more diverse candidates - a national public awareness campaign, support to the main political groupings/parties, work with partner campaigns such as disability organisations or those representing black communities etc and finally direct work with Councils themselves offering resources and bespoke help.

One of the most important messages is for Councils to keep asking people to come forward. Councils can also ask democratic services at the District or County level for help. Identify needs not being met and use this to attract new diverse candidates. It might be that a candidate will be able to see how their needs might be met from them being a Councillor for example being able to advocate their view as a person with a disability using public transport. Councils can also work to identify what is putting people off of standing, such as an established group think on the Council. Councils might think of offering a probationary period to someone prior to co-option.



REPORT TO: **Full Council**

REPORT NO: **ITC 25004**

DATE: **14th April 2025**

SUBJECT: **Youth Champion Report – Visit to the Junior School**

PREPARED BY: **Youth Champion Cllr David Williams**

As part of my role as Youth Champion, I recently visited the Junior School alongside Cllr June Williams. We were both deeply moved by what we learned, and it was truly an eye-opening experience. The passion and dedication of Head teacher Jody Le Bredonchel were evident throughout our visit, and it was clear that the school is committed to providing a nurturing and supportive environment for its students.

For those unfamiliar with the school, it operates under the Thrive framework, which aims to remove barriers to education, reduce exclusions, increase attendance, and improve behaviour. This ethos is clearly making a positive impact. It was clear to see that students were engaged, well behaved, and thriving in their learning environment. In their most recent Ofsted report, the school was rated Outstanding for behaviour and attendance, with Good ratings for the quality of education, personal development, and leadership and management.

We were particularly pleased to see the strong support for students with Special Educational Needs and Disabilities (SEND). A few years ago, 25% of students had SEND, but this has now risen to 35%, meaning approximately 10 pupils per class require additional support. Given the significant role SEND plays in Devon County Council's (DCC) funding, it is worth noting that for the 2025-26 financial year, the council has approved a 5.5% increase in the children's services budget, including an additional £5 million for children's social care. However, with the school's SEND population increasing by 10% in recent years, I fear this funding increase may not be sufficient to meet growing demand.

It was also encouraging to see dedicated dyslexia support within the school. As someone with dyslexia myself, I understand the challenges students face. The school employs a specialist teacher who visits three times a week, spending the other two days at different locations. This level of support is invaluable, ensuring that students receive the help they need early in their education.

School exclusions can have a lasting negative impact on children, so it was impressive to hear that, unlike other local schools, this junior school currently has no excluded pupils. This success is rooted in their Thrive ethos, which prioritises support over exclusion. Attendance rate at the school is 94.5% but the school is always looking to increase this. We did ask how many schoolchildren are receiving free school meals. 34% of the children are eligible for free school meals, which is above the national average of 25.9%. This equates to 125 free school meals if they all chose one. The school does provide various forms of breakfast clubs. They have a paid for service to help working parents, a free club for children in receipt of FSM and then every child has the opportunity for a free bagel at the start of the day, kindly sponsored by the Ilfracombe Masonic Lodge.

Furthermore, the school runs a dedicated support area for students who have been excluded from other schools, with some pupils traveling from as far as Barnstaple and Fremington to access this provision. This initiative is directly funded by DCC, currently



supporting eight students, with plans to expand to ten places. The Head teacher expressed that demand is so high that they could double their capacity and fill it immediately, demonstrating the critical need for more alternative support spaces.

Additionally, the school operates its own self-funded version of this support system, known as The Garden Room, at a cost of £80,000 per year. The Head teacher is committed to maintaining this initiative, but funding remains a challenge. He highlighted that while £80,000 may seem like a significant expense now, early intervention ultimately saves money in the long run by preventing more costly interventions later. A powerful moment during our visit was meeting a young girl who previously attended school for just one hour per week, but thanks to The Garden Room, she is now in full-time education and thriving.

With ongoing concerns about schools cutting music programs due to funding issues, it was refreshing to see the school's music room fully equipped with instruments for students to explore and enjoy.

Regarding school funding, both Cllr June Williams and I inquired about financial support. We learned that organisations such as Round Table, Lions, Rotary, and One Northern Devon have been instrumental in providing resources. The local MP also recently visited the school and was reportedly very supportive. At present, the school has not had to make staffing cuts, but this cannot be guaranteed in the future. If funding decreases, facilities like The Garden Room could be at serious risk. I firmly believe that as a Council, we must advocate strongly to prevent this.

Mental health is an issue I feel strongly about, and we had an important discussion on this topic during our visit. The school has a dedicated mental health support area, where NHS professionals visit twice a week to assist students dealing with trauma, anxiety, and, most concerning, suicidal thoughts. This was an emotional moment for both Cllr June Williams and me, but it was reassuring to know that the school is able to offer specialist mental health support not just for the students, but also for their families. We were told that this has even enabled some parents to return to work, further highlighting how schools play a vital role not only in children's education but also in supporting the wider community.

This visit was a truly eye-opening experience, and I believe we, as a Council, should formally commend the dedication of the school's staff. I asked the Head teacher how we can further support him, and his request was simple: continue to advocate for the school and recognise its achievements. I assured him that, as Youth Champion, I am more than happy to support him in any way I can.

Looking ahead, on 15th May 2025, I will be attending the Ilfracombe Futures meeting at the college and look forward to reporting back on this in two months. Additionally, following my visit to the Junior School, several parents have reached out to me regarding the local academy. I have since contacted the college and the Athena Trust to arrange a visit.

To end my report. This school is a shining example of how education can be inclusive, supportive, and transformative when provided with the right resources. However, continued funding and support are crucial to maintaining and expanding these initiatives. I urge my fellow Councillors to keep this in mind as we advocate for our schools and young people.



REPORT TO: **Full Council**
DATE: **14th April 2025**
SUBJECT: **Lee & Lincombe**
PREPARED BY: **Lee & Lincombe Champion Cllr P Coates**

REPORT NO: ITC 25005

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1. Hotel site development
With the recent good weather the work on site has gained momentum with the houses in particular. In addition, 21 lorry loads of concrete delivered for base of apartments 8/4/2025. Residents had been advised in advance.
 2. Culvert
Major works to culvert that falls within boundary of Wrinklewood and is adjacent to hotel site.
 3. Lee Toilets
The toilets were painted inside and some repairs carried out in spring prior to opening for start of Easter holidays on 5th April. There is some guttering to be replaced and external painting due and this will be fitted in by team during the season.
 4. Sink Hole at bay outside Wrinklewood
A weakness in the road outside Wrinklewood at the bay was called in to Highways on afternoon of 3rd April by the site manager of the development.
Highways came out later that day and did a bit of work and tarmaced the area.
By Friday morning a sink hole appeared in the middle of the tarmac. This increased in size during the morning. The site team used their barriers and signs to close road to all vehicles and pedestrians.
Councillor Crabb got onto Highways and a site survey was carried out.
Work to get the road reopened set to be done by 9th April but as of morning of the ninth still waiting and road closed.
The hotel site team has created a temporary access road for their vehicles. It will be useful if this remains during build to alleviate traffic/pressure on road when it reopens.
A Bradford's lorry with crane has been stuck in the former car park area since the sink hole appeared.
Concerns that there are vulnerable residents/properties owing to no access for larger vehicles including fire engines on the Wrinklewood side of the bay as Warcombe lane has restrictions.