



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 28th April 2025 at 7:00pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Members Present:

Cllrs: T Huggins (Vice Chair), B Gear, G Coulter, D Turton, N Basil

Officers Present:

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

F2504 - 1 MEETING INTRODUCTION

Cllr Huggins welcomed the assembled as Vice Chair in Cllr Newlands absence. Due to not being quorate, Cllr Huggins proposed to co-opt Cllr Basil into the meeting to make quorum, this was seconded by Cllr Gear with all in favour.

F2504 – 1.1. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllrs Newland (work commitments), Townsend (personal) and Perrin (work commitments).

F2504 – 1.2. To note any declarations of interest

None received.

F2504 – 1.3. Chair’s discretion for any matters or announcements for Information Only

The PO had items to raise.

F2504 – 1.4. To determine which items, if any, of the agenda should be taken with the public excluded

No items to be taken with the public excluded.

F2504 – 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.

F2504 – 1.6. To adopt minutes of meeting held on 24th March 2025

The motion to adopt the minutes was proposed by Cllr Turton, seconded by Cllr Huggins, and unanimously approved.

F2504 – 1.6.1. Update on actions taken from previous minutes – The PO informed members that the admin has begun on notifying grant awardees of the amounts they will receive. The RFO reported that the first instalment of the precept has been received in the bank accounts, allowing grant payments to commence.

F2504 – 2 FINANCE AND AUDIT

F2504 – 2.1. Responsible Finance Officer Report ITC 25006

F2504 – 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 Turton.



F2504 – 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 Huggins, this was seconded by Cllr Turton with all in favour.

F2504 – 2.1.3. To discuss the annual uplift for the Beach Buddies Nursery – The PO explained that an error had been made in the contract issued to Beach Buddies Nursery. The contract reused from the previous nursery—who operated as a charity—included a clause stating that ITC would cover business rates. Although Beach Buddies have been paying their own rates, they are now requesting reimbursement based on the terms of the contract. Following discussion, members asked the PO to obtain further information from the company, including how many properties they occupy and whether any reductions in rates are possible. In the meantime, Cllr Huggins proposed that ITC honour the existing contract and pay the £2,856.45 for the 2024–25 business rates, but increase the nursery’s rent by £2,000 for the 2025–26 period only - to help offset the cost of the current year’s rates (£3,890). The PO was also instructed to draft a revised contract for 2026–27, removing the clause about ITC covering business rates, while the rent for 2026-27 would be revised downwards to reflect the one-off nature of the £2,000 rise in 2025-26. The proposal was seconded by Cllr Gear and agreed unanimously.

F2504 – 2.1.4. To approve the draft financial accounts and statements to be recommended to Full Council on 12th May 2025 - ITC 25007 – Following members’ review, the spreadsheet will be updated to reflect the agreed amendments to the variance details. A motion to approve the draft document with these changes was proposed by Cllr Huggins, seconded by Cllr Coulter, and carried unanimously.

F2504 – 3 GENERAL PURPOSES

F2504 – 3.1. To review and agree for recommendation to Full Council F&GP Committee Terms of Reference – Motion to agree to recommend the Terms of Reference to Full Council was proposed by Cllr Gear, seconded by Cllr Huggins with all in favour.

F2504 – 3.2. Main Reports & Updates

F2504 – 3.2.1. Town Assets:

F2504 – 3.2.1. a) Facilities and Maintenance Managers Report – ITC 25008 – The PO explained that no report had been given for this meeting, despite this, she gave members a brief verbal update.

F2504 - 3.2.1. b) Town Maintenance Operative’s Report – ITC 25009 – Noted by members.

F2504 – 3.3. Ilfracombe Bus Shelters update – The PO informed members that reports have been received from both DCC and Fernbank, but she has not yet had the opportunity to consolidate the proposals. She aims to have this prepared in time for the Full Council meeting.

F2504 – 3.4. One Ilfracombe update – The PM provided an update, highlighting two key points: Firstly, he reported that the 'Into the Blue' project, developed by officers, has been successful. Work is now underway to secure more sustainable funding to allow the project to continue in partnership with the junior school. Secondly, he informed members that there is now sufficient stable funding to avoid any redundancies among staff employed under the PCN contract. Natural staff turnover has also contributed to this outcome. These contracts will be reviewed over the next two years.



F2504 – 3.5. Public conveniences update – The PO explained that, technically, ITC currently only owns one public convenience—located at Hele Bay. She noted that ITC has begun receiving energy and water contracts for the seafront toilets and intends to start pressing senior management at NDC to begin formalising the transfer of ownership for the remaining facilities.

F2504 – 3.6. High Street Car Park update – The PO reported that the car park matter is still with the solicitors and that she is monitoring interest rates daily in anticipation of a potential drop. Cllr Turton suggested waiting until after 8th May to see if any changes occur at that time.

F2504 – 3.7. Town Team Update – These minutes have not yet been uploaded; however, the PO informed members that a meeting with DCC had taken place to clarify DCC’s commitments in Ilfracombe. This will help the facilities team better understand which responsibilities they should continue with and which should be left to DCC.

F2504 – 4 CORRESPONDENCE

F2504 – 4.1. Email: Ilfracombe Pilot Gig Club and Ropery Road car park – After looking at this correspondence, the PO was instructed to work out a charge for this request and reply to the Club.

F2504 – 5 CHAIRS DISCRETION – for information only – The PO explained that Events4Ilfracombe are planning a gathering on Capstone to commemorate VE Day and have requested funding to purchase hand flags for the public. The cost would be approximately £90 and could be covered using the unspent Remembrance Day budget. All members were in support of this, and the PO will proceed with the arrangements.

The Chair declared the meeting closed at 20:10hrs, the next Finance & General Purposes Committee Meeting will take place on Tuesday 26th May 2025 in the Council Chambers.

Cllr Trevor Huggins
Vice Chair of Finance & General Purposes Committee
Ilfracombe Town Council

28/04/2025