



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Tuesday 27th May 2025 at 7:00pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Members Present:

Cllrs: T Huggins (Chair), J Quinn (Vice Chair), B Gear, G Coulter, N Basil

Officers Present:

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

F2505 - 1. Election of New Chair and Deputy Chair for 2025-2026

Cllr Huggins opened the meeting as former Vice Chair. Following this, Cllr Gear proposed that Cllr Huggins take on the role as Chair of F&GP, Cllr Coulter seconded this with all in favour. Cllr Huggins then proposed that Cllr Quinn take on the position of Vice Chair, this was seconded by Cllr Gear with all in favour.

F2505 - 2. Welcome by Chair

Cllr Huggins welcomed the assembled.

F2505 - 3. Meeting Introduction

F2503 – 3.1. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllrs D Turton (work commitments) and Irwin (work commitments). Cllr Crabb and Fay were absent from the meeting.

F2505 – 3.2. To note any declarations of interest

None received.

F2505 – 3.3. Chair's discretion for any matters or announcements for Information Only

The PO and RFO had items to raise.

F2505 – 3.4. 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.

F2505 – 3.5. 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.

F2505 – 3.6. To adopt minutes of meeting held on 28th April 2025

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

F2505 – 3.6.1. Update on actions taken from previous minutes – The PO informed members that the Beach Buddies Nursery had accepted the proposal that was put forward meaning ITC will increase their rent by £200 + VAT per month and we will get billed for their business rates until the contract is renewed.

F2505 - 4. FINANCE AND AUDIT

F2505 – 4.1. Responsible Finance Officer Report ITC 25021

F2505 – 4.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – The signatures for the reconciliations to be taken following the meeting by Cllrs Gear, Quinn and Huggins.



F2505 – 4.1.2. To receive and approve items of expenditure including addendum submitted on the day – The RFO reported that there was no formal addendum, aside from a single invoice for staff wages received after the report had been issued. Cllr Huggins proposed that all expenditure items, including the wages bill, be approved for payment. This was seconded by Cllr Quinn and unanimously agreed.

F2505 – 4.1.3. To agree under review the removal or inclusion of Councillors as signatories for all bank accounts with a proposal to go to Full Council – It was agreed that the majority of signatories would remain unchanged, with the addition of two councillors. Cllr Quinn proposed that Cllr Huggins be added as a signatory to the ITC Lloyds account, seconded by Cllr Gear, and approved unanimously. Subsequently, it was suggested that Cllr Quinn be added as a signatory to both the ITC Lloyds account and the CCLA account. This was proposed by Cllr Huggins, seconded by Cllr Gear, and carried with all in favour

F2505 – 4.1.4. To discuss a proposal for the portfolio of reserves for ITC for 2025/26 - ITC 25022 – The draft portfolio was agreed to be recommended to Full Council, subject to one amendment. In Table 5.2 on the final page of the report, it was agreed that the £30,000 listed in the debit column be reallocated to the Town Development Reserve to support the purchase of the High Street Car Park. The RFO will make this amendment and present the updated version to Full Council for final approval.

F2505 - 5. GENERAL PURPOSES

F2505 – 5.1. Town Assets

- a) **Facilities and Maintenance Managers Report – ITC 25023** – Noted by members.
- b) **Town Maintenance Operative’s Report – ITC 25024** – Noted by members.

F2505 – 5.2. To review and agree replacement of Lantern furniture – The PO explained that, in an effort to increase use of the Lantern for events, she believes the existing chairs should be replaced to improve the facilities available to hirers. She noted that Tunnels Beach is offering their used wedding chairs for £10 each (for a total of 80 chairs), significantly below the retail price of £65 per chair. With a total cost of £800, the purchase falls within the committee’s delegated spending powers. Cllr Huggins proposed that ITC purchase the chairs, with the intention of selling some of the old furniture and items from the former Lantern Café to help offset the cost. This was seconded by Cllr Quinn and unanimously approved.

F2505 – 5.3. Ilfracombe Bus Shelters update – The PO informed members that she had followed up with Fernbank regarding the feedback from Full Council. In response, Fernbank provided options related to a lease and clarified how the insurance would be handled. The PO will compile this information into a report to be presented at the June Full Council meeting

F2505 – 5.4. One Ilfracombe update – No updates to be made.

F2505 – 5.5. Public conveniences update – The PO explained that the contract for the seafront toilets had been received and it was agreed that the site will be named St James Place. The contract is a lease agreement, meaning that NDC will retain ownership of the land. The solicitors have reviewed the document and identified a few minor points, but overall it appears straightforward. The contract for Brimlands has also been received; this one involves a full transfer of ownership and will only require two signatures to proceed. Both contracts will be presented to Full Council for consideration.

F2505 – 5.6. High Street Car Park update – The PO explained that the interest rates still did not go down after the end of the Financial Year so she bit the bullet and sent through the information for the loan as ITC cannot keep waiting. Contracts for this will be brought to the Car park working group and then recommended to Full Council for approval.

F2505 – 5.7 Town Team Update – No updates as of yet, however, there is a meeting tomorrow.

F2505 - 6. Correspondence



F2505 – 6.1. Email regarding reopening/rebuilding of the Ilfracombe to Barnstaple railway line – Members noted this correspondence, however, noted that they could not speak for the council as a whole.

F2505 - 7. Chair's Discretion – for information only

The PO informed members that training is available through DALC, which may be particularly beneficial for the committee in light of recent changes to procurement laws and tender thresholds. She will circulate the details after the meeting. The RFO added that all grants have now been paid, except for one, which is pending the submission of supporting evidence and accounts.

The Chair declared the meeting closed at 20:18hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 23rd June 2025 in the Council Chambers.

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

27/05/2025

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