



F&GP Meeting – Tuesday 26th August 2025 at 7.00pm

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ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Tuesday 26th August 2025 at 7:00pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Council Members are requested to arrive by 7.00pm – **apologies must be received by 5.00pm**

Committee members, you are hereby summoned to attend - Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, B Gear, P Crabb, J Irwin and N Basil as well as Cllr M Fay (Mayor) or Cllr J Williams (Deputy Mayor)

(All Councillors are welcome to attend the meeting but only those formally appointed to the Committee may participate and vote)

AGENDA

1. Welcome by Chair

2. Meeting Introduction

- 2.1. To receive and consider for approval, apologies for absence and reasons given
- 2.2. To note any declarations of interest
- 2.3. Chair's discretion for any matters or announcements for Information Only
- 2.4. To determine which items, if any, of the agenda should be taken with the public excluded
- 2.5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes
- 2.6. To adopt minutes of meeting held on 28th July 2025
 - 2.6.1. Update on actions taken from previous minutes

3. FINANCE AND AUDIT

3.1. Responsible Finance Officer Report ITC 25052

- 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations
- 3.1.2. To receive and approve items of expenditure including addendum submitted on the day
- 3.1.3. Proposal to accept quote from Concorde for photocopier maintenance and rental
- 3.1.4. To set up budget subcommittee and agree dates for meetings
- 3.1.5. To ratify the additional direct debits set up to cover utilities for new acquisitions

4. GENERAL PURPOSES

- 4.1. **Town Assets** - Facilities and Maintenance Manager and Town Maintenance Operative's Report – **ITC 25053**
- 4.2. One Ilfracombe update
- 4.3. The Lantern update
- 4.4. Ilfracombe in Bloom update
- 4.5. To review historical decision regarding ownership of Fore Street lights – **ITC 364** Fore Street Lighting and Council minutes 12th November 2018

5. Chair's Discretion – for information only

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

A handwritten signature in black ink, appearing to read 'Laura Donovan'.

Laura Donovan
Proper Officer
Ilfracombe Town Council

20/08/2025



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

Minutes of the Finance & General Purposes Meeting held at 7:00pm on Monday 28th July 2025

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) S Seatherton (Programme Manager)

F2507 - 1. Welcome by Chair

Cllr Huggins welcomed the assembled.

F2507 - 2. Meeting Introduction

F2507 – 2.1. To receive and consider for approval, apologies for absence and reasons given
Apologies were received from Cllr P Crabb, J Irwin and D Turton (other commitments).

F2507 – 2.2. To note any declarations of interest

None received.

F2507 – 2.3. Chair's discretion for any matters or announcements for Information Only

The PO had items to raise.

F2507 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded

The PO suggested that the correspondence in item 5.1. be taken with the public excluded due to it including information on their personal situation. The PO also explained that parts of her chairs discretion may need to be taken under Part B. It was agreed unanimously that these items would be taken under Part B.

F2507 – 2.5. 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.

F2507 – 2.6. To adopt minutes of meeting held on 23rd June 2025

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

F2507 – 2.6.1. Update on actions taken from previous minutes – None received.

F2507 - 3. FINANCE AND AUDIT

F2507 – 3.1. Responsible Finance Officer Report ITC 25043

F2507 – 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – The signatures for the reconciliations were taken prior to the meeting.



F2507 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day – Cllr Quinn proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Huggins and unanimously agreed.

F2507 – 3.1.3. To consider and agree annual RPI increase for long-term users of the Lantern and the Ilfracombe Centre – Following discussion, Cllr Gear proposed a 4.9% increase for long-term users. The proposal was seconded by Cllr Huggins and unanimously approved. The increase will be applied in line with users' contract renewal dates.

F2507 – 3.1.4. To consider and agree rental increases for the Lantern and the Ilfracombe Centre for occasional bookings – It was proposed by Cllr Huggins that no increase be made to the hire rates for this year ahead, this was seconded by Cllr Gear with all in favour.

F2507 – 3.1.5. To consider quote for investigation and repair of EV Charging Points – The RFO informed members that, due to a fault with the EV chargers at Ropery Road, vehicles were able to charge but no payments were being processed. As the three-year warranty on the chargers has expired, the quoted cost for a call-out and potential repairs is £366.46. The PO noted that Cllr Crabb has suggested a possible in-house solution to address the issue. However, should this not resolve the problem, members have granted the PO approval to proceed with payment to PodPoint for the necessary service.

F2507 - 4. GENERAL PURPOSES

F2507 – 4.1. Town Assets - Facilities and Maintenance Manager and Town Maintenance Operative's Report – ITC 25044 – This report was noted by members.

F2507 – 4.2. To discuss proposal for property to be registered as a community asset ITC 25045 Cllr B Gear – Following discussion, Cllr Quinn seconded Cllr Gear's proposal to recommend that Full Council approve submitting a Community Right to Bid for the site. All members were in favour, and the matter will be brought to the next Full Council meeting.

F2507 – 4.3. One Ilfracombe update –The PM provided an update on the current priorities of the One Ilfracombe team and their ongoing projects. It was also discussed how this work aligns with ITC's key objectives, as well as supporting day-to-day activities such as social media and other routine tasks.

F2507 – 4.4. The Lantern update – The PO is still in the process of obtaining quotes for new carpeting at the Lantern. She will defer the item to the next meeting and provide a full report at that time. A brief update on other aspects of the Lantern was undertaken.

F2507 – 4.5. Ilfracombe Bus Shelters update – Three shelters have been replaced so far, with the remaining scheduled for replacement after August to avoid disruption during the tourist season.

F2507 – 4.6. Public conveniences update – Brimlands public conveniences officially came under ITC ownership last week and are currently being cleaned, with no issues reported so far.



Regarding the St James toilets, all contracts have been signed and are ready; however, the facilities remain under the contractor's ownership and must be formally handed over to NDC before ITC can assume full responsibility. It is hoped this transfer will be completed by 1st August to allow for an official opening involving both ITC and NDC.

A recent meeting between ITC, NDC, and the contractors highlighted several concerns, including faults with the doors, instances of vandalism, and a range of logistical issues that could impact ITC's ability to manage the facility effectively.

As a result, the PO has contacted the relevant NDC members, legal teams, and ITC's solicitors to make it clear that the contract for ITC to take on the St James toilets cannot be finalized until these issues are satisfactorily addressed, as proceeding under the current conditions would not be viable for ITC.

F2507 – 4.7. High Street Car Park update – The PO provided an update on work completed at the car park since ITC took ownership. Ringo payments and ANPR are currently managed by Parkit Management, who have recently restored the ANPR system, allowing income generation to resume. Bank details have been sent to the previous owners to enable fund transfers and remittance breakdowns from RingGo.

The PO also discovered that a static SIM card—required for both CCTV and ANPR—is needed at a cost of £40/month. This has been arranged temporarily to cover the tourist season, with plans to explore a more cost-effective solution afterward.

IPS, the company responsible for installing and managing the parking machines, still holds an active contract. The PO has now been given access to their online system, which will go live for ITC on 1st August. Income generated between 11th July and 1st August will be paid directly to ITC by the previous owners due to handover issues.

IPS has provided a quote of £1,170 per year for service maintenance, covering routine upkeep but excluding replacement parts. While switching providers could mean replacing the machines entirely, the PO recommends referring this to Full Council to allow time to prepare a detailed report and proposal. M&E Alarms are scheduled to visit the car park to assess and quote for CCTV maintenance. Lastly, a proposal will be brought to Full Council to discuss permits with the use of the results from the public consultation that took place with over 70 people engaging.

F2507 – 4.8. Town Team Update – These minutes were noted by members.

F2507 - 5. Correspondence

F2507 – 5.1. Letter from Beach Buddies Nursery – This item was taken with the public excluded.

F2507 – 5.2. To consider supporting Street Marshalls initiative – The PO asked members to note this correspondence as this is something to consider in future as funding for this service runs out. It was decided by members to agree in principle to give financial contributions but ultimately this is a decision for full council and more information such as figures is needed.

F2507 - 6. Chair's Discretion – for information only – This item was taken with the public excluded.



At this point, the meeting continued under Part B regulations. This was proposed by Cllr Gear, seconded by Cllr Huggins with all in favour.

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.

F2507 – 5.1. Letter from Beach Buddies Nursery – After reviewing this correspondence, it was proposed by Cllr Huggins that a month's rent relief be granted, this was seconded by Cllr Coulter with all in favour.

F2507 - 6. Chair's Discretion – for information only – The PO put forward a request from an ITC employee that was discussed by members and a decision was made for the PO to respond with.

The Chair declared the meeting closed at 20:54hrs, the next Finance & General Purposes Committee Meeting will take place on Tuesday 26th August 2025 in the Council Chambers.

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

28/07/2025



REPORT TO: Finance and General Purpose
 SUBJECT: Finance Officer Report

REPORT NO: 25052

DATE: 26th August 2025
 PREPARED BY: Carole Coombs

Item 3.1.1 Accounts and Reconciliations –(sent separately)

July 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	Stripe	Total Funds held
Bank Statement 30/6/25	£1,136,385.72	£26,927.73	£200,000.00	£288,725.78	£377.84	£10.00	£57.04	£9.64	£165.06	£0.00	£1,651,903.13
Bank Statement 31/7/25	£117,143.45	£26,943.22	£225,000.00	£287,497.55	-£540.44	£220.00	£42.09	£3.08	£110.04	£0.00	£656,418.99
Income /receipts*	£48,421.36	£0.00	£0.00	£0.00	377.84	£686.00	£0.00	£0.00	£1,325.80	£908.18	£51,719.18
Interest in	£0.00	£15.49	£702.91	£1,014.32	2.73				£0.00		£1,735.45
Transfer in to account	£2,726.79	£0.00	£25,000.00	£22,757.45			£0.00	£15.00			£50,499.24
Expenditure in month (includes VAT repayment where appropriate)	£1,048,335.88	£0.00	£0.00	£0.00			£14.95	£21.56			£1,048,372.39
Bank Charges	£0.00	£0.00	£0.00	£0.00					£23.21		£23.21
Transfer out of account	£22,054.54	£0.00	£702.91	£25,000.00	£543.28	£476.00	£0.00	£0.00	£1,357.61	£908.18	£51,042.52
Bank Statement 31/7/25	£117,143.45	£26,943.22	£225,000.00	£287,497.55	£540.55	£220.00	£42.09	£3.08	£110.04	£0.00	£656,418.88
Debtors (+)										£22,194.95	£22,194.95
Unpresented cheques (-)	£0.00									£0.00	£0.00
Vat repayment due (-)										£4,251.59	£4,251.59
Creditors Invoices now req for payment (-)										£16,319.31	£16,319.31
Actual	£117,143.45	£26,943.22	£225,000.00	£287,497.55	£540.55	£220.00	£42.09	£3.08	£110.04	£1,624.05	£674,362.24
Bank Interest and Service Charges											
Bank Interest £1735.45											
Bank Service Charges £23.21											
Transfer to Reserves £0.0											
Other Items of Note £0.0											



Outstanding Customer Payments Due up to 19th August 2025

Debtors	not yet due	30-60 days	60-90 days	90 - 120 days	Older
AHCS	£0.00	£398.84	£86.90	£0.00	£0.00
OI	£0.00	£1,768.56	£0.00	£0.00	£0.00
CCL	£0.00	£1,500.00	£0.00	£0.00	£0.00
IT	£0.00	£462.13	£0.00	£0.00	£0.00
CAB	£0.00	£283.33	£0.00	£0.00	£0.00
MAKO	£0.00	£180.00	£0.00	£0.00	£0.00
HB	£0.00	£124.80	£0.00	£0.00	£0.00
SC	£0.00	£90.00	£0.00	£0.00	£0.00
AN	£0.00	£50.00	£0.00	£0.00	£0.00
AC	£0.00	£35.00	£0.00	£0.00	£0.00
Others not due	£4,366.55				
Sub Totals	£4,366.55	£4,892.66	£86.90	£0.00	£0.00
Total Due	£9,346.11				

3.1.2 Invoices for Payment by ITC

(The Following Invoices are Due for payment – Those in Green have been agreed already)

Invoices Due for Approval	Amount	Comments
AIB	£192.77	
Mr B-M	£160.00	Refund
BSG	£17.64	
Coastal Recycling	£41.40	
Concorde Copiers	£96.83	
Devon County Council	£13.96	
EDF Ropery	£677.33	
EDF Memorial	£19.53	
EDF Lantern - Elec	£405.78	
EDF Lantern - Gas	£14.41	
EDF ITC Elec	£623.57	
EDF - ITC Gas	£8.92	
EDF - Lee Bay	£23.06	
EDF - Hele	£53.80	
eon next - st james's toilet	£31.22	
Excel	£62.16	
Flow Bird	£348.60	
Hele Garage	£131.52	
Lee and Lincombe	£1,645.64	
Linneal	£39.54	



Lloyds Bank Charge Card	£540.55	
SM	70.47	Expenses
M&E	£2,712.00	
Millbeck	£48.30	
North Devon Council - 20% Vat	£2,857.55	
O2	£40.39	
PKF	£2,520.00	
Pod Point	£55.63	
RGB Building Supplies	£65.00	
RINGGO	£599.66	
Sage - ITC	£46.80	
Screwfix	£83.51	
Siemens	£280.96	
SWW - Hele Bay	£186.88	
SWW – Lee Bay	£1035.61	
SWW – Lantern	£567.70	
Tomato Energy – HS CP	£149.49	
D Tubbs - Greenclose Road Rent	£300.00	
Water2Business – St James Toilet	£84.91	
Yu Energy - Greenclose Elec	£37.16	
Yu Energy - Greenclose Gas	£13.08	
TOTAL	£16,903.33	
Due for Payment in September		
Concorde	£102.83	
DCC Pension	13.96	
Nayax	£65.27	? need to cross charge all of this to NDC
NDC Rates	£27,215.57	
Pedlars	£44.96	
RGB	£20.74	
Screwfix	£67.84	
SWW – Hele	£795.46	
SWW – Greenclose	£65.73	
D Tubb - Greenclose Road Rent	£300.00	
Sub Total	£28.692.36	
TOTAL	£45.595.69	

3.1.3 – Proposal to accept quote from Concorde for Photocopier Maintenance and rental

See page 7 and 8 of attached document from Concorde.

3.1.4 – To set up budget subcommittee and agree dates for meetings

We are now entering the phase of the year for setting budgets to determine the precept for 2026/27. A subcommittee is required to scrutinise the process and produce the budget for full council. Members are required to decide on the membership and agree dates to meet during September and October to present the first draft to Full Council the final draft will be agreed before submission which is due in January 2026.



3.1.5 – To ratify the additional direct debits set up to cover utilities for new acquisitions

The following Direct debits have been taken on to cover utility payments for new acquisitions, these are as follows:

Water2Business – Monthly - St James Toilets – Water Bill

Eon Next – Monthly - St James Toilets – Electricity

Tomato Energy – High Street Car Park - Electric

EDF – Monthly for Brimlands/Larkstone Gardens Toilets – Electricity

Water still to be confirmed for Brimland/Larkstone gardens

Other information to note – Work in progress

- **Work on the items identified under the risk assessment**
- **Budget and forecasting** - started in preparation for September – see sheet below for Current Budget Status
- **Asset management** - is ongoing
- **Reserves** - Spread sheet can be seen on next page Sage will need to be updated in due course as valuations will increase due to increase in assets

Prepared by C Coombs – 20th August 2025



Budgets

Work in preparation for budgeting process for 2026/27 has been started. The Mid-year (September) forecast is currently in progress and our budget status so far is as shown below up to 18th August 2025

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)	£19,000.00	£150.00	£0.00	£18,850.00	£0.00	-£7,051.02	£7,051.02	-£11,798.98
Town council (1)	£529,056.00	£572,939.00	£0.00	-£43,883.00	£271,707.67	£181,732.77	£89,974.90	£133,857.90
Ifracombe Centre (2)	£24,000.00	£32,050.00	£0.00	-£8,050.00	£12,235.15	£20,219.57	-£7,984.42	£65.58
Lantern Centre (3)	£35,000.00	£28,850.00	-£5,940.00	£210.00	£12,236.36	£27,712.02	-£15,475.66	-£15,685.66
Lee Bay Toilets (5)	£500.00	£4,900.00	£0.00	-£4,400.00	£706.02	£1,749.68	-£1,043.66	£3,356.34
Town Maintenance Officer (6)	£0.00	£7,545.00	£0.00	-£7,545.00	£1,450.00	£2,502.59	-£1,052.59	£6,492.41
Ropery Road Car Park (7)	£165,500.00	£84,100.00	£0.00	£81,400.00	£113,353.21	£51,647.97	£61,705.24	-£19,694.76
Cheyne Beach Car Park (8)	£22,250.00	£6,050.00	£0.00	£16,200.00	£1,462.50	£521.65	£940.85	-£15,259.15
Memorial Gardens (9)	£0.00	£1,500.00	£0.00	-£1,500.00	£0.00	£91.84	-£91.84	£1,408.16
Solar Panels (10)	£500.00	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00	-£250.00
Street Hygiene Operative (11)	£0.00	£1,750.00	£0.00	-£1,750.00	£0.00	£168.23	-£168.23	£1,581.77
Mayor (12)	£0.00	£500.00	£0.00	-£500.00	£0.00	£0.00	£0.00	£500.00
Work Hub (13)	£3,000.00	£4,000.00	£0.00	-£1,000.00	£1,552.50	£3,115.04	-£1,562.54	-£562.54
Facilities and Maintenance Group (14)	£0.00	£13,850.00	£0.00	-£13,850.00	£0.00	£1,523.49	-£1,523.49	£12,326.51
Admin and Clerical Group (15)	£0.00	£3,250.00	£0.00	-£3,250.00	£0.00	£348.56	-£348.56	£2,901.44
Town Clerk/Proper Officer (16)	£0.00	£4,900.00	£0.00	-£4,900.00	£0.00	£3,779.34	-£3,779.34	£1,120.66
Programmes and Projects Group (17)	£750.00	£3,425.00	-£1,632.75	-£4,307.75	£1,675.83	£2,100.79	-£424.96	£3,882.79



One Ilfracombe (18)	£30,200.00	£30,200.00	£0.00	£0.00	£5,376.10	£5,376.08	£0.02	£0.02
Town Crier (19)	£0.00	£1,320.00	-£851.94	-£2,171.94	£200.00	£802.87	-£602.87	£1,569.07
Town Council Members (20)	£0.00	£1,200.00	£0.00	-£1,200.00	£0.00	£70.00	-£70.00	£1,130.00
Vision Centre (21)	£0.00	£0.00	£0.00	£0.00	£89.26	£89.26	£0.00	£0.00
PCN WellBeing Team (22)	£160,240.00	£137,267.00	£0.00	£22,973.00	£67,414.08	£56,526.40	£10,887.68	-£12,085.32
One Northern Devon (23)	£10,550.00	£10,550.00	£0.00	£0.00	£4,416.93	£4,416.93	£0.00	£0.00
Marketing (24)	£0.00	£5,000.00	£0.00	-£5,000.00	£0.00	£76.33	-£76.33	£4,923.67
Greenclose Road (25)	£0.00	£8,600.00	£0.00	-£8,600.00	£0.00	£5,288.51	-£5,288.51	£3,311.49
Cleaners (26)	£0.00	£2,400.00	£0.00	-£2,400.00	£0.00	£488.98	-£488.98	£1,911.02
Civic Events (27)	£0.00	£6,900.00	-£163.33	-£7,063.33	£250.00	£506.38	-£256.38	£6,806.95
Ilfracombe Toilets (28)	£14,000.00	£40,500.00	£0.00	-£26,500.00	£0.00	£2,919.64	-£2,919.64	£23,580.36
High Street Car Park	£1,000,000.00	£1,000,000.00	£0.00	£0.00	£1,000,863.04	£1,006,384.65	-£5,521.61	-£5,521.61
Totals	£2,014,546.00	£2,014,546.00	-£8,588.02	-£8,588.02	£1,494,988.65	£1,373,108.55	£121,880.10	-£130,468.12
Less Precept (£529056.00)	£1,485,490.00				£1,061,582.65			
adjusted amount with changes	£3,021,684.00	£2,030,272.02	-£8,588.02	£991,411.98	£1,278,285.65			
excluding Changes -25/26	£30,200.00	£30,200.00	£0.00	£0.00	£5,376.10	£5,376.08	£0.02	£0.02

agreed loan and purchase added to year start budget for projections

Budget Projections			original profit /Loss	adjusted profit/loss	actual Income	Actual Expenditure	Actual Profit/loss
Q1 Projections	£503,636.50	£503,636.50	£0.00		£1,407,956.33	£299,904.61	£1,108,051.72
Q2Projections	£1,007,273.00	£1,007,273.00	£0.00		£1,489,561.50	£1,370,290.94	£119,270.56
Adjusted Budget Projections							
Q1 Projections	£755,421.00	£507,568.01		£247,853.00	£1,407,956.33	£299,904.61	£1,108,051.72
Q2Projections	£1,510,842.00	£1,015,136.01		£495,705.99	£1,489,561.50	£1,370,290.94	£119,270.56

Reserves



RESERVES		happening in 25/26								
Ledger Account*	Details	Year Start	Credits	Debits	Q1	Q2	Q3	Q4	Budgeted Balance	Actual Balance
3101 Town Development Reserve	policy and portfolio of reserves ITC 25022(2)	£91,210.00	£36,000.00	£55,000.00		-£25,000.00			£72,210.00	£66,210.00
3102 Staffing Reserve	Ditto	£47,000.00	£16,000.00	£0.00					£63,000.00	£47,000.00
3103 - Election Reserve	Ditto	£1,148.37	£3,000.00	£0.00					£4,148.37	£1,148.37
3104 - Key Town Assets Reserve	Ditto	£132,194.26	£57,009.08	£89,500.00	-£5,940.00	£22,054.54			£99,703.34	£148,308.80
3105 - Minor Town Assets Reserve	Ditto	£7,150.00	£1,000.00	£3,000.00					£5,150.00	£7,150.00
3106 - Emergency and Resilience Reserve	Ditto	£4,700.00	£0.00	£0.00					£4,700.00	£4,700.00
	Totals	£283,402.63	£113,009.08	£147,500.00	-£5,940.00	-£2,945.46	£0.00	£0.00	£248,911.71	
Interest in Working reserve account	£200,000 year start	£200,000.00	£0.00	0	£0.00	£25,000.00	£0.00	£0.00	£225,000.00	
Interest in Specified Reserve account	£251621.73	£283,402.63	£113,009.08	£147,500.00	£5,323.15	£3,521.32			£292,247.10	
	TOTALS	£483,402.63	£113,009.08	£147,500.00	£5,323.15	£28,521.32	£0.00	£0.00	£517,247.10	

	Year Start	Year end projected	interest income	Payments into/out of Reserves	to come
Amount remaining to come in	£483,402.63	£473,911.71	£33,844.47	-£8,885.46	-£34,449.93



Proposal prepared for:

Carole Coombs

Ilfracombe Town Council

Date: 15/08/25



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About Concorde

We feel strongly that we are best placed as a local company to provide you with the highest levels of customer service, support, and ultimately best value. Below are some of the key points about Concorde:

- Head Office & Main Sales and Service Centre located at Exeter Airport, with regional offices at Indian Queens in Cornwall.
- Concorde are an Authorised Service Provider for Xerox, Kyocera, and Epson with 10 trained engineers based in the Southwest, more than any other service provider.
- Concorde have been a trusted supplier to businesses, local schools, and colleges for over 30 years.
- The Concorde Service Help Desk is there to assist clients with service issues, remote servicing, and general service support. This will reduce call outs and time to fix.
- Local parts and consumables stock holding for Xerox, Kyocera, and Epson at our Indian Queens warehouse, plus stock held at customer sites if required.
- Comprehensive call handling process involving PDA's and trackers, that allows call handlers to route the nearest available engineer to attend site when required, thus reducing response time.
- Current response time to service calls averages across whole of Southwest at 2hrs 50mins.
- Provision of regular preventative maintenance visits by an engineer, on an agreed day and week.
- Flat reporting structure, allowing us to react quickly to any urgent requirements that may arise.
- Our partners include Xerox, Kyocera, HP, Konica Minolta, Duplo, XMPie, PaperCut.
- With our portfolio of services includes landlines & mobile hardware and call packages, leased lines, and mobile internet we can assist you in exploring cost reduction in other areas.

Concorde I Ltd

Concorde was incorporated in 1989 and is a privately owned, independent organisation employing 30+ people across the Southwest.

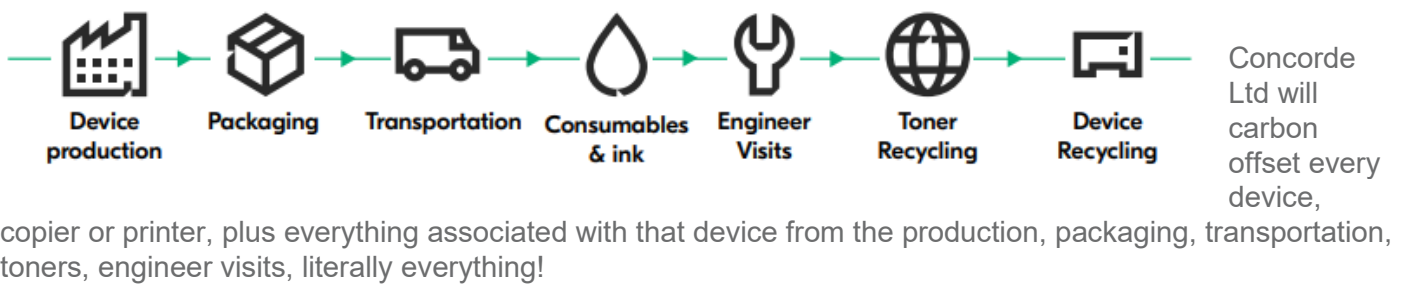
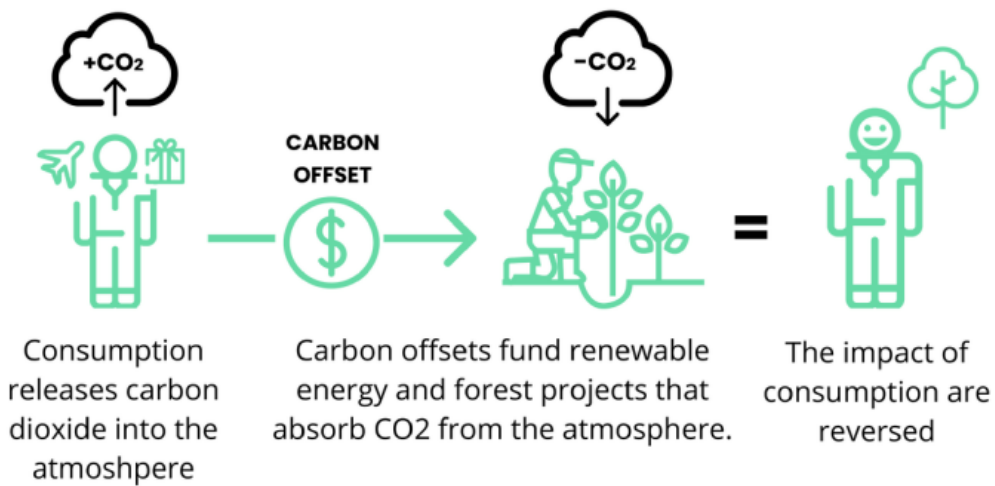
Office Locations:

Exeter (Head Office)

Indian Queens

Concorde I Ltd – Certified Carbon Neutral

- August 2023 Concorde Certified Carbon Neutral
- Offsetting carbon via the Britain Climate Fund, supporting wind, solar, hydro and cook stove projects
- CO2 calculated following the ISO 14064 and the GHG Emissions Protocol Accounting Standards.



The Concorde portfolio of technologies and services includes:

- Managed Print Services (MPS) including hardware supply and post-sales support
- Production Print Solutions including hardware, software and finishing solutions for the printing industry with post-sales support
- Project management (Print & IT)
- Network infrastructure design and support
- Information Technology (IT) Infrastructure & implementation services including post-sales support and hardware supply
- Cabling services including voice, data, fibre and electrical
- Telephone Systems, Landline & mobile call plans, Fixed & mobile broadband
- Document Management Solutions (DMS)

Concorde Complete Systems Assurance (CCSA)

Concorde Complete Systems Assurance is provided for ongoing support either remotely via Concorde's Helpdesk team or if required by an onsite Field Technician for all print and scan related issues associated with the supplied equipment including the following: -

- Access to our Help Desk which is manned by fully trained technicians.
- Remote diagnostics
- Installation of print drivers following computer format/replacement.
- Additional configuration of scan destination Address Books.
- Reconfiguration of the equipment following network infrastructure changes such as migration or non-supplied hardware replacement.
- Print driver and device specific software/firmware updates.
- Troubleshooting device related network, print and scan problems.
- Additional refresher or new staff training required for print and scan operation and configuration including supplied software applications.
- Comms configuration
- Comms training
- Automatic toner ordering
- Next working day toner delivery
- Automated meter readings for accurate billing
- Papercut front line support

Customer base

Concorde has built a substantial and broad customer base ranging from sole traders, professional practitioners and partnerships to large corporate, educational establishments, manufacturers, and government departments. We serve the various business types and market sectors operating within the UK.

Concorde have approximately 2,500 customers. Some of our clients include:



Exmouth
Community
College
Academy Trust

Current Situation

Kyocera TA3253CI – 32ppm colour MFD with print/scan/copy functionality

configured with:

2 x 500 sheet paper tray
Auto Reverse Document Feeder
1000 sheet finisher
Cabinet

<i>Lease Cost Per quarter</i>	-	£202.52
<i>Mono Cost per Copy Charge</i>	-	0.3502p
<i>Colour Cost per Copy Charge</i>	-	3.5030p
<i>Average quarterly mono volume</i>	-	2,277
<i>Average quarterly colour volume</i>	-	5,925
<i>*CCSA (Concorde Complete System Assurance) -</i>		£5 per month per device

**CCSA includes access to remote helpdesk and covers all issues with network related issues and faults.*

Proposed Solution – 3-year term for Kyocera existing Kyocera TA3253CI

Kyocera TA3253CI – 32ppm colour MFD with print/scan/copy functionality

configured with:

2 x 500 sheet paper tray
Auto Reverse Document Feeder
1000 sheet finisher
Cabinet

<i>36-Month Lease Cost Per quarter</i>	-	<i>£175.00</i>
<i>Mono Cost per Copy Charge</i>	-	<i>0.3502p</i>
<i>Colour Cost per Copy Charge</i>	-	<i>3.503p</i>
<i>Average quarterly mono volume</i>	-	<i>627</i>
<i>Average quarterly colour volume</i>	-	<i>624</i>
<i>Quarterly Saving of</i>	-	<i>£27.52</i>
<i>*CCSA (Concorde Complete System Assurance) -</i>		<i>£5 per month per device</i>

**CCSA includes access to remote helpdesk and covers all issues with network related issues and faults.*

Service Agreement includes:

- All toners,
- callouts,
- parts,
- labour

Key Information

Head Office and Solution centre: Merlin House, Merlin Business Park, Fair Oak Close, Clyst Honiton, Exeter, Devon, EX5 2UL. Tel: 01392 362 088, Fax: 01392 362 084

Phillip Heales, Managing Director - Tel: 01392 362 088, Mob: 07966 913001, Email: pheales@concorde.co.uk

Ben Broadhurst, Director - Tel: 01392 362 088, Mob: 07824 444275, Email: bbroadhurst@concorde.co.uk

James Crow, Director - Tel: 01392 362 088, Mob: 07870 367901, Email: jcrow@concorde.co.uk

Gareth Davis, Sales Manager - Tel: 01392 362 088, Mob: 07917 163371, Email: gdavis@concorde.co.uk

Health & Safety and Environmental Policy

Concorde operate under the strict guidelines of a documented and frequently revised Health & Safety policy and Environmental policy, copies available on request.

Risk assessment

Concorde operate a comprehensive risk assessment procedure which is detailed in writing and reviewed and updated in accordance with our policy.

Insurance cover

We have the required Employers & Public/Products liability cover underwritten by Aviva.

OnGoing Account Management

To ensure that you receive the best possible levels of service, your account would be managed by an experienced team of professionals.

Account Review Meetings / Continuous Improvement

An important aspect of our account management process is regular account review meetings. These provide the basis of our continuous improvement approach. These would be scheduled to suit you but are typically held quarterly.

The agenda will cover service performance, individual product performance, technical overviews, administration, and contractual compliance as well as offering a current view on the latest industry developments, thereby keeping you informed of new or improved technology and methodologies. It is one of the key responsibilities of the Account Management Team to look for incremental improvement across all areas of the contract and take responsibility for overseeing the resolution of all aspects of contract compliance.

Confirmation of Insurance

Rockwood House
Parkhill Road
Torquay
Devon TQ1 2DU

Telephone 01803 467027
Facsimile 01803 467037

Email enquiries@pspgroup.co

Web www.pspgroup.co

To Whom It May Concern

Re: Confirmation of Insurance: Concorde 1 Limited

We act as Insurance Brokers to the above client and have arranged on their behalf the following insurance.

Business Description: Office Equipment Suppliers Employers Liability:

Insurer	Aviva
Policy Number	100657649 CCI
Policy Period	15 July 2023 to 14 July 2024
Limit of Indemnity	£10,000,000
Policy excess	Nil

Public & Products Liability:

Insurer	Aviva
Policy Number	100657649 CCI
Policy Period	15 July 2023 to 14 July 2024
Limit of Indemnity	£5,000,000 each & every loss (and in the aggregate in respect of Products Liability)
Policy excess	£500

Subject at all times to the terms and conditions of the policy.

This document is provided to you as a matter of information only. Its issuance does not make the person or organisation to whom it is issued an additional insured, nor does it modify in any manner the contract between the insured and the underwriter. Any amendment, change or extension to such a contract can only be affected by specific endorsement attached thereto.

Should any of the above policies be cancelled, voided, or changed during the above policy periods in such a way to affect this document, no obligation to inform the holder of this document is accepted by the undersigned or by the underwriters.



REPORT TO: F&GP
DATE: 26th August 2025
SUBJECT: Facilities & Town Maintenance Team Report
PREPARED BY: Gavin Pennington–Ellis & Rob Townsend

REPORT NO: ITC 25053

Ilfracombe Centre

- Weekly/monthly fire alarm, panic alarm, emergency lighting, legionella flush carried out and up to date.
- 12 monthly electrical Pat Testing is ongoing.
- General maintenance and repairs ongoing.

The Lantern

- Weekly/monthly fire alarm, panic alarm, emergency lighting, carried out and up to date.
- 12 monthly electrical Pat Testing is ongoing.
- General maintenance and repairs ongoing.
- Quotes for replacement carpets throughout now received.

Outside Areas

- Ongoing maintenance and servicing of the car parks.
- Installation of the Cheyne flood barriers as requested by the Environmental Agency.
- Multiple requests for evidential CCTV by the police and NDC.
- Handover of Brimlands and sea front public toilets has taken place.
- Continuous maintenance and repairs to the extensive vandalism in all public toilets on a daily basis.
- Mowing, strimming, weeding and general clearing to all the green spaces.
- ITC has taken on the inspection and maintenance of two defibrillators, one located under the Arches and the other on the wall of RNLI station.
- Japanese Knotweed sprayed around Lee Bay toilets.

Minutes of The War Memorial Peace Project

Meeting

Held on 31st July 2025

Present: Steve Trebble (Chairman of Ilfracombe in Bloom) Rachel Hadley (Vice Chairman of Ilfracombe in Bloom), Sue Ramsey (Gardening Club and works at Ilfracombe Museum) Rodney Donovan (Church Warden) Janice Donovan. Sue Cooke (Environmental Advisor). Martin Cooke. Claire Mordan (Gardening Club) Netti Pearson (Ilfracombe in Bloom and Incredible Edible) Anita Courtney (Treasurer and Secretary Ilfracombe in Bloom)

Apologies – Terry Elliott – Representing ITC

Back Story

Ilfracombe in Bloom started up the Gardening Club and has recruited over 20 new members since it commenced. One of the areas that they worked on was The War Memorial. It was tidied and planted up but still looked lacking in its function as a place to commemorate our fallen heroes. They deserve better. Working in partnership with Ilfracombe Town Council, a plan has been put together to try and raise the funds to completely enhance the area into a Peace Garden. The plan is to be split it into 7 phases and looking to take at least five years to complete at an estimated cost of £80k to £100k

Plan of action

We are looking for an architect who can make detailed plans of the area. A post has been put onto Social media to see if we can find a trainee who would be looking to get some experience in this.

We discussed writing to all the major companies in the near and surrounding area to see if we can drum up support and funding from any of them to be able to start the works. I have enclosed the plan of the site along with the phases for your information. We have had aerial photos done recently by a local who owns a drone, so are just waiting for these shots to come back to us, so we have the view looking down onto the site to give us more detail of what we are working with.

We are putting a list together of Builders who can quote for the Groundwork on the War Memorial site to get approval from The Council before anything proceeds.

Various suggestions were put forward in writing to all the supermarkets in the area to get possible funding. The reach out to The Royal British Legion to get their interest in this project and to speak to Rev John Rolls to see what contacts he may have also.

This project is in partnership with Ilfracombe Town Council, it is their asset. Lets make this work

We will start by getting quotes for phase 1

A.O.B – Everyone was happy to help in whatever capacity to get this project off the ground.

Thank you to all that attended



REPORT TO: Full Council

DATE: 7/11/18

REPORT NO: ITC 364

SUBJECT: Fore Street lighting taken over to ITC

PREPARED BY: Asset Manager

1. INTRODUCTION

For ITC to take over the ownership, maintenance, Insurance and related costs for the Fore Street (string) lighting

2. REPORT

The Fore Street lights are connected to the power at the Table Tennis Club via a separate meter. The Friends of Fore Street Association currently pay for the power and are happy to continue to do so for the foreseeable future. (For info, since the lights went on in March 2015, it has cost no more than £100, which is financed through fundraising events).

There are two strands of lights which come out from the Table Tennis club. One stretches down Fore Street towards Broad Street, and there are 9 spans across the street. The other strand stretches up towards the High Street and there are 12 spans. We are unsure how many individual bulbs there are.

It is not known what the current value of the lights are. The initial project, which included the cost of installation, came to £12,500 - of which Fore Street raised £2,500. The rest was a grant from FLAG.

Our costs will be for the upkeep; maintenance and repair (when necessary) and to insure the lights under our list of assets.

Insurance cost would be (based on the information provided) an annual cost of £56.00 including IPT (Insurance Premium Tax). This is based on the initial project cost of £12,500. We would however need to advise how much it would cost to replace as we should be insuring for the current value including installation costs. **However** some Councils only insure for the Public Liability and not for damage etc to the lights (wear and tear is not covered) especially as the excess is £100. If you only want cover for Public Liability, there would be no additional cost.

3. RECOMMENDATIONS

To include the lights under ITC assets.

4. MOTION

5. FINANCIAL & RESOURCE IMPLICATIONS

Difficult to predict in advance for repair and replacement as needed. Insurance as above.



ILFRACOMBE TOWN COUNCIL

Minutes of the MEETING OF THE COUNCIL held on 12 November 2018

This meeting was held in the Ilfracombe Centre, High Street, Ilfracombe and started at 7pm

Present: Cllrs: V Gates (Mayor), L Aston, R Donovan, J Donovan, D Turton, M Edmunds, N Pearson, P Yabsley, F Pearson, G Squires, R Courtnadge, G Fowler.

In attendance: Pastor Hills, Mr Roy Goodwin (Town Crier) & Mrs Bee Goodwin, the Proper Officer, the Programme Manager, and 2 members of the public.

Pastor Hills opened with Prayers.

The Mayor welcomed everyone to this evening's meeting and began proceedings.

4744. To receive apologies and reasons for absence;

Cllrs: P Crabb (other commitments), K Leck (other commitments), G Schofield (unwell), B Gear (unwell).

4745. To receive declarations of interest and consider members' submitted dispensation requests.

Declarations of interest noted: A record book was made available and members were reminded of the requirement to note their declarations of interest as required under the code of conduct (revised 1/7/12).

4746. Notification of items for information to be raised at Chair's discretion.

See item 4767

The Mayor congratulated Cllr Dan Turton for being honoured with Devon's Volunteer of the Year 2018 for the Devon Community Honours with a ceremony event taking place from 3pm on 6th December 2018 at RHS Rosemoor.

4747. Presentation of Trophies and to receive an overview of his year as Town Crier – Mr Roy Goodwin

The Town Crier noted he and Bee had a fabulous year and enjoyed a wonderful summer. He said it was reminiscent of the sixties with lots of tourists visiting the town and it was lovely to see the Waverley at capacity on each visit. Roy presented his trophies from the year to the council and remarked it had been a very good year for Bee as well as himself winning an abundance of awards. The WWI weekend was fabulous with a phenomenal turnout of people which finished with a final cry for peace from Roy, an event that took place all around the world. Roy thanked Ilfracombe Town Council for their support.

On behalf of the Council, the Mayor noted that the Council is grateful and so very proud of everything Roy and Bee do for the town, all members thanked Roy and Bee and gave three cheers.

Roy & Bee left the meeting at 19:12.

4748. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

Mr Bryant asked if more lighting could be repaired/installed outside the museum as it's very dark in that area. He also asked if the lights could be looked at in Jubilee Gardens as they cannot be seen from the path. Cllr V Gates will follow this up on behalf of Mr Bryant.

4749. To approve and adopt the minutes of the Full Council meeting – 8th October 2018.

Cllr V Gates proposed that the minutes of the meeting were a true and correct record. Cllr P Yabsley seconded with an amendment to minute 4729 – *Proposal that ITC request that action be taken by the appropriate bodies to address the problems of increased theft and anti-social behaviour in the town (report ITC 353 refers) – Cllr Netti Pearson*

Cllr N Pearson presented her report which had been previously circulated. Cllr N Pearson proposed that this council write to the local MP and MPs of all parties concerned with policing and mental health, pointing out that the resourcing crisis in key public services is creating public order problems and that we need action from Parliament to address underlying issues.

Cllr G Fowler proposed to add an amendment to include Safer Devon Partnership. Cllr Mrs J Donovan seconded the proposal with the amendment and all members were in favour.

Cllr N Pearson proposed that this council write to North Devon Council asking what progress they are making to reduce the number of people being sent from other towns to hostel accommodation in Ilfracombe, what resources they are committing to help those who are already here, and what impact they are having on unlicensed HMOs.

Members instead suggested asking One Ilfracombe to convene a joint meeting as soon as possible with the different agencies involved.

Cllr N Pearson withdrew her proposal.

Cllr V Gates proposed that One Ilfracombe convene a joint ITC/One Ilfracombe meeting where the public and all relevant agencies can attend to share the various initiatives that are underway to tackle problems. Cllr B Gear seconded and all members were in favour.

Cllr N Pearson gave a summary of actions from the Ilfracombe Traders meeting and reminded everyone that all incidents must be report to the police on 101.

Cllr P Crabb noted the content of the report, however, he also noted positive things have happened and good things are being done such as new HMO legislation being introduced.

Cllr P Yabsley suggested exploring temporary restrictions on certain areas of the town, however, Cllr B Gear noted this would make it a problem elsewhere.

Cllr M Edmonds noted that he sits on the Homelessness committee for North Devon Council and that a lot is being done to make things better including a new legislation regarding licence fees for smaller HMOs. A new project is underway in Barnstaple looking at making accommodation available for homeless people. He noted North Devon Council's concern and said they are specifically looking at Ilfracombe.

Cllr F Pearson asked if this council could write to North Devon Council to ask for a timeline of what is happening and a schedule or deadline of when it might have a result.

Cllr M Edmunds replied that licencing in flats will take longer as it has to be adopted at Full Council, he will push to get a timescale.

Cllr R Donovan noted that some problems lie with the landlords. He also noted that a recent planning application had been refused at Town and District level, it was however overturned on appeal to the planning inspectorate, improvements are in place though with the new licence fee legislation.

Cllr G Squires agreed with all that had been said and asked members to remember that there are some individuals that have fallen through the net and there is a need to help these individuals get the help they need. 12 members of the public left the meeting after this item.

4750. Minutes of Planning Committee meeting (to note & approve recommendations) – 15th October 2018

Cllr G Squires proposed that the minutes of the meeting were a true and correct record. Cllr R Courtnadge seconded and with all in favour they were noted.

4751. Minutes of the Finance & General Purpose Meeting (to note & approve recommendations) – 22nd October 2018

Cllr R Donovan proposed that the minutes of the meeting were a true and correct record. Cllr V Gates seconded and with all in favour they were noted.

The following recommendation made at the meeting was not agreed;

- to offer the lantern café lease to the third applicant pending references and clarification of licensing covenant.

Members would like to see the proposal/lease for the café tenancy before agreeing, Cllr R Donovan will bring to the next meeting.

4752. Minutes of Staffing Committee meeting (to note and approve recommendations) – 5th November 2018

Cllr N Pearson presented the minutes of the meeting which were noted.

The following recommendations made at the meeting were agreed and adopted by all members;

- that the draft precept calculations include an allowance for a 1% increase in salaries plus on-costs
- to agree that the Community Connector role is to be made permanent, remaining part time.

4753. Neighbourhood Planning

Cllr M Edmunds noted that there had been a working group meeting prior to the last Planning Committee meeting. Cllr M Edmunds proposed to investigate and research a Neighbourhood Plan for this Council and asked for authority to invite West Down to join the Neighbourhood plan. Cllr N Pearson seconded and all members were in favour.

4754. CCTV – ICO Code of Practice amd to include a request for ITC to take on a monthly payment –

Cllr P Crabb

Cllr P Crabb's report had been previously circulated to all members. Cllr V Gates proposed to purchase an additional 2 CCTV cameras up to £500 and for this council to take over the monthly direct debit subscriptions amounting to £500 per annum, all as per the report. Cllr G Fowler seconded and all members were in favour.

4755. To consider 'Free parking for Christmas on 3 Saturdays in December' at Ropery Road car park, namely: 8th, 15th & 22nd December 2018

Cllr V Gates proposed to agree free parking at Ropery Road car park, Cllr N Pearson seconded and all members were in favour.

4756. Fore Street Lights – Report ITC 364

Cllr N Pearson proposed to include the Fore Street Lights under ITC's Public Liability insurance at no extra cost. Cllr G Fowler seconded and all members were in favour.

4757. Request for Bulbs – updated report ITC 358

Cllr P Yabsley proposed to agree that £964 is spent as per the recommendation in the report, Cllr G Squires seconded and all members were in favour.

4758. Request for ITC to contribute towards the cost of an intensive bird of prey flying program at Ilfracombe Harbour – Report ITC 361

Report ITC 361 had been previously circulated to all members. Members discussed the recommendations within the report. Cllr G Fowler proposed to agree to express an interest in the bird of prey flying program and contribute towards the cost, Cllr R Donovan seconded the proposal. With 4 members in favour of the proposal, 6 members against and 2 abstentions, the motion was not carried.

Cllr G Coulter arrived at the meeting at 20:20.

4759. Resilience post-Brexit: with talk of stock-piling foods and medicines should we be taking this into consideration in the town's resilience plans? – Cllr Netti Pearson

Members agreed that no action is required at present, however, the Resilience Group will be asked to keep ITC informed.

4760. To agree to allocate Community Engagement time to support a project run by Ilfracombe Art Trail. – Cllr Netti Pearson

Report ITC 362 had been previously circulated to all members. Cllr N Pearson proposed to agree to support the People of Ilfracombe project with officer time in a supporting role twice a year (8 to 12 days per year) as per the recommendation within the report, Cllr L Aston seconded and all members were in favour.

4761. Report from the Programme Manager (to include One Ilfracombe Update).

The Programme Manager tabled the update report ITC 365 this evening which was noted. To summarise the main points;

- A public meeting held on Thursday 8th November had around 60 attendees and had a mixture of positive and negative feedback. – members asked for letters of thanks to go to the agencies involved. Cllr P Yabsley also asked if a display could be shown in reception showing what projects are being working on and completed.
- The structure of the Living Well meetings has changed, members were reminded that anyone wishing to attend is welcome to do so.
- A joint One Ilfracombe and Combe Coastal bid is currently with DCC for funding to extend the Community Connector role and fund an additional role – a detailed report will be brought to the next meeting.
- A presentation evening for Out of the Blue is being held on Thursday 6th December, 5.30pm at the Lantern – all are welcome to attend.

4762. Reports from County/District Councillors (written reports requested).

Cllr M Edmunds noted:

- that NDC had received £285k grant funding for the rough sleeper project and that the Freedom Centre in Barnstaple is open for 6 months of the year. 36 people have used the centre over a period of time and there are approximately 10 sleepers a night. 6 people have had accommodation found for them since October. There are currently 3 properties being used as temporary accommodation with a further 2 properties becoming available soon and negotiations are underway for a further 2 properties in Barnstaple.
- £209k grant funding for 2019/20 for NDC to look at mental health issues.
- He attended the Parish Forum last week and noted that DCC have proposed to increase the council tax by 3.99%.
- that the Landmark/Queen's theatres contract has now been awarded to a national production company.

Cllr G Fowler noted:

- that there will be some repairs being carried out to the entrance to the pier which will see renewed ticket offices.
- Additional funding will be sought for the Watersports Centre and that the preferred contractor remains in place

Cllr R Donovan noted:

- Since new licensing regime started in October, NDC have had no applications
- NDC's funding bid for seafront amphitheatre is at the 2nd stage of assessment

4763. Reports from Community Engagement, Working Groups and Councillor Champions (written reports requested).

Cllr N Pearson noted that it's Parliament week this week and that the Youth Council hope to present their work at the next Full Council meeting in December. There are elections for a new Youth Council being held on Wednesday and on Friday the candidates will be meeting Peter Heaton-Jones MP.

Cllr G Fowler thanked Barbara Clark and Marnie Quy for all the events they have put together throughout the year.

Cllr D Turton left the meeting at 21:05

4764. Health and Safety.

Nothing to report this evening

4765. Correspondence/Licenses/Notices –

- Premises licence application for Taste Bakery, Ilfracombe – noted.
- SWW email to Cllr F Pearson – a letter will be drafted and sent to SWW/Environment Agency.
- NDC Review of Polling Districts and Polling Places consultation 1st November-3rd December – ward members reminded they can make individual representations.
- Response from NDC regarding Rupertswood Terrace – Cllr N Pearson asked if her response could be agreed and sent.
- Response from Peter Heaton-Jones MP regarding anti-social behaviour and shoplifting – noted.

4766. Finance

a) To adopt the Statement of accounts as at 31 October 2018 – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr V Gates and agreed by all.

b) To pass invoices for payment as at 31 October 2018

All invoices as tabled were proposed by Cllr R Donovan, seconded by Cllr V Gates and agreed for payment by all.

Invoices for the Vision Community Centre were proposed by Cllr R Donovan, seconded by Cllr V Gates and agreed for payment by all.

4767. Chairs Discretion – To consider Town Councillors involvement at Light of the Lights

- Report ITC 363 had been previously circulated to all members – the Asset Manager will contact members who would like to volunteer at the event with more information.
- Cllr N Pearson asked what had happened to the 'Battles Over' beacon.
- Cllr R Courtnadge noted that The Original Military Wives, Chivenor are performing at the Holy Trinity Church, Ilfracombe on Friday 7th December at 7.30pm, tickets are £12.50 and refreshments will be available.



Miss Rachel Collins
Proper Officer

The meeting finished at 21.05

9th October 2018