



F&GP Meeting – Monday 22nd September 2025 at 7.00pm

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ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 22nd September 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 26th August 2025
 - 2.6.1. Update on actions taken from previous minutes

3. FINANCE AND AUDIT

3.1. Responsible Finance Officer Report ITC 25063

- 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

4. GENERAL PURPOSES

- 4.1. **Town Assets** - Facilities and Maintenance Manager and Town Maintenance Operative's Report – **ITC 25064**
- 4.2. The Lantern & Nursery update
- 4.3. Ilfracombe in Bloom update
- 4.4. Town Team update – via [link](#)

5. Correspondence

- 5.1. Email from IBTA in relation to car park charges over the Christmas period
- 5.2. Email in relation to funding support for South West Heritage Trust

6. 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

17/09/2025



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Tuesday 26th August 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 Tuesday 26th August 2025

Members Present:

Cllrs: T Huggins (Chair), J Quinn (Vice Chair), B Gear, G Coulter, P Crabb

Officers Present:

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer) S Seatherton (Programme Manager)

F2508 - 1. Welcome by Chair

Cllr Huggins welcomed the assembled.

F2508 - 2. Meeting Introduction

F2508 – 2.1. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllr N Basil, J Irwin and D Turton (personal).

F2508 – 2.2. To note any declarations of interest

None received.

F2508 – 2.3. Chair’s discretion for any matters or announcements for Information Only

The PO had items to raise.

F2508 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded

The PO suggested that her Chairs Discretion be taken with the public excluded. This was proposed by Cllr Huggins, seconded by Cllr Crabb with all in favour.

F2508 – 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.

F2508 – 2.6. To adopt minutes of meeting held on 28th July 2025

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

F2508 – 2.6.1. Update on actions taken from previous minutes – The PO provided an update on item 5.2 in the above minutes concerning funding for Street Marshals. A report, including statistics, had been shared with the PO and was circulated during the meeting. After a detailed discussion, members agreed that a public consultation would be beneficial to assess whether residents feel this is an initiative ITC should support financially. Following this, Cllr Huggins proposed a motion recommending that full council consider allocating up to £8,000 towards the scheme. The motion was seconded by Cllr Crabb and carried unanimously. The PO will arrange the public consultation, and its findings will help inform Full Council’s decision.



F2508 - 3. FINANCE AND AUDIT

F2508 – 3.1. Responsible Finance Officer Report ITC 25052

F2508 – 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – These reconciliation were approved by Cllr Huggins and Quinn. The signatures for the reconciliations were taken following to the meeting.

F2508 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day – Cllr Gear proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Huggins and unanimously agreed.

F2508 – 3.1.3. Proposal to accept quote from Concorde for photocopier maintenance and rental – Motion to accept the above quote was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

F2508 – 3.1.4. To set up budget subcommittee and agree dates for meetings – The RFO explained that September marks the halfway point of the financial year, meaning members should begin reviewing the budget to ensure the draft is prepared for submission in December for the precept. Cllrs Huggins and Quinn volunteered to join this subcommittee, and the PO will confirm with absent members if they wish to take part.

F2508 – 3.1.5. To ratify the additional direct debits set up to cover utilities for new acquisitions – These direct debits were noted by members, one need a signature will be taken following the meeting.

F2508 - 4. GENERAL PURPOSES

F2508 – 4.1. Town Assets - Facilities and Maintenance Manager and Town Maintenance Operative's Report – ITC 25053 – This report was noted by members.

F2508 – 4.2. One Ilfracombe update – The PM informed members that the next OI meeting will take place on the 11th September.

F2508 – 4.3. The Lantern update – The PO explained that more information is needed from contractors before a report on the carpets at the Lantern can be completed meaning this will be deferred again. The PO also gave an update on the Lantern nursery situation.

F2508 – 4.4. Ilfracombe in Bloom update – The minutes from Ilfracombe in Blooms last meeting were noted by members.

F2508 – 4.5. To review historical decision regarding ownership of Fore Street lights – ITC 364 Fore Street Lighting and Council minutes 12th November 2018 – After discussion, it was agreed to the PO would gather further information before any decisions are made. This item will be deferred.

Cllr Coulter had the leave the meeting at this point (20:15hrs).

F2508 - 5. 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 Crabb, seconded by Cllr Huggins with all in favour. The PM and PO were invited to stay, all officers were asked to leave 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.

F2508 – 5. Chair’s Discretion – for information only – Following the decision at Staffing committee meeting 18th August 2025 to recommend two employees be enrolled on the DCC pension, members discussed the financial implications that this would entail going forward. The PO also highlighted the Staffing budget and discussed options going forward when budgeting meetings start taking place.

The Chair declared the meeting closed at 20:50hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 22nd September 2025 in the Council Chambers.

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

26/08/2025



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

REPORT NO: 25063
 PREPARED BY:

DATE: 22nd September 2025
 Carole Coombs

Item 3.1.1 Accounts and Reconciliations –(sent separately)
August 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 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
Bank Statement 31/8/25	£99,434.44	£26,960.27	£225,000.00	£289,301.64	£968.95	£416.00	£18.09	£8.14	£0.00	£0.00	£640,169.63
Income /receipts*	£69,586.68	£0.00	£0.00	£0.00	£0.00	£1,431.00	£0.00	£0.00	£912.80	£1,314.04	£73,244.52
Interest in	£0.00	£17.05	£764.36	£1,804.09	£4.91	£0.00	£0.00	£0.00	£0.00	£0.00	£2,590.41
Transfer in to account	£3,535.91	£0.00	£0.00	£764.36	£540.55	£0.80	£0.00	£20.80	£0.00	£0.00	£4,862.42
Expenditure in month (includes VAT repayment where appropriate)	£90,291.05	£0.00	£0.00	£0.00	£973.86	£0.00	£24.00	£14.94	£0.00	£0.00	£91,303.85
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15.97	£0.00	£15.97
Transfer out of account	£540.55	£0.00	£0.00	£0.00	£0.00	£1,235.80	£0.00	£0.80	£1,006.87	£1,314.04	£4,098.06
Bank Statement 31/8/25	£99,434.44	£26,960.27	£225,764.36	£290,066.00	£968.95	£416.00	£18.09	£8.14	£0.00	£0.00	£641,698.35
Debtors (+)										£7,830.69	£7,830.69
Unpresented cheques (-)	£0.00										£0.00
Vat repayment due (-)										£6,442.51	£6,442.51
Creditors Invoices now req for payment (-)										£49,081.72	£49,081.72
Actual	£99,434.44	£26,960.27	£225,764.36	£290,066.00	£968.95	£416.00	£18.09	£8.14	£0.00	£47,693.54	£643,086.53
Bank Interest and Service Charges											
Bank Interest	£2590.41										
Bank Service Charges	£15.97										
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	£230.92	£0.00	£86.90	£0.00	£0.00
OI	£4,204.59	£1,768.56	£0.00	£0.00	£0.00
MAKO	£45.00	£180.00	£0.00	£0.00	£0.00
IT	£432.00	£54.13	£0.00	£0.00	£0.00
Others not due	£17676.80				
Sub Totals	£22,589.31	£2,002.69	£86.90	£0.00	£0.00
Total Due	£24,678.90				

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 Merchant Services	£230.13	
Braddicks	£6,420.00	
Coastal Recycling	£41.40	
Concorde Copiers	£102.83	
Devon County Council	£13.96	
EDF Ropery	£1,153.66	
EDF Memorial	£19.53	
EDF Lantern - Elec	£271.27	
EDF Lantern - Gas	£92.92	
EDF Brimlands	£134.60	
EDF ITC Elec	£737.47	
EDF - ITC Gas	£7.35	
EDF - Lee Bay	£24.81	
EDF - Hele Elec	£58.05	
Eon Next	£46.56	
Flowbird Smart City UK Ltd		
Fresh out	£1,140.00	
Hancock Electrical	£74.40	
Hele Garage	£244.51	
IPS	£1,893.78	
Keep it Cool	£238.80	
NM Knight	£21.15	
Lee and Lincombe	£358.87	
Linneal	£39.54	
Lloyds Bank Charge Card	£968.95	
Lloyds bank cardnet	£58.80	
Ministry of Marquees	£90.00	
Millbeck	£48.30	
North Devon Council - 0% vat	£27,215.57	
North Devon Council - 20% Vat	£239.62	



O2	£40.39	
Pedlars		
Pod Point	£67.36	
RGB Building Supplies	£50.64	
RINGGO	£670.88	
Sage - ITC	£46.80	
SSaxton	£82.36	
Screw Fix	£108.60	
Smiths of Derby	£3,888.00	
SWW - Hele	£795.46	
SWW - Greenclose	£65.73	
SWW - Lee Toilet		
SWW - Lantern	£565.70	
Telecoms Consortium	£55.73	
Tomato Energy	£235.09	
D Tubbs - Greenclose Road Rent	£300.00	
Water2 business	£81.50	
yu Energy - Greenclose Elec	£27.58	
Yu Energy - Greenclose Gas	£13.07	
TOTAL	£49,081.72	

Other information to note – Work in progress

- **Work on the items identified under the risk assessment**
- **Budget and forecasting** - started in preparation for subcommittee meetings
- **Asset management** - is ongoing
- **Risk Assessment due for end of September**

Prepared by C Coombs – 17th September 2025



REPORT TO: F&GP
DATE: 22nd September 2025
SUBJECT: Facilities & Town Maintenance Team Report
PREPARED BY: Gavin Pennington–Ellis & Rob Townsend

REPORT NO: ITC 25064

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/repairs and daily cleaning 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/repairs and daily cleaning ongoing.
- Braddicks carpets quote has been accepted, and work will be carried out shortly.
- The benches in the courtyard have been removed, as they seem to be a root cause of current vandalism.
- The new chairs are now in place.

Outside Areas

- Maintenance/servicing and money collection of the car parks on going.
- Installation of the Cheyne flood barriers as requested by the Environment Agency.
- Multiple requests for evidential CCTV by the police and NDC.
- Continuous maintenance and repairs to the extensive vandalism in all public toilets, along with eviction of overnight sleepers.
- Mowing, strimming, weeding and general clearing to all the green spaces.
- Defibrillator inspection and maintenance ongoing.
- Daily collection of litter and fly tipped rubbish along the High Street and car parks.

Minutes of The Ilfracombe in Bloom

Monthly Meeting

Held on 10th September 2025

Weatherspoons, Ilfracombe

Present: Steve Trebble(Chairman) Rachel Hadley(Vice Chairman) Anita Courtney(Secretary & Treasurer), Tom Harvey, Michelle Goldsmith, Netti Pearson & Bridget Gear

Apologies for absence: Carol Comer

Minutes of the last meeting were approved and signed by Chairman.

Financial Situation: We currently have £4,558.82 in the bank. Donations received since last meeting were £80.00 from Biddy Lee and £1000.00 from Mullacott Parks

It has been mentioned that we should consider having Charity Status for Ilfracombe in Bloom so that we are able to go to Bigger Organisation for larger grants for projects. We will be looking into this to see if it will benefit us.

Floral Displays: Most of the plants have now been removed from the planters and stanchions. Rachel and Anita have taken them home to try and grown on through the winter, and take cuttings and plant out again for next year. The soil will be removed in the next week from the stanchions and will be re-mixed with soil and enhancers and put out again next year to hopefully improve the growing conditions in the planters.

HQ – Steve has been busy getting the area strimmed of all the growth. The container is being organised by Rachel to include an area for tools and ‘Tea’ making area with seating. The boundary fence and gate are mostly in place with a secure lock on the gates. Next on the list is to make a compost area. Scaffolders have also been in contact to help to make a watering station. Plans are being drawn up to make a polytunnel. In Bloom have received some top quality fence panels which are going to be made into a potting shed and planters for HQ. It was suggested, once the site is up and running to make it into an Educational Centre for the public.

The Gardening Club: Tom told us that the gardening club is going from strength to strength. They have had four meetings since the last committee meeting. The War memorial, Marlborough Road and two in the High Street. Sara Wilson (Councillor) joined us for the first clean up. They have had lots of new members joining them over the weeks and have a very high profile on Social Media, where they are receiving lots of praise for the works being done.

It was suggested that Albert Court is looking very tired and in need of a tidy up. They plan to send a leaflet out to all residents and owners of the properties along the alley, to see if they would all join together in donating some money to Ilfracombe in Bloom, to enable us to get it tidied up and to get some flower barrels and look after it.

Ceremonial Trees – Six trees have been purchased in readiness for planting in recognition of the following for their involvement with us other the 40 years that Ilfracombe in Bloom has been going.

The list includes Margaret Sutcliffe, Ivan Francis, Ilfracombe Town Council, Barbara Clarke, North Devon Parks Department and one for Ilfracombe in Bloom. They will be planted by The Football Club on the right and left hand sides and one a little further down the road. They will all have a memorial plaque on each tree with their name on.

40th Re-Union – Plans are coming along for the reunion on the 18th October 2025. Larkstone have offered us the venue for free and to supply a buffet for up to 50 people for free also. Invites have been sent out and the vases have been purchased for the VIPS. Michelle is organising a Memory Board of Ilfracombe in Bloom over the years with pictures and memories on display. Bridget has offered to make a cake for the day to feed 50 people. Mark Faye (Ilfracombe Mayor) is happy to donate £400 to help with these arrangements.

The War Memorial: Netti reported on what she is currently doing to aid funding for The Peace Project. I have enclosed her Notes on Funding along with the minutes. Steve and Rachel met with a builder on site so are waiting for quotes. Its going to take along time to get everything in place but once we have funding and quotes in place, it will hopefully slowing get going.

Any Other Business

Bingo night at The Station Inn has been booked for 7 November 2025. All proceeds made on the night will come to Ilfracombe in Bloom. If it is a success, then we will be looking to put on further bingo sessions in the future;

Rachel has set up a wish list on Social media for the public to click on a link to Amazon to purchase various items that are needed. Plant seeds, Bulbs, Padlock for gates and dumpy bags. Jenny Harvey has purchased 100 tulip bulbs for us. This idea is becoming so popular and people are so happy to donate. We thank Rachel for what she is doing to really bring Ilfracombe in Bloom into modern times and allow us to Bloom. Letters have been sent out to all the big companies to see if they can help us with any donations. RGB gave us a box of screws!!

Steve and Rachel are doing a visit to Larkstone hopefully this week to get a better idea of size etc for the re-union. It was suggested to see what the cost would be to have a hog roast or pizza for the evening event.

Meeting ended at 7.30pm

Next meeting is 7th October 2025 at Larkstone (subject to them being open) to discuss all things Re-union



[REDACTED]

From: Paul Bateman [REDACTED]
Sent: 12 September 2025 10:06
To: [REDACTED] Laura
Subject: Donovan; Neil Ingram
Re: Ilfracombe Christmas events - information sharing

CAUTION: This email originated from outside North Devon Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all

Thanks for joining the Christmas fun last night, and thanks especially to Lucy for hosting. I'm glad that everyone found it useful and wants to do it again! I've summarised some of my notes below along with possible funding sources. If you could check things like dates and what events are called that would be great so we can start promoting them!

Dates

Combe Christmas Lighting of the Lights - Friday 28th November
Aaron's Charity Light switch-on Saturday 29th November
Landmark Craft Fair - 29/30th November TBC?
Pip & Jims Christmas Tree Festival - 29th November to 8th December (set up from Thursday)
Pip & Jims lights / carols etc. (does this have a name?) - Monday 1st December
Winter Wonderland - 6th & 7th December

Late night shopping - Friday 5th, 12th, 19th December

Funding opportunities

Ilfracombe Carnival funds ([Facebook post](#))

[Community Councillor Grants](#)

[Flourishing Culture grants](#)

IBTA may also grant funds towards events benefiting the community, local businesses and tourism, or support their promotion via Visit Ilfracombe. Email info@ibta.org.uk to make a request.

Promotion

You can add events to the event calendar on Visit Ilfracombe using this [link](#) or just email details to info@ibta.org.uk

As soon as you have artwork for posters etc. please send it to info@ibta.org.uk and we can add it to the screen in the foyer at the Landmark and pass on to Mel / John to go on the other screens around town which are promoting community events.

I'll plan a post on Visit Ilfracombe on Tuesday 16th September to introduce the events, as that is 100 days to Christmas. **If you have a need for volunteers, can you let me know what you need and who they should contact, and I can include that.**

Car parks

Laura to find out if ITC can look at free parking in Ropery Road and High St on the late night shopping Fridays, Saturdays and Ropery Road from 5pm on Monday 1st December.

Next meeting - 7pm on Tuesday 21st October at 28 The Cookery

I will send a calendar invitation.

Paul

From: Scott Pettitt [REDACTED]
Sent: 15 September 2025 15:09
To: Scott Pettitt
Subject: Funding Support for North Devon Record Office
Attachments: North Devon Record Office Letter 2025 to Town and Parish Councils.pdf; The South West Heritage Trust - Accounts 2024 - Final- Typed signatures.pdf

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside North Devon Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

The South West Heritage Trust is currently seeking funding so that we can continue to offer an archive service for northern Devon at the North Devon Record Office in Barnstaple during the financial year 2026-27. We have been very grateful for the support from town and parish councils over the last few years and hope that your council may consider helping us. Please find attached a letter giving more information.

I have also attached the most recent audited accounts for the South West Heritage Trust (the Trust's financial year runs from 1 November – 31 October).

Best wishes,

Scott

Scott Pettitt

Head of Devon Archives and Local Studies Service
Devon Heritage Centre
Great Moor House
Bittern Road
Sowton
Exeter
Devon
EX2 7NL
[REDACTED]

Email: devonarchives@swheritage.org.uk
<https://www.swheritage.org.uk/devon-archives>
www.swheritage.org.uk

Devon Archives and Local Studies Service

Devon Heritage Centre, Great Moor House
Bittern Road, Sowton, Exeter, Devon EX2 7NL

01392 888700



15 September 2025

Dear Town or Parish Clerk

Support for the North Devon Record Office

At the North Devon Record Office we take care of the records of the local area, helping to protect and make available the rich archives of this unique part of Devon. This includes the records of many Town and Parish Councils. We rely on local organisations to support us financially and enable these services to continue in northern Devon. We are very grateful for this funding and thank all the organisations who have given their support. This has kept the archive service open ever since it was threatened with closure in 2014. It is the generosity of many local people and organisations which means that it is now a thriving service. We have recently been reaccredited, which recognises the high-quality service that we provide for the people of north Devon. We currently have sufficient funding to run until 31 March 2026.

Next year it will cost £90,000 to run the service, including premises costs. Devon County Council and South West Heritage Trust are providing £57,000 of this sum. We are very grateful for the commitment of Barnstaple Town Council, who generously commit £15,000 from their annual budget. We are also very grateful for support from the Bideford Bridge Trust.

Would your parish or town council be able to continue to play a part in ensuring the future of the Record Office by offering financial support for the next year? I would be very grateful if this appeal could be brought to the attention of your council and would be happy to provide any further information which may be helpful in reaching a decision.

Thank you very much for taking the time to read this.

With best wishes

A handwritten signature in black ink that reads 'Scott Pettitt'.

Scott Pettitt
Head of Devon Archives & Local Studies

Scott.Pettitt@swheritage.org.uk

We are a charity supported by Somerset and Devon County Councils and other generous funders

South West Heritage Trust is a charity and a company limited by guarantee registered in England.
Registered office: Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton, Somerset TA2 6SF
Company number: 09053532 Charity Number: 1158791 VAT Registration Number: 197221592