



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 22nd September 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 22nd
September 2025

Members Present:

Cllrs: T Huggins (Chair), B Gear, G Coulter, D Turton, J Irwin

Officers Present:

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

F2509 - 1. Welcome by Chair

Cllr Huggins welcomed the assembled.

F2509 - 2. Meeting Introduction

F2509 – 2.1. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllrs Crabb (work commitments) and Quinn (personal).

F2509 – 2.2. To note any declarations of interest

None received.

F2509 – 2.3. Chair’s discretion for any matters or announcements for Information Only

The PO had items to raise.

F2509 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded

None received.

F2509 – 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.

F2509 – 2.6. To adopt minutes of meeting held on 26th August 2025

Cllr Irwin requested that future agendas and minutes reflect the correct job titles, noting that the previous documents still contained outdated titles.

F2509 – 2.6.1. Update on actions taken from previous minutes - The PO informed members that an email had been received stating that two members of the Fore Street Association were considering taking responsibility for the lights, rather than ITC. Although this information arrived at the last minute, it will be investigated further. The PO also reported that a quote of £1,818 had been received for removing the lights and testing them. This cost would not cover any subsequent work, such as repairing faults or reinstalling the existing lights, nor the installation of new ones.



F2509 - 3. FINANCE AND AUDIT

F2509 – 3.1. Responsible Finance Officer Report ITC 25063

F2509 – 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – The signatures for the reconciliations were taken following to the meeting.

F2509 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day – Cllr Turton proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Huggins and unanimously agreed.

F2509 - 4. GENERAL PURPOSES

F2509 – 4.1. Town Assets - Facilities and Maintenance Manager and Town Maintenance Operative's Report – ITC 25064 – This report was noted by members.

F2509 – 4.2. The Lantern & Nursery update –The PO updated members, explaining that the individuals who had previously shown interest in taking over the nursery have now reconsidered. However, DCC still has funding available for anyone willing to take on the role. DCC advised the PO to draft an expression of interest, which has been completed with their support. This document outlines the requirements for managing such a service and will be shared in hopes that an external company might express interest in taking it over. In the meantime, the PO will begin preparations in case there is no external interest, including developing a business plan for the nursery and exploring the possibility of setting up a charity.

F2509 – 4.3. Ilfracombe in Bloom update – This brief update was noted by members.

F2509 – 4.4. Town Team update – via [link](#) –The PO provided updates from the recent meeting, which were noted by members. Key topics highlighted included ongoing vandalism at public toilets, an update on CCTV, and discussions around several sites currently under consideration, including the Montebello site.

F2509 - 5. Correspondence

F2509 – 5.1. Email from IBTA in relation to car park charges over the Christmas period – The PO outlined the request made in the correspondence, and it appeared that all members were in agreement that ITC should offer the car parks free of charge on these occasions. However, as this requires Full Council approval, the PO will include it as a motion on the next Full Council agenda.

F2509 – 5.2. Email in relation to funding support for South West Heritage Trust – After looking through this correspondence, it was agreed that the PO would reply requesting them to apply for a grant early next year once applications open again.

F2509 - 6. Chair's Discretion – for information only

The PO informed members that the Community Right to Bid application for the BT Exchange Centre was declined due to a lack of sufficient evidence demonstrating community benefit. Following this, the PO advised that ITC has been given the opportunity to develop a business case for the Community Asset Transfer of the Link Centre. As this offer was only recently received, it will be explored further, and updates will be brought back to council in due course. Additionally, it was noted that Northam Council will be hosting a visit from a street sweeping machine on 22nd October. The SFC has been instructed to attend and learn more about the machine and its operation.



The Chair declared the meeting closed at 20:05hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 27th October 2025 in the Council Chambers.

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

22/09/2025

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