



ILFRACOMBE TOWN COUNCIL
MINUTES – 25 – 09
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 8th September 2025

Members Present:

Councillors: M Fay (Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, P Coates, T Elliott, G Schofield, P Crabb, D Turton, D Williams, M Newland, T Huggins, N Basil, J Quinn, J Irwin

Officers Present:

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

Others Present: 4 members of the public.

2509 - 1. To receive and agree apologies and reasons for absence

Apologies: Cllrs J Quinn (personal), T Ebert (personal) & H Perrin (work commitments)

Absent: Cllr N Townsend

2509 - 2. To receive declarations of interest and consider members' submitted dispensation requests

None received.

2509 - 3. Chair's discretion for any matters or announcements for Information Only

Cllrs Elliott, J Williams and S Wilson had items to raise.

2509 - 4. To determine which items, if any, of the agenda should be taken with the public excluded

The Chair suggested items 9.2 be taken with the public excluded. This was proposed by Cllr Fay, seconded by Cllr Huggins with all in favour.

2509 - 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

One members of the public raised concerns with plans passed in relation to the Grosvenor Hotel as well as the vacant & derelict units that are along Wilder road. Cllr J Williams did confirm that ITC planning did approve plans for the Grosvenor however the ultimate response lies with NDC planning officer. The main building has legal issues in relation to ownership which was explained by Cllr Crabb.

Another member of the public presented on behalf of Community Resources. They invited members to attend an event that is taking place for their 20th birthday celebration on Friday at Hele Business Park between 11am to 2pm. Cllr Turton thanked the Community Resources team for all the work that they do round the town.

2509 - 6. To approve and adopt the Minutes of Full Council meeting – 11th August 2025 – Cllr M Fay

These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr Huggins with all in favour.

2509– 6.1. Update on actions taken from previous minutes – Nothing that is not already on the current agenda.

2509 - 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 18th August 2025 - Cllr J Williams – These minutes were noted by members. The PO highlighted that there would be a visit from the Conservation Officer from NDC would be visiting the planning committee at 6:30pm prior to their next meeting and all councillors were welcome to attend.

2509 - 8. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 26th August 2025 - Cllr T Huggins – These minutes were noted by members.

2509– 8.1. ITC 25054 – Recommendation to consider allocating up to £8,000 towards the Street Marshalls initiative – Following discussion and review of the report the motion to allocate up to £8000 towards the Street Marshalls initiative was proposed by Cllr Huggins, seconded by Cllr Crabb with all in favour.

2509 - 9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 18th August 2025 - Cllr M Fay – These minutes were noted by members.

2509- 9.1. S2508-8.2a – Recommendation for CiLCA qualification costs for CSA staff member – DALC training approximately £300 + VAT, CiLCA cost £495 (no VAT) = approximately £795 – Motion to approve the cost for a member of staff to gain the CiLCA qualification was proposed by Cllr Fay seconded by Cllr Irwin with all in favour.

2509 - 9.1. S2508-10.1 – Recommendation to enrol two members of staff on the DCC Pension Fund from the beginning of the next financial year – This item was moved to part B.

2509 – 9.3. S2508-10.2 – Recommendation to apply the National Pay Award of 3.2% for 2025/26 – Motion to pay the National Pay Award to all staff for 2025/26 was proposed by Cllr Fay, seconded by Cllr Coates with all in favour.

2509 - 10. Minutes of Devolution and LGR Committee meeting (to note and approve recommendations) – 26th August 2025 – Cllr B Gear – These minutes were noted by members. Cllr Crabb and Wilson informed members of further information regarding LGR between NDC and TDC.

2509 - 11. ITC 25055 – Report from Proper Officer – with recommendation to give designated responsibility in relation to the upgrade of computer hardware – The PO gave an overview of her report. Motion to give designated responsibility to the PO and PM to upgrade hardware was proposed by Cllr Elliott, seconded by Cllr Coates with all in favour.

2509 -11.1. ITC 25056 – Fore Street Lights Report – The PO gave an overview of the report. To avoid any ambiguity in relation to the ownership of the lights the PO recommended that the Council accept responsibility of the lights, include them as an asset, and insure them accordingly. Cllr Elliott proposed accepting the recommendation, seconded by Cllr Gear with all in favour.

2509-11.2. ITC 25057 – Lantern Flooring Replacement Report – The PO explained her report with all the quotes provided. Councillors considered the quotations and Cllr Fay recommended approving the quote by Braddicks, seconded by Cllr Elliott with all in favour.

2509 - 12. ITC 25058 – Responsible Finance Officer Report

2509 – 12.1. To review and agree current Accounting Status – The accounting for August was provided and agreed by members.

2509 – 12.2. To review and agree invoices for payment – Cllr D Williams proposed to agree the submitted invoices, including those on the addendum, for payment, this was seconded by Cllr Coates with all in favour.

2509 – 12.3. To review and make decision on Hydrologic Quotation for 25 – 27 – Motion to cancel the agreement with Hydrologic was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

2509 – 13. Programme Manager Report; including One Ilfracombe

2509 – 13.1. ITC 25059 – Programme Manager Report - The PM gave updates from his report especially around the ASB situation, litter picking and the potential move of the WBT to Combe Coastal practice and the roles that they are taking on.

2509 - 14. To receive reports/Proposals from Ilfracombe Town Councillors – None received.

2509-15. To receive reports from County/District Councillors

2509 – 15.1. ITC 25060 – District and County Council Report – Cllr S Wilson – This report was noted by members.

Cllr Crabb update – NDC updated members of items taking place at District Council.

2509-16. To receive reports from Working Groups and Councillor Champions

2509- 16.1. ITC 25061 – Lee & Lincombe Champion Report – Cllr P Coates – This report was noted by members.

2509- 17. To receive Correspondence/Licenses/Notices

2509- 17.1. Correspondence

a) **Email re: Flags in Ilfracombe** – correspondence to note.

2509-18. Chairs Discretion – for information only

Cllr Elliott highlighted the lack of lighting available around the disabled parking area of the Landmark and that this could do with being addressed.

Cllr Wilson mentioned the incidents surrounding the events that took place around the boxing event held at North Devon Resorts. Any evidence of parking, ASB and incidents can be sent to the PO to be collated to then respond directly back to the relevant agencies.

Cllr J Williams spoke about a local business owner wanting to build some lanterns in the way of a Christmas display going forward. PO confirmed that this can be presented to the council as part of public participation.

2509- 19. To agree actions from this meeting

Agreed Action	Designated to Complete Action	Deadline / when to bring update
To notify NDC that the council are willing to contribute up to £8000 towards the Street Marshalls initiative.	Proper Officer	Following the meeting/ updates to be brought back to FC
Book CiLCA qualification	Proper Officer	Following the meeting
Inform Payroll regarding the	Proper Officer	Following the meeting

National Pay award		
To renew hardware in alignment with the prebudgeted figure	Proper Officer and Programme Manager	Following the meeting
To notify Braddicks on the success of their quote in relation to the Lantern flooring	Proper Officer and Senior Facilities Co-ordinator	Following the meeting
Cancellation of Hydrologic agreement for 2025-27	RFO	Following the meeting

At this point, the meeting had continued past two hours. Cllr Fay requested permission from members to continue past this deadline. All members agreed.

The meeting then continued under Part B regulations. This was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour. The recording and live stream was stopped. All officers were asked to leave.

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.

2509 - 9.1. S2508-10.1 – Recommendation to enrol two members of staff on the DCC Pension Fund from the beginning of the next financial year – following discussion by members, this item was agreed to be deferred until after the DCC Pension review was completed in November 2025.

The Chair declared the meeting closed at 21:15hrs, the next Full Council Meeting will take place on Monday 13th October 2025 in the Council Chambers.

**Cllr Mark Fay (Mayor)
Ilfracombe Town Council
Chair**

08/09/2025