



**ILFRACOMBE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting**  
**Monday 15<sup>th</sup> December 2025 at 7:30 pm**  
**Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe**

Minutes of the Finance & General Purposes Meeting held at 7:30pm on Monday 15<sup>th</sup> December 2025

**Members Present:**

Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, P Crabb, J Irwin, N Basil and Cllr J Williams (Deputy Mayor).

**Officers Present:**

C Coombs (Responsible Finance Officer) S Seatherton (Programme Manager) and I Howard (Minute Taker)

**F2512 - 1. Welcome by Chair**

Cllr Huggins welcomed the assembled.

**F2512 - 2. Meeting Introduction**

**F2512 – 2.1. To receive and consider for approval, apologies for absence and reasons given**

Apologies were received from Cllr B Gear (personal).

**F2512 – 2.2. To note any declarations of interest**

None received.

**F2512 – 2.3. Chair's discretion for any matters or announcements for Information Only**

None received.

**F2512 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded**

No items to be taken with the public excluded.

**F2512 – 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.

**F2512 – 2.6. To adopt minutes of meeting held on 24<sup>th</sup> November 2025** – The motion to adopt the minutes was proposed by Cllr Irwin, seconded by Cllr Quinn, and unanimously approved.

**F2512 – 2.6.1. Update on actions taken from previous minutes** – IH provided an update on the Cheyne Car Park permits, informing members they would not be able to use a virtual system for the next financial year of permits but that this may happen the year after.

**F2512 - 3. FINANCE AND AUDIT**

**F2512 – 3.1. Responsible Finance Officer Report ITC 25086**

**F2512 – 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations** – These reconciliations were approved. The signatures for the reconciliations were taken following to the meeting.

**F2512 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day** – Cllr Huggins proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Quinn and unanimously agreed.



**F2512 – 3.1.3. Budget/precept for 2026/27 – to discuss and agree any further adjustments in relation to draft budget as agreed by Full Council** – After discussion, members decided to make some further adjustments to the draft budget these can be seen below:

- Cllr Huggins informed members that the cost for a new Past Mayors board will be between £350 and £520, with the final quote falling within this range. Cllr Quinn proposed accepting the final quote within this price range and adding it as a line item in the draft budget. The proposal was seconded by Cllr Crabb and unanimously agreed upon.
- The Poverty Truth Commission has suggested improvements to the reception area to make it more accessible and user-friendly for individuals in need of assistance. They have also requested funding for training reception staff to better handle visitors with complex issues, such as mental health concerns and homelessness. Cllr Huggins proposed allocating £500 for the refresh of reception items (e.g., new signage) and £250 for staff training. Cllr Quinn seconded the proposal, and it was unanimously approved.
- Cllr Huggins proposed that £500 be allocated for the Night Bus Service, this was seconded by Cllr Crabb with all in favour.
- Cllr Huggins proposed that the valuation and the projected budget for business rates will be adjusted as per the information provide by the valuation office. This was seconded by Cllr Crabb with all in favour. Once the valuation of ITCs assets are completed, an application for transitional relief will be put forward.

#### **F2512 - 4. GENERAL PURPOSES**

**F2512 – 4.1. Town Assets - Senior Facilities Coordinator & Facilities Officer Report – ITC 25087** This report was noted by members.

**F2512 – 4.2. Ilfracombe in Bloom update** – No significant updates were provided. Cllr Crabb mentioned that discussions are underway about possibly hiring a pedestrian street cleaning machine in conjunction with Ilfracombe in Bloom. However, Cllr Huggins noted that the facilities team may have recently assessed a similar machine and requested clarification on which model was considered and any feedback received.

**F2512 – 4.3. Town Team update – via [link](#)** – This minutes were noted by members.

#### **F2512 - 5. Correspondence**

- a) **Letter from Devon & Cornwall police re Night Bus Service – to review and consider contribution from ITC in relation to this service either as a 2026/27 budget line or as part of the grant funding process** – This item was discussed earlier in the meeting under item 3.1.3. After a thorough discussion, members agreed to offer a contribution towards the service. Cllr Huggins proposed allocating £500 as a 2026/27 budget line for their contribution to the Night Bus Service, which was seconded by Cllr Crabb, with all members in favour.

**F2512 - 6. Chair's Discretion – for information only** – None received.

The Chair declared the meeting closed at 20:08hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 26<sup>th</sup> January 2025 at 19:00 in the Council Chambers.

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

15/12/2025