



**ILFRACOMBE TOWN COUNCIL**  
**MINUTES – 25 – 12**  
**THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Full Council Meeting held at 7:00pm on Monday 8<sup>th</sup> December 2025

**Members Present:**

Councillors: M Fay (Mayor), G Coulter, P Coates, G Schofield, P Crabb (arrived late), D Turton, D Williams, H Perrin, T Huggins, T Ebert, N Basil, J Quinn

**Officers Present:**

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

**Others present:** Cllr S Wilson and Freeman Frances

**2512 - 1. To receive and agree apologies and reasons for absence**

Apologies were received from Cllrs: B Gear, T Elliott, J Williams, M Newland. Cllrs N Townsend and J Irwin were absent from the meeting.

**2512 - 2. To receive declarations of interest and consider members' submitted dispensation requests**  
None received.

**2512 - 3. Chair's discretion for any matters or announcements for Information Only**  
The PO, Cllr Coulter and Cllr Turton had items to raise.

**2512 - 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.

**2512 - 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**

A member of the public requested an explanation of One Ilfracombe and its activities, as well as a query about the Christmas lights on the High Street. An update was also provided on the recent Public Health meeting regarding the Tyrrell. **Cllr Crabb arrived (19:13).**

**2512 - 6. To approve and adopt the Minutes of Full Council meeting – 10<sup>th</sup> November 2025 – Cllr M Fay** – These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr D Williams with all in favour.

**2512 – 6.1. Update on actions taken from previous minutes** – None received.

**2512 - 7. Minutes of Staffing Committee meeting (to note and approve recommendations) – 17<sup>th</sup> November 2025 - Cllr M Fay** – These minutes were noted by members.

**2512 – 7.1. As per item S2511-10.1, recommendation to agree proposed Staffing Precept Budget to include all increases to wages and future employment opportunities for 2026/27 –**  
Motion to agree this budget was proposed by Cllr Fay, seconded by Cllr Coulter with all in favour.

**2512 - 8. Minutes of Planning Committee meeting (to note and approve recommendations) – 17<sup>th</sup> November 2025 - Cllr J Williams** – These minutes were noted by members.

**2512 - 9. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 24<sup>th</sup> November 2025 - Cllr T Huggins** – These minutes were noted by members.

**2512 – 9.1. As per item F2511-3.1.3, to review and agree 2026-27 Draft Budget** – Motion to agree the above item was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

**2512 – 9.2. As per item F2511-4.8, to agree to recommendations as highlighted in report ITC 25081** – Motion to agree the above item was proposed by Cllr Schofield, seconded by Cllr Coulter with all in favour.

**2512 - 10. ITC 25082 – Report from Proper Officer** – The PO provided a brief update: the catenary wires on Fore Street have been tested and reinstalled at no cost to ITC, covered by NDC. The Action for Children properties team has inspected the Lantern Nursery building, and a meeting tomorrow should produce figures, allowing a business plan to take shape, with plans to open by February 2026. All LGR proposals have been submitted to the government; the PO encouraged members to review them ahead of the public consultation, expected in early 2026.

**2512 - 11. ITC 25083 – Responsible Finance Officer Report**

**2512 – 11.1. To review and agree current Accounting Status** – The accounting status was provided and agreed by members.

**2512 – 11.2. To review and agree invoices for payment** – Cllr Huggins proposed to agree the submitted invoices, including those on the addendum, for payment, this was seconded by Cllr Fay with all in favour.

**2512 - 12. Programme Manager Report; including One Ilfracombe Update**

**2512 – 12.1. ITC 25084 – Programme Manager Report** – The PM gave an explanation on key points in his report.

**2512 - 13. To receive reports/Proposals from Ilfracombe Town Councillors** – None received.

**2512 - 14. To receive reports from County/District Councillors**

Cllr Quinn gave a brief update on recent meetings he has attended.

**2512 – 14.2. ITC 25085 – Report to ITC Cllr S Wilson** – This report was noted by members.

**2512 - 15. To receive reports from Working Groups and Councillor Champions** – Cllr Coates gave a verbal report on the current issues regarding Lee and Lincombe.

**2512 - 16. To receive Correspondence/Licenses/Notices**

**2512 – 16.1. Correspondence**

- a) **Report of a public meeting on the 20th November 2025 held at the Lantern, Ilfracombe to discuss 'The Future of Healthcare in Ilfracombe'** – Cllr Huggins gave a further update on what came out of this meeting.
- b) **Space Youth Services – Ilfracombe: A Youth Voice Consultation** – This correspondence was noted by members.
- c) **IBTA email regarding Marketing Workshops** – The PO explained the correspondence and received some general feedback from members which was ITC would not be financing anything until the new marketing communications officer is hired.

**2512 - 17. To review Library Consultation - [Have Your Say Today - Complete our survey - Shaping Devon's Library Service](#)** – Cllr Huggins proposed to draft a short letter to put forward members' thoughts on the matter, this was seconded by Cllr D Williams with all in favour. The PO will send this out to Cllr Elliott and Wilson before sending to DCC and also encouraged members to fill in the survey individually.

**2512 - 18. To review and agree Public Consultation in relation to Round 2 of Community Governance Review - [Community Governance Review \(CGR\) Round 2 | Let's Talk North Devon](#)** – All members were in agreement for the second round of this review.

**2512 - 19. To review and agree Licence or acceptance of Licence for Bandstand at Runnymede Gardens** – Following discussion, it was agreed that this item would be deferred to January's Full Council meeting in order to allow Cllr Schofield to clarify some items of the licence before accepting.

**2512 - 20. Chairs Discretion – for information only** – Cllr Turton raised concerns about underage vape sales, which the PO noted may be beyond ITC's influence but can be reported to Town Team, who liaise with the Police. The PO will also inform NDC licensing. Cllr Coulter raised issues with NDC's event planning procedures following the recent Winter Wonderland event at Biclescombe Park; Cllr Quinn will address this and explore streamlining options. The PO shared that Cornwall Police sent a letter about the successful Night Bus initiative and requested feedback on whether to continue funding through grants or by adding a dedicated budget line. This will be discussed at an F&GP meeting. The PO also provided an update on the precept: business rates are still under review, and while exact figures are pending, the RFO will follow up with NDC, hoping the 5% precept increase will cover any rate hikes. Additionally, the mayoral boards need updating soon, and quotes will be presented at F&GP. The Poverty Truth Commission's final event on December 4th was successful, and the PO plans to invite James for a presentation on the project's outcomes in February.

**2512 - 21. To agree actions from this meeting**

<b>Agreed Action</b>	<b>Designated to Complete Action</b>	<b>Deadline / when to bring update</b>
PO to draft a letter to DCC regarding Library Consultation	Proper Officer	Following the meeting

The Chair declared the meeting closed at 20:52hrs, the next Full Council Meeting will take place on Monday 12<sup>th</sup> January 2026 in the Council Chambers.

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

**08/12/2025**