



**ILFRACOMBE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting**  
**Monday 26<sup>th</sup> January 2026 at 7:00 pm**  
**Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe**

Minutes of the Finance & General Purposes Meeting held at 7:00pm on Monday 26<sup>th</sup>  
January 2026

**Members Present:**

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

**Officers Present:**

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

**F2601 - 1. Welcome by Chair**

Cllr Huggins welcomed the assembled.

**F2601 - 2. Meeting Introduction**

**F2601 – 2.1. To receive and consider for approval, apologies for absence and reasons given** – Apologies were received from Cllrs D Turton (work commitments), B Gear (personal) and J Irwin (personal).

**F2601 – 2.2. To note any declarations of interest** – None received.

**F2601 – 2.3. Chair’s discretion for any matters or announcements for Information Only**  
– The RFO had an item to raise.

**F2601 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded** – The PO suggested item 4.4. be taken with the public excluded. This was proposed for approval by Cllr Huggins, seconded by Cllr Coulter with all in favour.

**F2601 – 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.

**F2601 – 2.6. To adopt minutes of meeting held on 15<sup>th</sup> December 2025** – Motion to adopt these minutes was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

**F2601 – 2.6.1. Update on actions taken from previous minutes** – No updates received.



## **F2601 - 3. FINANCE AND AUDIT**

### **F2601 – 3.1. Responsible Finance Officer Report ITC 25096**

**F2601 – 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.

**F2601 – 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.

### **F2601 – 3.2. Reports to review, consider and recommend to Full Council**

**F2601 – 3.2.1. ITC 25097 - Financial Regulations** – Motion to recommend the financial regulations as they stand with amendments to FC was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

**F2601 – 3.2.2. ITC 25098 – Financial Risk Assessment, Jan 2026** – Motion to recommend the financial risk assessment as it stands with amendments to FC was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

**F2601 – 3.2.3. ITC 25099 – Change in Electrical Supplier to High Street Car Park** – Motion to recommend to FC that ITC take up the British Gas offer for the High Street Car Park was proposed by Cllr Huggins, seconded by Cllr Quinn and unanimously agreed.

**F2601 – 3.2.4. ITC 25100 – High Street Car Park CCTV Provision (LD)** – Cllr Quinn proposed that the committee recommend to FC that ITC should not accept the CCTV quote or take any action at this time, with the option to review the matter in the future if necessary. The proposal was seconded by Cllr Huggins and agreed unanimously.

**F2601 – 3.3. Review of High Street Car Park Loan** – Members discussed the possible options available regarding the loan. No decisions were made at this time; this will be raised at Februarys FC Meeting.

## **F2601 - 4. GENERAL PURPOSES**

**F2601 – 4.1. Town Assets - Senior Facilities Coordinator & Facilities Officer Report – ITC 25101** – Members noted the report, and the PO presented a verbal proposal. This proposed that the team purchase a weed ripper that had been budgeted for in the next financial year, but bring the purchase forward to the current year so it is available for the upcoming spring clean. The RFO advised that the cost could be temporarily met from the minor assets reserve and replenished in April. A motion to recommend this purchase to FC for approval was proposed by Cllr Huggins, seconded by Cllr Quinn, and agreed unanimously.



**F2601 – 4.2. Town Team update – via [link](#)** – This minutes were noted by members.

**F2601 – 4.3. Ilfracombe in Bloom update** – These minutes were noted by members.

**F2601 – 4.4. Link Centre update** – This item was taken with the public excluded.

**F2601 – 4.5. To agree Cheyne Parking permit for St Nicholas' Chapel custodian** – Motion to agree the permit for St Nicholas' Chapel custodian was proposed by Cllr Huggins, seconded by Cllr Crabb with all in favour. Members also agreed that this decision should be carried forward annually to avoid repeated reconsideration.

**F2601 – 4.6. To set up Insurance review working group** – The PO advised members that ITC's current insurance policy with Zurich is due to expire and that she would like to establish a working group to consider next steps. Cllr J Williams volunteered to join the group; however, the PO will take this to FC to identify any other members who may be interested or have relevant expertise.

**F2601 – 4.7. To review and recommend to Full Council the Bandstand Licence** – After discussion, Cllr Quinn proposed that the committee recommend to the FC that the Bandstand licence be accepted, in line with the guidance provided by NDC via email to the PO. This proposal was seconded by Cllr Huggins, with all members in favour.

#### **F2601 - 5. Correspondence**

- a) **To review Underwood Wright survey letter** – This letter will be taken to an Insurance working group meeting for review.

**F2601 - 6. Chair's Discretion – for information only** – The RFO provided an update, informing the committee that NDC Trade Waste had contacted her to confirm the service will end on 1st April. They also supplied a list of alternative private companies to consider for taking over the collections. She will reach out to these companies for quotes and will provide feedback.

At this point, the meeting continued under Part B regulations. This was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour. All officers were invited to stay.

***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.***



**F2601 – 4.4. Link Centre update** – The PM provided an update on the current situation regarding the Link Centre which was then discussed between members. The PO will be doing a site visit this week.

The Chair declared the meeting closed at 20:17hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 23<sup>rd</sup> February 2026 at 19:00hrs in the Council Chambers.

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

**26/01/2026**

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