



Full Council Meeting – Monday 9th February 2026 at 7.00pm

INDEX

Pages

INDEX	Pages
AGENDA	2-3
6. Minutes of Full Council Meeting 12 th January 2026	4-7
7. Minutes of Planning committee meeting 19 th January 2026	8-9
8. Minutes of Devolution and LGR meeting 26 th January 2026	10-11
9. Minutes of Staffing committee meeting 26 th January 2026	12-14
10. Minutes of F&GP committee meeting 26 th January 2026	15-18
F2601 – 3.3. ITC 26001 High Street Car Park Replacement Loan options (to follow)	
F2601 – 4.7. Draft Event Agreement	19-22
11. ITC 25002 – Proper Officer Report	23-25
12. ITC 25003 – RFO Report	26-45
13.1. ITC 25004 – Programme Manager Report	46-56
13.2. ITC 25005 – New ITC branding guidelines (to follow)	
14.1. ITC 26006 – Report re Supported Housing Act 2023	57-59
16.1. ITC 25007 – Lee & Lincombe Champion Report Cllr P Coates	60



Members of Ilfracombe Town Council – You are hereby summoned to attend:

**Full Council Meeting – Monday 9th February 2026 at 7:00 pm
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Council members, you are hereby summoned to attend – Cllrs: 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, H Perrin, N Townsend, T Huggins, T Ebert, N Basil, J Quinn, J Irwin

Council Members are requested that if they wish to give apologies that they do so before 5:00pm on the day of the meeting

This meeting will be streamed and recorded live via Zoom. All guidance relating to this can be found in our Live Streaming and Recording of Public Council Meetings Policy available on our website.

The meeting will be opened with prayers. Anyone not wishing to join during this period can request to be shown to the 'waiting room' and join the meeting directly afterwards.

AGENDA

- 1. To receive and agree apologies and reasons for absence**
- 2. To receive declarations of interest and consider members' submitted dispensation requests**
- 3. Chair's discretion for any matters or announcements for Information Only**
- 4. To determine which items, if any, of the agenda should be taken with the public excluded**
- 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
(Recording, photographs and filming – In accordance with the Openness of Local Government Bodies Regulations 2014 the press or public may audio-record, photograph or film meetings. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting)
- 6. To approve and adopt the Minutes of Full Council meeting – 12th January 2026 – Cllr M Fay**
 - 6.1. Update on actions taken from previous minutes**
- 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 19th January 2026 - Cllr J Williams**
- 8. Minutes of Devolution and LGR meeting (to note and approve recommendations) – 26th January 2026 – Cllr P Crabb**
 - 8.1. To agree a list of NDC assets for which an Expression of Interest is to be submitted (D2601 - 8.)**
- 9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 26th January 2026 - Cllr M Fay**
 - 9.1. To agree the PO role be moved onto the Local Government Pension Scheme commencing 1st April 2026 (S2601-9.2.)**
 - 9.2. To agree job description for future Community Officer role (S2601-9.3.)**
- 10. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 26th January 2026 – Cllr T Huggins**
 - 10.1. To accept the updates to the Financial Regulations as per ITC 25097**
 - 10.2. To agree the Financial Risk Assessment 2026 as it stands, with action to review the Data Protection Policy as identified as per ITC 25098**

- 10.3. To agree that ITC take up the British Gas offer for the High Street Car Park as per ITC 25099
- 10.4. To agree not to accept the CCTV quote for the High Street Car Park with the option to review the matter in the future if necessary as per ITC 25100
- 10.5. To agree option for High Street Car Park Loan arrangements as per ITC 26001
- 10.6. To agree the purchase a weed ripper (F2601 – 4.1.)
- 10.7. To set up Insurance review working group
- 10.8. To agree to accept the Bandstand Licence and the draft Event Agreement (F2601 – 4.7.)
11. **ITC 26002 – Report from Proper Officer**
 - 11.1. To review and agree current Councillor Champion roles
12. **ITC 26003 – Responsible Finance Officer Report**
 - 12.1. To review and agree current Accounting Status
 - 12.2. To review and agree invoices for payment
13. **Programme Manager Report; including One Ilfracombe Update**
 - 13.1. ITC 26004 – Programme Manager Report
 - 13.2. ITC 26005 – To approve the new ITC branding guidelines
 - 13.3. To review and agree recommendation for funding towards publishing of town maps as per report
14. **To receive reports/Proposals from Ilfracombe Town Councillors**
 - 14.1. To agree to send a letter to the Ministry of Housing, Community and Local Government as per ITC 26006 – Cllr T Elliott
15. **To receive reports from County/District Councillors**
16. **To receive reports from Working Groups and Councillor Champions**
 - 16.1. ITC 26007 – Lee & Lincombe Champion Report – Cllr P Coates
17. **To receive Correspondence/Licenses/Notices**
18. **Chairs Discretion – for information only**
19. **To agree actions from this meeting**

*Members of the Press and Public are welcome to attend
The reception doors will be open from 6:45pm-7:00pm*



Laura Donovan
Proper Officer – Ilfracombe Town Council

04/02/2026



ILFRACOMBE TOWN COUNCIL
MINUTES – 26 – 01
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 12th January 2026

Members Present:

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

Officers Present:

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

Others present: Pastor Geoff Hills and 2 members of the public

2601 - 1. To receive and agree apologies and reasons for absence

Apologies were received from Cllrs: B Gear, J Williams, J Irwin and H Perrin. Cllr N Townsend was absent from the meeting.

2601 - 2. To receive declarations of interest and consider members' submitted dispensation requests
None received.

2601 - 3. Chair's discretion for any matters or announcements for Information Only
Cllr Elliott and the PO had item to raise.

2601 - 4. To determine which items, if any, of the agenda should be taken with the public excluded
The PO suggested item 11.4 be taken with the public excluded as she had received new information that was not yet in the public domain and could influence the decision on the precept. All members were in favour to move this item to be Part B.

Cllr Turton arrived late (7:07pm)

2601 - 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 raised queries regarding the museum and recent discussions about the potential for a ferry service between Ilfracombe and Wales, which were largely addressed by the PO. Another member of the public expressed concerns about the closure of Tunnels Beach following recent rockfall issues. Cllr Crabb provided an update on the situation to date, and members agreed it would be beneficial for the PO to contact the owners of the Tunnels to request a more up-to-date update.

2601 - 6. To approve and adopt the Minutes of Full Council meeting – 8th December 2025 – Cllr M Fay – These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr Crabb with all in favour.

2601 – 6.1. Update on actions taken from previous minutes – No updates made.

2601 - 7. Minutes of Staffing Committee meeting (to note and approve recommendations) – 15th December 2025 - Cllr M Fay – These minutes were noted by members.

2601 – 7.1. ITC 25093 – To agree a temporary three month contract for the vacant Community Engagement and Volunteer officer position – Motion to agree the temporary three month contract was proposed by Cllr Fay, seconded by Crabb with all in favour.

2601 - 8. Minutes of Planning Committee meeting (to note and approve recommendations) – 15th December 2025 - Cllr J Williams – These minutes were noted by members.

2601 - 9. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 15th December 2025 - Cllr T Huggins – These minutes were noted by members.

2601 - 10. ITC 25087 – Report from Proper Officer – The PO provided a verbal update to inform members of several key developments since her return. A further update on the Lantern Nursery will be provided following a meeting scheduled for this week with the Properties Team. The PO has received documentation from Underwood Wright Chartered Surveyors, which will be presented at this month's F&GP meeting. She also highlighted that ITC's insurance is due to expire and will need to be renewed.

2601 - 11. ITC 25088 – Responsible Finance Officer Report

2601 – 11.1. To review and agree current Accounting Status – The accounting status was provided and agreed by members.

2601 – 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 Quinn with all in favour.

2601 – 11.3. ITC 25089 – to review and agree items for addition to the 2026-27 Budget – Motion to agree the items as per report ITC 25089 was proposed by Cllr Huggins, seconded by Cllr Quinn was all in favour.

2601 – 11.4. ITC 25090 – to approve 2026-2027 Precept/budget final figures – This item was taken with the public excluded.

2601 – 11.5. ITC 25091 – to update expected expenditure from the Town Development Reserve in 2025-26 budget Cllr T Huggins – Cllr Schofield proposed to make the update as per ITC 25091, this was seconded by Cllr Turton with all in favour.

2601 - 12. Programme Manager Report; including One Ilfracombe Update

2601 – 12.1. ITC 25092 – Programme Manager Report – The PM gave an explanation on key points in his report.

2601 - 13. To receive reports/Proposals from Ilfracombe Town Councillors – None received.

2601 - 14. To receive reports from County/District Councillors – The PO circulated Cllr S Wilsons report prior to the meeting. Cllr Quinn provided an update following a recent licensing meeting, and Cllr Crabb

shared new information on LGR, including an indicative timeline.

2601 - 15. To receive reports from Working Groups and Councillor Champions

2601 – 15.1. ITC 25094 – Lee & Lincombe Champion Report – Cllr P Coates – After discussions regarding the report, members agreed to delegate the PO to send a letter to our MP highlighting concerns raised by Cllr Coates in regards to the impact losing copper landlines could have on residents living in rural areas. The rest of the report was noted by members.

2601 - 16. To receive Correspondence/Licenses/Notices

2601 – 16.1. Local Plan Survey – to collate and agree response on behalf of ITC for Ilfracombe, Lee and Lincombe – The PO requested that members submit any comments regarding this by the end of the week so that she can collate these and forward them to NDC before the deadline.

2601 - 17. To review and agree Licence or acceptance of Licence for Bandstand at Runnymede Gardens – Following discussion, it was agreed that the PO would revert to NDC to query the contract and to clarify ITC’s preferred role and responsibilities in respect of the Bandstand.

2601 - 18. Chairs Discretion – for information only – Cllr Elliott requested the installation of a bus shelter on St Brannocks Road at the Bicclescombe Park Road junction on behalf of a member of the public. As the PO needs to contact the relevant company regarding an alternative location, she advised that she would also explore this request. Cllr Elliott then raised concerns about the need for stronger regulations around supported living to prevent landlords from exploiting vulnerable individuals through housing benefit. Shee noted that the relevant legislation intended to address this issue has been stalled and expressed a wish to write to the Minister for Housing to seek clarification and urge that the legislation be implemented as soon as possible. The PO advised that this could not be agreed under the Chair’s discretion and requested that Cllr Elliott draft the letter and bring it to the next FC meeting for consideration and approval.

The PO advised that a public meeting will be held on 20 January in the Lantern Club Room to discuss a new reporting app for local business owners. This initiative has come from the Town Team and is intended to help address issues within the town, particularly on the High Street. She also informed members that James from the Poverty Truth Commission will be attending to deliver a presentation prior to next month’s Full Council meeting and invited all members to attend at 6.00pm.

2601 - 19. To agree actions from this meeting

Agreed Action	Designated to Complete Action	Deadline / when to bring update
Inform candidate of success in receiving temporary three month contract for the vacant Community Engagement and Volunteer officer position	PO/ PM	Following the meeting
Add additional 5 items to 2026-27 budget as per ITC 25089	RFO	Following the meeting
Update expected expenditure from the Town Development Reserve in 2025-26 budget as	RFO	Following the meeting

per ITC 25091		
Contact NDC in regards to Bandstand contract	PO	Following the meeting

At this point, the meeting continued under Part B regulations. This was proposed by Cllr Fay, seconded by Cllr Crabb with all in favour. The recording and live stream was stopped. 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.

2601 – 11.4. ITC 25090 – to approve 2026-2027 Precept/budget final figures – The PO gave an update in regards to a possible loss of income, following this, members agreed to keep the precept as £579528.18 as per ITC 25090. This was proposed by Cllr Huggins, seconded by Cllr Fay with all in favour apart from one abstention.

The Chair declared the meeting closed at 20:54hrs, the next Full Council Meeting will take place on Monday 9th February 2026 in the Council Chambers.

Cllr Mark Fay (Mayor)
Ilfracombe Town Council
Chair

12/01/2026



ILFRACOMBE TOWN COUNCIL
Planning and Environment Committee Meeting
MINUTES – 26 – 01
THE COUNCIL CHAMBER, THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE

Minutes of Planning and Environment Committee Meeting Monday 19th January 2026 at 7:00pm

Members Present:

Cllrs: J Williams (Chair/Deputy Mayor), D Williams (Deputy Chair), G Coulter, N Basil

Officers Present:

I Howard (Minute Taker)

P2601 - 1. Welcome by Chair

Cllr J Williams welcomed the assembled.

P2601 - 2. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllrs Coates and Schofield (personal).

P2601 - 3. To Receive and record declarations of interest as required under the code of conduct (revised 10/12/18). A book for members to record their declarations of interest will be available

None received.

P2601 - 4. Chair's discretion for any matters or announcements for Information Only

None received.

P2601 - 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.

P2601 - 6. Adoption of minutes & matters arising from actions from 15th December 2025

Members requested that the comments recorded under application Ref. 81086 be amended to reflect the wording change made after the draft minutes, ensuring the minutes accurately match the comments submitted to NDC. The motion to adopt the minutes, incorporating the requested amendments, was proposed by Cllr Coulter and seconded by Cllr Basil, with all members in favour. The December draft minutes will be updated in line with the comments submitted to NDC.

P2601 - 7. To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered (Appendix I – to be circulated)

Application Number	Applicant	Detail	End of consultation	Comments
81121	Tom Beecham	Erection of two-storey rear extension - 6 Biclescombe Gardens Ilfracombe Devon EX34 8EX	05/01/2026	Extension to 20/01/2026 requested on 16/12/2025
<p>Discussion: Following discussion, members considered it appropriate to reiterate the concerns raised by Environmental Health in relation to noise issues that could arise due to the placement of the proposed first floor balcony and trust that the applicant will give due consideration to these matters.</p> <p>Recommendation: Support. Motion to support this application was proposed by Cllr Basil, seconded by Cllr D Williams with all in favour.</p>				
81158	Spencer Searle	Approval of details in respect of part discharge of condition 10 (Phase 1 Preliminary Risk Assessment) attached to planning permission 72859 (Part demolition)	13/01/2026	To note only

		& conversion, extension & alteration of existing hotel to form 17 No. dwellings; erection of 4 No. homes, erection of cafe facilities and associated works, landscaping, drainage & highway works (amended/further plans/documents) - Lee Bay Hotel, Lee, Ilfracombe, Devon, EX34 8LR		
Discussion: This application was noted by members.				
81239	Aaron Puffett	Approval of details in respect of discharge of condition 33 (LEMP) attached to planning permission 56675 (Outline application for 750 dwellings together with a mixed use centre (the hub) comprising 250m2 retail (A1); financial services (A2); restaurants, pubs & takeaways (A3, A4, A5); up to 3250m2 of business uses (B1); community uses (including health centre) (D1); a community pavilion (D2); access from Old Barnstaple Road; extra care housing/facility; primary school; green infrastructure including formal & informal open space & amenity space; sustainable drainage systems; infrastructure (including highways & utilities (including gas, electric, water, sewerage & telecommunications); highway, cycle & pedestrian routes; site reclamation (including the demolition & removal of structures (including channel farm)); & engineering works (including ground remodelling) (amended documents - location plan, parameters plan, environmental statement addendum, ecological appraisal & flood risk asses - Land between A361 & B3230 South of Ilfracombe Devon	30/01/2026	To note only
Discussion: This application was noted by members.				

P2601 - 8. NDC Decisions – See Planning Notes – Read out.

P2601 - 9. Correspondence – None received.

P2601 - 10. Chairs Discretion – for information only – None received.

The meeting was declared closed at 19:12hrs, the next Planning Committee Meeting will take place Monday 16th February 2026 at 19:00hrs in the Council Chambers.

Clr J Williams
Chair
Ilfracombe Town Council

19/01/2025



ILFRACOMBE TOWN COUNCIL
Devolution and Local Government Reorganisation Sub-Committee Meeting
Monday 26th January 2026 at 5:00pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Minutes of the Devolution and Local Government Reorganisation Sub-Committee
Meeting held at 5:00pm on Monday 26th January 2026

Members Present:

Clrs: P Crabb (Chair), T Elliott, T Huggins

Officers and Other Members Present:

L Donovan (Proper Officer), I Howard (Minutes Taker), S Seatherton (Programme Manager)
Cllr S Wilson and Cllr M Newland

This meeting started late at 5:14pm.

D2601 - 1. To receive and consider for approval, apologies for absence and reasons given
Apologies were received from Clrs B Gear (personal), D Turton (work commitments) and D Williams (work commitments).

D2601 - 2. To note any declarations of interest

None received.

D2601 - 3. Chair's discretion for any matters or announcements for Information Only

None received.

D2601 - 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.

D2601 - 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.

D2601 - 6. To adopt minutes of meeting held on 26th August 2025

These minutes were proposed for adopted by Cllr Huggins, seconded by Cllr Crabb with all in favour.

a) **Update on actions taken from previous minutes** – None received.

D2601 - 7. Proper Officer Update

a) **Cluster working update** – The PO informed members that she had recently attended a meeting with representatives from Barnstaple, Braunton, and Lynton/Lynmouth to review and map out their views on what the cluster arrangements should look like. The PO presented the conclusions reached from that meeting. Following this, the new Marketing and Communications Officer is preparing an engagement piece to gather parish views on



the future of clusters. A SurveyMonkey questionnaire will be circulated to all parishes once approved by DALC, and the PO will feedback any responses received.

- b) DALC Steering Group update** – No major updates since the meeting in December, however there are plans to set up a new meeting in the near future so anything important will be feedback.

D2601 - 8. To review previously mapped NDC assets and recommend to Full Council those for which an Expression of Interest is to be submitted – After discussion, members agreed on a list of assets to recommend to FC for ITC to submit expressions of interest. This will be raised in February's Full Council Meeting.

D2601 - 9. Chair's Discretion – for information only – None received.

The Chair declared the meeting closed at 6:02pm, the next Devolution and LGR meeting date to be confirmed.

Cllr Paul Crabb
Chair of Devolution & Local Government Reorganisation
Ilfracombe Town Council

26/01/2026



**ILFRACOMBE TOWN COUNCIL
MINUTES – 26 – 01
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Staffing Committee Meeting held at 18:00pm on Monday 26th
January 2026

Members Present:

Councillors: M Fay (Mayor), G Coulter, P Crabb

Officers & Councillors Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager), Cllr T Huggins, Cllr T Elliott

- S2601 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2601 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Gear and Irwin.
- S2601 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2601 - 4. Chair's discretion for any matters or announcements for Information Only.**
None received.
- S2601 - 5. To adopt the minutes of the meeting held 15th December 2025 and note matters arising**
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Coulter with all in favour.
- S2601 - 6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
Cllr Elliott wished to express her thanks to the ITC facilities team and NDC for the clear up they did around the Link Centre and Cow Lane.
- S2601 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":** The PO recommended that item 9.2 to be taken with the public excluded.
- S2601 - 8. Updates:**
S2601 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated all members that all annual leave, sick leave and accrued time was under control and nothing to note currently.

S2601 – 8.2. To consider and agree any training or conference requirements and requests:

a) ITC 25095 – Request approval to attend SLCC Regional Training Seminar

The PO presented the report. Cllr Fay proposed to accept this request, seconded by Cllr Crabb with all in favour.

S2601 – 8.3. Update on any staffing reviews:

All staffing reviews are up to date and nothing significant to report.

S2601 - 9. Project Feedback

S2601 – 9.1. Report on progress against the Programme Manager’s programme overview with resource management/pinch-points:

PM reported that there were work streams which have been identified by One Ilfracombe board. These are to be discussed further and brought back to staffing in time. The new Comms and Marketing Officer is now in place and has been working on branding guidelines for ITC, OI and the Lantern.

S2601 – 9.2. ITC 25077-A. To review and agree staff terms for long term staff – follow on from November meeting S2511-9.2

This items was discussed with the public excluded

S2601 – 9.3. To review and agree job description for future Community Officer Role:

Following discussions it was agreed that the PM would circulate the job description via email for discussion and recommendation to Full Council.

S2601 - 10. Correspondence

Letter received from DALC in relation to study agreement in relation to CiLCA. This was noted and signed by the Chair on behalf of the council.

S2601 - 11. Chairs Discretion – for information only

None received.

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Crabb with all in favour. Cllr Fay invited PO, PM and other Councillors 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.

**Disclosable Information for Part B Staffing Meeting Minutes
26th January 2026**

S2601-9.2 ITC 25077-A. To review and agree staff terms for long term staff – follow on from November meeting S2511-9.2:

Initial recommendation to Full Council is to accept that the PO role be moved onto the LGPS commencing from 1st April 2026 as budgeted for within the 2026/27 budget.

Following discussions it was agreed that the Chair will call a secondary councillor only meeting to discuss the report in further detail.

The meeting closed at 18:45am. The next Staffing committee meeting will be held on Monday 16th February 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

26/01/26

DRAFT



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 26th 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 26th
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 15th 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 action to review the Data Protection Policy as identified, 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 23rd February 2026 at 19:00hrs in the Council Chambers.

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

26/01/2026

DRAFT

EVENT AGREEMENT



This Event Agreement (“Agreement”) is made between:

Ilfracombe Town Council (“the Council”) of 44 High Street, Ilfracombe, Devon,
EX34 9QB

and

[Event Organiser Name] (“the Organiser”) of **[Address]**

1. Event Details

- **Event Name:** [Event title]
- **Description:** [Brief description]
- **Date(s):** [Date(s)]
- **Times (including set up and break down):** [Times]
- **Expected Attendance:** [Number]
- **Location:** Ilfracombe Bandstand and surrounding areas of Runnymede Gardens (“the Site”)

2. Licence to Use the Site

- 2.1 The Council grants the Organiser a non-exclusive, temporary licence to use the Site for the purpose of the Event, subject to the terms of this Agreement and the conditions set out in the Bandstand Licence.
- 2.2 This Agreement does not create a tenancy or any legal interest in the land.

3. Fees and Deposits

- **Hire Fee:** £[amount]
- **Refundable Damage/Cleaning Deposit:** £[amount]

The Council reserves the right to deduct costs for damage, cleaning, or breach of conditions.

4. Responsibilities of the Organiser

The Organiser shall:

- Comply with all conditions of this Agreement and any instructions from the Council or its officers.

- Ensure the Event is managed in a safe, orderly, and lawful manner.
- Be responsible for all contractors, performers, staff, volunteers, and attendees.

5. Health & Safety

- 5.1 The Organiser must provide a suitable **Risk Assessment** and, where appropriate, an **Event Management Plan**, at least **14 days** before the Event.
- 5.2 The Organiser must comply with all relevant health and safety legislation, including the Health and Safety at Work Act 1974.
- 5.3 Adequate first aid provision must be in place for the duration of the Event.

6. Security and Stewarding

- 6.1 The Organiser must provide sufficient stewards and/or licensed security personnel appropriate to the size and nature of the Event.
- 6.2 Where required, stewards or security staff must be SIA-licensed.
- 6.3 The Organiser is responsible for crowd control, access management, and emergency procedures.

7. Insurance

- 7.1 The Organiser must hold **Public Liability Insurance** with a minimum indemnity of **£5 million**.
- 7.2 Evidence of insurance must be provided to the Council no later than **14 days** prior to the Event.

8. Licences and Permissions

The Organiser is responsible for obtaining and complying with all necessary licences and consents, including but not limited to:

- PRS for Music / PPL licences for live or recorded music
- Temporary Event Notice (TEN) if required
- Permission for sale of alcohol or food
- Any required permissions from Devon & Cornwall Police or Devon County Council

9. Noise and Nuisance

- 9.1 Noise levels must be kept within reasonable limits and comply with any conditions imposed by Environmental Health.
- 9.2 The Council reserves the right to require the volume to be reduced or the Event to stop if noise causes nuisance.

10. Protection of the Site

- 10.1 No damage may be caused to the Bandstand, gardens, planting, fixtures, or surrounding areas.
- 10.2 No fixings, stakes, or structures may be installed without prior written approval from the Council.
- 10.3 Vehicles are not permitted on grassed areas without written permission.

11. Cleaning and Waste

- 11.1 The Organiser must keep the Site clean and tidy throughout the Event.
- 11.2 All litter and waste must be removed immediately following the Event.
- 11.3 The Site must be left in the same condition as found. Failure to do so may result in cleaning charges.

12. Cancellations

- 12.1 The Council reserves the right to cancel the Event if conditions of this Agreement are breached or if public safety is at risk.
- 12.2 In the event of severe weather or circumstances beyond the Council's control, the Council will not be liable for any losses incurred by the Organiser.

13. Indemnity

The Organiser shall indemnify the Council against all claims, losses, damages, or expenses arising from the Event, except where caused by the Council's negligence.

14. Equality and Accessibility

The Organiser must comply with the Equality Act 2010 and ensure reasonable access for people with disabilities.

15. Termination

The Council may terminate this Agreement immediately if any term is breached or if the Event poses a risk to public safety or the Site.

16. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of England and Wales.

Signed for and on behalf of Ilfracombe Town Council

Name: _____

Position: _____

Date: _____

Signed by the Event Organiser

Name: _____

Organisation: _____

Date: _____



REPORT TO: Full Council
DATE: 7th February 2026
SUBJECT: Proper Officer Report
PREPARED BY: Laura Donovan

REPORT NO: ITC 26002

INTRODUCTION

This report is an update on Ilfracombe Town Council activity and work taken place as of 7th January 2026 to 4th February 2026.

REPORT

Nursery

This project is still going forward however slightly slower than I would have hoped. We have been having meetings as a collective together with DCC, Action for Children and Learn Devon to establish some educational paths to run in conjunction with the Job and Skills Fair on 25th February at North Devon Resorts.

Devolution/LGR and Clusters

Now that the proposals have been submitted to central government, we are expecting that there will be a further timeline on things moving forward. As far as we are aware this is what to expect:

7 Week Consultation	February 2026
Government Decision on proposal	June/July/August 2026
Legislation Laid	July/August 2026
Structural Change Order	Sept/Oct 2026
Moratorium	Sept/Oct 2026
Elections to New Unitary	May 2027
Vesting Day	April 2028

Following on from this information we have had notification from NDC that they will consider expressions of interest from councils prior to the deadline 12th February 2026. There are certain rules in relation to these. They are as follows:

1. Income generating assets such as car parks are generally not likely to be transferred unless there are very strong reasons for doing so,
2. Community assets such as open space, parks, public conveniences might potentially be available to transfer,
3. Assets intended to cross subsidise revenue costs to maintain other community assets will not be transferred,



4. Parish and Town Councils must pay the costs of the transfer,
5. Any request for a transfer must be accompanied by a reasoned justification outlining the reasons why a transfer is desired at this stage, how the community will benefit from a transfer and setting out the implications on the community of the potential transfer eg: any necessary increase in the precept levied,
6. Any requests for a transfer must be submitted by Thursday 12 February 2026.

With all the above in mind the Devolution and LGR Sub Committee has created a list for recommendation of assets that they wish to put forward. These will be sent out separately for consideration by Full Council.

As yet we have had no indication from DCC that they will be looking to devolve any assets or services at this point.

Clustering

As we have tried to engage with NDC to get some work organised on Clustering with no result, the towns of Barnstaple, Ilfracombe, Lynton & Lynmouth and Braunton (parish), have decided to move forward with getting this piece of work started. A brief outline and engagement piece has been created by our Comms officer and I have forwarded this to NDC to ask if they can send it out on our behalf. At the point of writing this report, we have had no further confirmation from NDC that they can help with this.

Link Centre

The Programme Manager and myself have been working at discussing options going forward for the Link Centre. DCC are still very keen on us putting in a business case for a Community Asset Transfer. This is work that is ongoing and we will report verbally as to how things are progressing.

Defibrillator

I have applied to the British Heart Foundation for a free defibrillator to be installed down at the St James' public conveniences. Their turnaround to applications is 8 weeks so we should know if we are successful by mid-March.

Phone Box – Northfield Road

I have applied for planning permission to move the Phone Box on Northfield Road. Having done this the planning department have come back asking for a number of reports. I will be talking directly to the planners to find out the validity and necessity



of some of these reports. Hopefully we can get this resolved asap as it would be great to try to get the phone box out there as a tourist attraction/selfie spot ahead of this coming holiday season.

Father John Roles

Having attended Father John Roles' final service for Ilfracombe on 25th January, it was good to see a number of Councillors available to support him. It was a lovely service and I have since sent off a letter of thanks on behalf of the Council for all the work that he has done within the community of Ilfracombe over the years.

Grants

Just so Councillors are aware, the Ilfracombe Town Council Grants application process is open. Please can you push this out to any organisations you feel would benefit. The link to this information is [here](#).

Upcoming Events

Date	Event
25 th Feb	Job & Skills Fair
6-15 Mar	Spring Clean
19 April	Civic Service

Date	Event
22 April	Annual Town Meeting
9 May	lfs Twinning Event
11 May	Annual Meeting of the Council



REPORT TO: Full Council
 SUBJECT: Finance Officer Report

REPORT NO: ITC 26003

DATE: 9th February 2026
 PREPARED BY: Carole Coombs

Item 3.1.1 Accounts
January - Draft

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Working Reserves)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Stripe	Total Funds held
Bank Statement 31/12/25	£262,126.63	£27,015.56	£225,000.00	£296,261.25	£742.90	£10.00	£1.84	£17.97	£0.00	£0.00	£809,690.35
Bank Statement 31/01/26	£251,346.10	£27,029.33	£225,000.00	£297,990.11	-£570.05	£244.00	£24.00	£24.64	£72.23		£801,160.36
Income /receipts*	£58,670.14	£0.00	£0.00	£0.00		£1,314.00	£408.00	£0.00	£3,948.32		£64,340.46
Interest in	£0.00	£13.77	£746.33	£982.53	£2.90	£0.00	£0.00	£0.00	£0.00		£1,745.53
Transfer in to account	£5,194.99	£0.00	£0.00	£746.33	£742.90	£0.00	£50.00	£50.00	£0.00		£6,784.22
Expenditure in month (includes VAT repayment where appropriate)	£73,902.76	£0.00	£0.00	£0.00	£572.95	£0.00	£27.84	£43.33	£0.00		£74,546.88
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£69.10		£69.10
Transfer out of account	£742.90	£0.00	£746.33	£0.00	£0.00	£1,080.00	£408.00	£0.00	£3,806.99		£6,784.22
Bank Statement 31/01/26	£251,346.10	£27,029.33	£225,000.00	£297,990.11	£570.05	£244.00	£24.00	£24.64	£72.23	£0.00	£801,160.36
Debtors (+)										£12,108.55	£12,108.55
Unpresented cheques (-)											£0.00
Vat repayment due (-)										£4,343.19	£4,343.19
Creditors Invoices now req for payment (-)										£11,583.30	£11,583.30
Actual	£251,346.10	£27,029.33	£225,000.00	£297,990.11	£570.05	£244.00	£24.00	£24.64	£72.23	£3,817.94	£797,342.42
Bank Interest and Service Charges Bank Interest - £1745.53 Bank Service Charges - £69.10											



Budget summary to as of 3rd February

Dept	Income	expenditure	Changes to Budget	difference (profit/loss)	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date
None(bank interest/charges)	£19,000.00	£150.00	£0.00	£18,850.00	£0.00	-£17,512.19	£17,512.19
Town council (1)	£529,056.00	£570,689.00	-£30,264.21	-£71,897.21	£547,235.23	£423,024.19	£124,211.04
Ifracombe Centre (2)	£24,000.00	£33,175.00	£0.00	-£9,175.00	£26,125.81	£30,108.66	-£3,982.85
Lantern Centre (3)	£35,000.00	£29,975.00	-£5,940.00	-£915.00	£28,659.32	£47,816.22	-£19,156.90
Lee Bay Toilets (5)	£500.00	£0.00	£0.00	£500.00	£2,024.23	£5,929.16	-£3,904.93
Ropery Road Car Park (7)	£165,500.00	£84,100.00	£0.00	£81,400.00	£199,179.81	£84,412.80	£114,767.01
Cheyne Beach Car Park (8)	£22,750.00	£6,050.00	£0.00	£16,700.00	£23,068.33	£521.65	£22,546.68
Memorial Gardens (9)	£0.00	£1,500.00	£0.00	-£1,500.00	£0.00	£252.93	-£252.93
Solar Panels (10)	£500.00	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00
Mayor (12)	£0.00	£500.00	£0.00	-£500.00	£0.00	£203.00	-£203.00
Work Hub (13)	£3,000.00	£4,000.00	£0.00	-£1,000.00	£4,979.15	£3,121.28	£1,857.87
Facilities and Maintenance Group (14)	£0.00	£25,545.00	£0.00	-£25,545.00	£1,450.00	£10,717.20	-£9,267.20
Admin and Clerical Group (15)	£0.00	£3,250.00	£0.00	-£3,250.00	£0.00	£946.09	-£946.09
Town Clerk/Proper Officer (16)	£0.00	£4,900.00	£0.00	-£4,900.00	£0.00	£4,715.42	-£4,715.42
Programmes and Projects Group (17)	£750.00	£3,425.00	-£1,632.75	-£4,307.75	£3,702.73	£4,579.77	-£877.04
One Ilfracombe (18)	£30,200.00	£30,200.00	£0.00	£0.00	£15,994.69	£15,992.85	£1.84
Town Crier (19)	£0.00	£1,320.00	-£851.94	-£2,171.94	£200.00	£995.29	-£795.29
Town Council Members (20)	£0.00	£1,200.00	£0.00	-£1,200.00	£0.00	£140.00	-£140.00
Vision Centre (21)	£0.00	£0.00	£0.00	£0.00	£241.54	£233.25	£8.29
PCN WellBeing Team (22)	£160,240.00	£137,267.00	£0.00	£22,973.00	£148,875.76	£133,570.57	£15,305.19
One Northern Devon (23)	£10,550.00	£10,550.00	£0.00	£0.00	£10,389.88	£10,389.88	£0.00
Marketing (24)	£0.00	£5,000.00	£0.00	-£5,000.00	£0.00	£76.33	-£76.33
Greenclose Road (25)	£0.00	£8,600.00	£0.00	-£8,600.00	£0.00	£5,695.05	-£5,695.05
Civic Events (27)	£0.00	£6,900.00	-£163.33	-£7,063.33	£518.33	£3,758.47	-£3,240.14
Ilfracombe Toilets (28)	£14,000.00	£40,500.00	£0.00	-£26,500.00	£1,693.62	£14,660.36	-£12,966.74
Bike Sheds (29)	£0.00	£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00
High Street Car Park	£1,000,000.00	£1,000,000.00	£0.00	£0.00	£1,034,143.31	£988,241.88	£45,901.43
Totals	£2,015,046.00	£2,009,646.00	-£38,852.23	-£33,452.23	£2,048,481.74	£1,772,590.11	£275,891.63

Outstanding Customer Payments Due up to 31st January 26

Debtors	not yet due	30-60 days	60-90 days	90 - 120 days	Older
MAKO	£0.00	£0.00	£0.00	£0.00	£225.00
NDC	£0.00	£0.00	£0.00	£0.00	£65.27
SK	£408.00	£0.00	£120.00	£0.00	£0.00
SWPS	£570.00	£0.00	£30.00	£0.00	£0.00
BC	£0.00	£0.00	£24.00	£0.00	£0.00
CD	£112.50	£112.50	£0.00	£0.00	£0.00
Other <30 days not yet due	£10,441.28				
Sub Totals	£11,531.78	£112.50	£174.00	£0.00	£290.27
Total Due	£12,108.55				



3.1.2 Invoices for Payment by ITC

(The Following Invoices are Due for payment)

Invoices Due for Approval	Amount	Comments
AIB Merchant Services	£60.75	
Amazon	£177.00	
Biffa	£28.56	
Blakewell	£2,356.76	
B Crawley	£15.00	
Concorde Copiers		Still to come
Devon County Council	£13.96	
EDF Ropery	£594.72	
EDF Memorial	£24.86	
EDF Lantern - Elec	£1,223.50	
EDF Lantern - Gas	£565.63	
EDF ITC Elec		Still to come
EDF - ITC Gas	£1,091.89	
EDF - Lee Bay		Still to come
EDF - hele Bay		Still to come
EON - St James	£45.24	
Flowbird Smart City UK Ltd		Still to come
Fresh Out		Still to come
Hancock Electrics	£381.44	
IPS		Still to come
JJJ Service Station		Still to come
Linneal	£39.54	
Lloyds Bank Charge Card	£570.05	
Millbeck		Still to come
North Devon Council - 0% vat	£806.00	Still to come Payroll
North Devon Council - 20% Vat		Still to come
O2	£46.61	
One Ilfracombe	£2,909.49	
Pod Point		Still to come
Pulse 8	£72.00	
RGB Building Supplies		Still to come
RINGGO		Still to come
Sage - ITC	£46.80	
Screwfix		Still to come
SWW - greenclose	£63.71	
Telecoms Consortium		Still to come
D Tubbs - Greenclose Road Rent	£300.00	
Vision Centre	£118.99	
Yu Energy - Greenclose elec	£30.80	
Yu Energy - Greenclose Gas		Still to come
TOTAL	£11,583.30	



3.2 Actions from Reports recommended from F&GP for Full Council to approve

3.2.1 ITC 25097 - Financial Regulations updates for January 26

It was agreed that the changes be adopted and the documents be updated on approval by full council – New Document Attached

Other Items to note

- Work on the Reserves portfolio for 26/27 has been started and will be brought to F&GP later this month

Prepared by C Coombs – 4th February 2026



Financial Regulations for Ilfracombe Town Council

January 2026



ILFRACOMBE TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	7
2. Risk management and internal control.....	8
3. Accounts and audit	9
4. Budget and precept.....	10
5. Procurement	10
6. Banking and payments.....	12
7. Electronic payments.....	13
8. Cheque payments	14
9. Payment cards.....	14
10. Petty Cash	14
11. Payment of salaries and allowances	15
12. Loans and investments	15
13. Income	15
14. Payments under contracts for building or other construction works	16
15. Stores and equipment.....	16
16. Assets, properties and estates	16
17. Insurance.....	17
18. Charities	17
19. Suspension and revision of Financial Regulations	17
Appendix 1 – Approved Banks, Building Societies and other Approved Funds.....	19
Appendix 2 - Tender process	20

These Financial Regulations were adopted by Full Council at its meeting held on 8TH July 2024



1. General

These financial regulations have been adapted from the Model Financial Regulations template which was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication.

The Proper Segregation of Duties means that The Chair person of the council or of the Finance Sub Committee should never be appointed (even on a short term basis) as the Town Clerk, Proper Officer or Responsible Finance officer. Other members may perform these roles providing safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

- 1.1. These Financial Regulations govern the financial management of Full Council and may only be amended or varied by resolution of Full Council. They are one of Full Council's governing documents and shall be observed in conjunction with Full Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by Full Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*



- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (SAPPP) and published by NALC in England and updated in 2025
- 'Must' and **bold text** refer to a statutory obligation Full Council cannot change.
- 'Shall' refers to a non-statutory instruction by Full Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by Full Council.

The RFO;

- acts under the policy direction of Full Council;
- administers Full Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of Full Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by Full Council.
- As a Data Controller and Processor works with the Data Control Officer (Town Clerk) and IT suppliers to ensure all financial data is handled in accordance with Acts, regulations and proper practices set out under PCI DSS v 4.0 compliance, GDPR, Data Protection and Assertion 10 recommendations (SAPPP) .

1.6. **Full Council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, Full Council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries made by the Staffing committee in accordance with its terms of reference

2. Risk management and internal control

- 2.1. **Full Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by Full Council, a risk management policy covering all activities of Full Council. This policy and consequential risk management arrangements shall be reviewed by Full Council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by Full Council.
- 2.4. **At least once a year, Full Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**



- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6. Reconciliations will be included as a regular agenda item for the Finance and General purposed committee. Also at least once in each quarter, and at each financial year end, a member other than the Chair of the Finance and General purpose committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Full Council and Finance and General Purpose Committee. The internal Auditor will also view the reconciliations at least twice a year as part of the audit process.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. Full Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of Full Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain Full Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by Full Council and the matters to which they relate;**
 - **a record of the assets and liabilities of Full Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of Full Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to Full Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **Full Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of Full Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by Full Council, supply the RFO, internal auditor, or external auditor with such information and explanation as Full Council considers necessary.
- 3.7. The internal auditor shall be appointed by Full Council and shall carry out their work to evaluate the effectiveness of Full Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. Full Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of Full Council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of Full Council



- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for Full Council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, Full Council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Full Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Full Council. The Clerk will inform the Staffing Committee of any salary implications before full council consider the draft budgets.
- 4.3. No later than November each year, the RFO with the Town Clerk shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast in line with the strategic plan, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward into the new budgets with the formal approval of the full council.
- 4.5. Each department shall review its draft budget and submit any proposed amendments to Full Council Finance and General Purpose Committee not later than the end of October each year.
- 4.6. The draft budget with any departmental proposals and specific strategic plan forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purpose Committee and a recommendations made to the full council.
- 4.7. Having considered the proposed budget and forecast, Full Council shall determine its council tax (England) requirement by setting a budget. Full Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the full council.

5. Procurement



- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these Full Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, Full Council shall obtain prices as follows:
- 5.6. For contracts estimated to exceed £25,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by Full Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 2.
- 5.7. **For contracts estimated to be over £30,000 including VAT, Full Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall endeavour to seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall endeavour to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to Full Council or the Finance and General Purpose Committee. Avoidance of competition is not a valid reason.
- 5.14. Full Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
 - the Clerk or RFO, under delegated authority, for any items below £500, excluding VAT.
 - the Clerk, in consultation with the Chair of Full Council or Chair of the Finance and General Purpose Committee, for any items below £2,000 excluding VAT.
 - The Finance and General Purpose Committee of Full Council for all items of expenditure within delegated budgets for items under £5,000 excluding VAT

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- in respect of grants, the grants committee will recommend grants payments within the limits set by council by the end of March and in accordance with the grants policy statement as agreed by Full Council. These will then be ratified by the next Full Council following their meeting (Before the End of April) for payment by the end of May.
- Full Council for all items over £5,000;
Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of Full Council or make any contract on behalf of Full Council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Full Council or the Finance and General Purpose Committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to Full Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Full Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. Full Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by Full Council; banking arrangements shall not be delegated to a committee. Full Council has resolved to bank with Lloyds Bank and CCLA. Other Approved banks can be found in Schedule A of the Full Councils Treasury Management and Investment Strategy and as Appendix 1 in this document. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. Full Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by Full Council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of Full Council or Finance and General Purpose Committee or a delegated decision by an officer, unless Full Council resolves to use a different payment method.
- 6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which Full Council or the Finance and General Purpose Committee may request for authorisation in advance for the year. This is will be in addition to the regular bimonthly authorisation of all invoices for payment being submitted for approval including those for regular payment.



- 6.7. A copy of this schedule of regular payments if requested shall be signed by the chair of Full Council or Finance and General Purpose Committee.
- 6.8. A list of all payments shall be reported to the next appropriate meeting of Full Council or Finance and General Purpose Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of Full Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purpose Committee.
 - iv. Fund transfers within Full Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purpose Committee.
 - v. Fund transfers between accounts above the £10,000 threshold can made with the appropriate proposal being made and authorised by Full Council, evidence of the transfer will be submitted to the next Full Council or Finance and General Purpose committee meeting.
- 6.10. The RFO shall present a schedule of payments (Including Addendums where appropriate) requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to Full Council or Finance and General Purpose Committee. Full Council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by Full Council shall identify a minimum of three councillors who will be authorised signatories for those accounts. The Clerk and RFO may be an authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view Full Council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to Full Council or its banking, to anyone not authorised in writing by Full Council or a duly delegated committee.
- 7.4. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.5. A full list of all payments made in a month shall be provided to the next full Council meeting and appended to the minutes.
- 7.6. With the approval of Full Council in each case, regular payments such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by Full Council at least every two years.



- 7.7. Payment may be made by BACS by resolution of Full Council provided that any payments are reported to Full Council at the next meeting. The approval of the use of BACS shall be renewed by resolution of Full Council at least every two years.
- 7.8. If thought appropriate by Full Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by Full Council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the following: the Clerk, the RFO or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.10. Members and officers shall ensure that any computer used for Full Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice (where appropriate).
- 8.4. Cheques for payment shall not normally be presented for signature other than at, or immediately before or after a council or Finance and General Purpose committee meeting. Any signatures obtained away from council meetings shall be reported to Full Council or Finance and General Purpose Committee at the next convenient meeting.

9. Payment cards

- 9.1. Debit Cards should not be requested or unless authorised by Full Council or Finance and General Purpose Committee in writing before any order is placed. These should be restricted to use by the Clerk or RFO and with a limit of £500 imposed if required.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Full Council. Transactions and purchases made will be reported to Full Council and authority for topping-up shall be at the discretion of Full Council.
- 9.3. Any corporate credit card, charge card or trade card account opened by Full Council will be specifically restricted to use by the Clerk and RFO and Facilities and Maintenance Manager and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances for Council business.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float account of £50 and oversee the use of a petty cash float in reception of a further £50. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.



- c) Cash income received must not be paid into the petty cash float but must be separately banked, as per 13.7 - 13.10 below.

11. Payment of salaries and allowances

- 11.1. As an employer, Full Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Management of all Payroll functions have been subcontracted to North Devon District Council any changes in this arrangement will be need to be ratified by Council prior to its implementation. The RFO and Clerk will monitor the current arrangements and inform Council of any irregularities or problems with them.
- 11.4. Salary rates shall be agreed by Full Council, or a duly delegated staffing committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of Full Council or relevant Staffing committee.
- 11.5. Payroll reports will be reviewed by the Finance and General Purpose Committee to ensure that the correct payments have been made and reconcile to the invoicing from North Devon District Council.
- 11.6. Any termination payments may be supported by a report to Staffing Committee and/or Full Council, setting out a clear business case. Termination payments shall only be authorised by Full council.
- 11.7. Before employing interim staff, Full Council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of Full Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. Full Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by Full Council at least annually.
- 12.4. All investment of money under the control of Full Council shall be in the name of Full Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to Full Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. Full Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to Full Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to Full Council by the RFO and shall be written off in the year. Full Council's approval shall be shown in the accounting records.



- 13.4. All sums received on behalf of Full Council shall be deposited intact with Full Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip and/or Sage record.
 - 13.5. Personal cheques shall not be cashed out of money held on behalf of Full Council.
 - 13.6. The RFO shall ensure that VAT is correctly recorded in Full Council's accounting software (Sage) and that any VAT Return required is submitted from the software by the due date.
 - 13.7. Where significant sums of cash are received by Full Council, the RFO or Clerk shall ensure that more than one person is present when the cash is counted in the first instance.
 - 13.8. Cash income or cheques received from sales which comes into reception will be stored in the Reception Safe and documented in the "Safe Record" book with full details including the sales invoice being paid (if known) and or the organisation or person the sales invoice was issued to and amount being paid in. A receipt will then be issued (if required) to the person paying in the money, this should be offered on all occasions. The RFO should be informed by email that there are payments in the safe.
 - 13.9. The RFO or Clerk will oversee the safe transfer to the Main office for banking purposes, with such frequency as the RFO considers necessary.
 - 13.10. The RFO will ensure that there is a reconciliation to the reception "Safe Record" book, Sage and bank paying in books.
 - 13.11. Banking of Cash and cheques will only be carried out by senior officers as approved by the Finance and General Purpose committee. The RFO and/or Clerk will ensure that appropriate care is taken for the security and safety of individuals banking such cash and cheques.
 - 13.12. Any income that presented that is the property of the Vision Centre Charity shall be paid into the charity's bank account or electronically using the charity's payment machine. Cash or cheques should be entered in the same way as 13.8 above and the RFO informed by email that it is in the safe.
 - 13.13. Instructions for the payment of funds due from the charity to Full Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.
- 14. Payments under contracts for building or other construction works**
- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
 - 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with Full Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.
- 15. Stores and equipment**
- 15.1. The officer in charge of each department shall be responsible for the care and custody of stores and equipment in that department.
 - 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
 - 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
 - 15.4. The Department head shall be responsible for periodic checks of stocks and stores, at least annually for their department. They will maintain an inventory of stocks and stores they hold in an accessible folder on the Team drive.
 - 15.5. They will report the RFO any items that need to be added to the Main Asset register
 - 15.6. The RFO will be responsible for maintaining the Asset register, this should be checked annually as below.

16. Assets, properties and estates



- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by Full Council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by Full Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of Full Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by Full Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with Full Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [Full Council] at the next available meeting. The RFO shall negotiate all claims on Full Council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of Full Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by Full Council, or duly delegated committee.

18. Charities

- 18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.
- 18.2. Where the Council has an interest with members acting as trustees of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds passing through the Council to the trust and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Charity may request the help of the Clerk and RFO in arranging for any audit or independent examination as may be required by Charity Law or any Governing Document

19. Suspension and revision of Financial Regulations

- 19.1. Full Council shall review these Financial Regulations annually and following any change of Clerk or RFO.
- 19.2. The Clerk and/or RFO shall monitor changes in legislation or proper practices and advise Full Council of any need to amend these Financial Regulations.



- 19.3. Full Council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not dis-apply any legislation or permit Full Council to act unlawfully.
- 19.4. Full Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Appendix 1 – Approved Banks, Building Societies and other Approved Funds
Approved banks (and subsidiaries thereof):

Bank of Ireland UK

Barclays

Clydesdale Bank PLC

HSBC

NatWest

Lloyds Banking Group

Royal Bank of Scotland (RBS)

Sainsbury's Bank

Santander UK

Tesco Bank

The Co-operative Bank

TSB

Unity Trust Bank

Ulster Bank

Virgin Money

Building societies

Coventry BS

Market Harborough Building Society

Nationwide BS

Skipton BS

Yorkshire BS

Other approved funds

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short term liquidity (not more than one year)



Appendix 2 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by Full Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, Full Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order See 18 (d) of Full Council's standing orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where Full Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and Full Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



REPORT TO: Full Council
DATE: 9th February 2026
SUBJECT: Programme Team Report – February 2026
PREPARED BY: Steven Seatherton (Programme Manager)

REPORT NO: ITC 26004

1. Introduction

This report covers the period from 12th January 2026 to 9th February 2026

2. Report

Steven Seatherton – Programme Manager

February has mainly been focused on the potential development and acquisition of the Link Centre as a long-term community asset for Ilfracombe. The position on asset transfer has shifted considerably since month, and we now need to work through key factors such as purchase price, running costs, building condition/repairs, and a clear business plan to support negotiations and produce a clear document for decision-making.

1) Link Centre – current position

- **Original understanding:** the Link Centre could be transferred at **no cost** (community asset transfer approach).
- **Updated position:** Devon County Council (DCC) have since reviewed this and indicated a fee/purchase price will be required.
- **Indicative figure:** Councillor Wilson's view is that DCC want the building to remain in Ilfracombe and stay in community use, but current indications are that DCC may be looking for around £150,000 (this appears to reflect some allowance for the building's condition / remedial works, but this is not yet confirmed in writing).

Overall, there is a real risk that if the Town Council cannot progress this, the building could be sold on the open market and potentially lost to residential conversion.

2) Key decision points we need to resolve

A) Purchase price

Our obviously preference (and what we were led to believe) is for a peppercorn (or as close to peppercorn as possible). If the price can be reduced significantly, the Town Council may be able to consider funding via reserves, or possibly on the precept in 2027/28 if payments are deferred.

B) Running costs and financial exposure

Even if the building is acquired, the ongoing running costs are critical.

If the business plan cannot be implemented in year one (or if income is slower to land), we need to be confident:

- the Council can cover initial running costs from reserves, and
- we understand the worst-case scenario for future years (including what the impact could be on the precept if no tenant/income is secured).

C) Maintenance / remedial works



DCC have referenced circa £150,000 of works required through their professional surveys.

We now need:

- a clear, detailed schedule of works required,
- accurate costings based on a phased and practical approach, and
- alternative quotes where appropriate.

It's also important to note that DCC's estimate should be treated cautiously. We may be able to reduce costs by:

- using our in-house maintenance team for elements of the work,
- using volunteers (as we successfully did at the Lantern),
- sourcing better value contractor quotes for specialist items.

D) A robust business plan (vital for negotiation)

The business plan will be central to DCC's decision-making. While a headline purchase figure has been referenced, there is potential for the price to reduce further if we can clearly evidence:

- social need,
- community benefit, and
- a credible operational model.

At present, we are shaping the plan around three realistic options, with Option 1 appearing strongest.

3) Business plan options under development

Option 1 – Relocate and expand Belle's Place (preferred)

- Early conversations with Carol Parkin suggest, in principle, that relocation could be feasible.
- This option has the clearest potential to:
 - increase sustainability through a commissioning / contract-style model (similar to approaches used elsewhere),
 - increase building use and footfall,
 - strengthen partnership delivery (including wider wellbeing / mental health support).
- This is currently the option with the most traction and could grow legs with support from our partner agencies.

Option 2 – Youth provision / youth hub

- This is a potentially strong community use, and aligns with ongoing work through the Ilfracombe Futures workstream.
- However, it currently has no confirmed funding attached, and would need additional development and a funding route.

Option 3 – "Campus model" / work hub & Town Council Accommodation

- We already have a waiting list for work hub provision.
- With changes expected in existing spaces this year (e.g., some tenants moving out), there may be further opportunities for:
 - office accommodation,
 - outreach/service space,
 - flexible "campus-style" use across Council and partner services.



Early-stage additional interest

There have also been early conversations about whether the Freedom Centre could become involved in one or more elements of the project. This is at an early stage, but will be followed up over the coming weeks.

4) Wider context and risk: Devolution and future pressures

A key consideration is timing and affordability. While I believe we have a strong chance of making the Link Centre sustainable (and potentially absorbing running and some maintenance costs), devolution creates uncertainty. If additional responsibilities and costs land with the Town Council, it could reduce our financial capacity and general resources (staff) and increase risk exposure at exactly the wrong time.

This does not mean the project cannot proceed — but it does mean we need a clear view of risk and avoid taking on an asset that becomes a burden under changing financial pressures.

This will make up the body of my report and I aim to have this ready for this council meeting as a draft version.

5) Other programme work this month

Devolution and potential asset transfers (North Devon Council)

We continue to explore devolution and potential assets that may transfer from North Devon Council. Progress has not been straightforward, but as per the last steering group, I believe we are taking a sensible, evidence-led approach to any transfer proposals.

One Ilfracombe Theme Groups

A further Theme Group session took place today (Wednesday), focused on:

- agreeing the themed programme priorities,
- clarifying how projects align to objectives, and
- confirming how we will report progress into the wider One Ilfracombe governance route.

Poverty Truth Commission – integrating next steps

The Poverty Truth next steps meeting took place last month. We have started work to:

- identify which completed and proposed actions can be integrated into the relevant One Ilfracombe Theme work, and
- connect this with other ongoing programme activity.

Following discussion with James, we are also looking at staff support needs linked to delivery. The aim is to bring a clearer integrated plan to the next meeting.

Next steps (March)

1. Complete and circulate the initial Link Centre report for comment.
2. Seek clarity from DCC on:
 - confirmed purchase expectations,
 - timescales,
 - and what flex exists based on social value/business plan.
3. Develop a phased works plan with better cost certainty (in-house / volunteer / contractor split).
4. Progress the business plan with clear preferred option(s), delivery model, and financial assumptions.

- Continue devolution and Theme Group work, including integrating Poverty Truth actions into the programme structure.

Neil Ingram – Project Officer

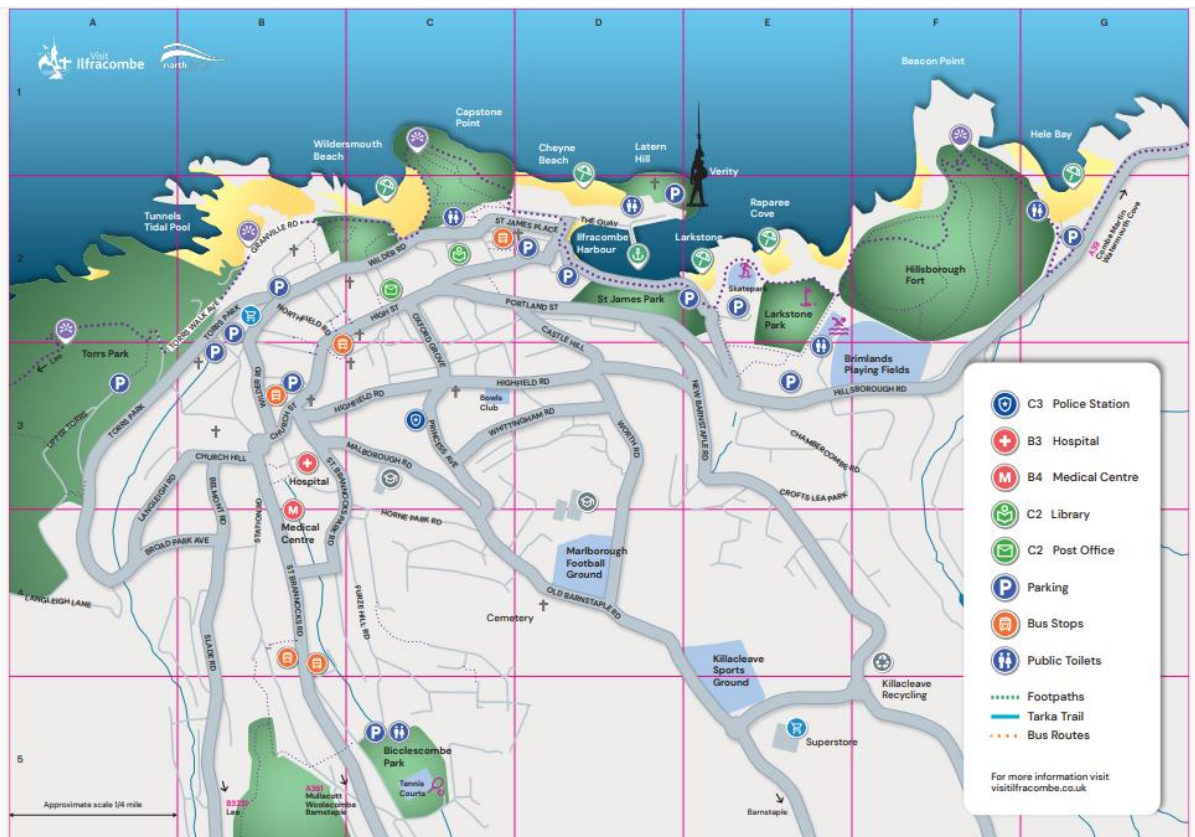
Marketing & Communications

- Handing over website, social media and marketing role to Kara.

Request for funds from Marketing Budget

- Request – For £1305.73 to cover the cost of printing 500 pads with 50 double sided “tear off” colour maps in each pad.
- Printing quoted by local High St. company Kingsley Printers.
- The IBTA have funded the new design of these maps at a cost of £800.
- The previous maps were well used and available from the Ilfracombe Centre, The Library and the old TIC as well as local accommodation providers. They are however now out of date.

1st Draft design – Note: This will include ITC branding, with next draft being worked on by ITC and IBTA. The reverse will include useful contact details for Police, Fire, Pharmacy etc.





Marketing Meetings

- Attended a meeting with the ITC Cllr Marketing Champions and have a further meeting with the IBTA on Friday 6th Feb to finalise the Ilfracombe Marketing Plan to deliver the already adopted Marketing Strategy.

Public Realm

- One Ilfracombe - Town Team The next Town Team meeting will be held in the Ilfracombe Centre and online on 11th Feb at 1030.
- The last Town Team meeting on 14th Jan was very well attended with 22 attendees! The meeting notes and follow up actions from the last meeting on the 14th January can be found here [Town Team Agenda & Minutes - One Ilfracombe](#)

Ilfracombe Spring Clean 2026

This will take place 6th – 15th March 2026

- Latest meeting between ITC/OI, In Bloom and IBTA took place on 16th Jan
- Ilfracombe in Bloom have issued a programme of their planned events.
- Both the Museum and The Academy 6th Form are onboard
- Would be great for other local organisation to set up events. This is being pushed via social media but assistance from Councillors from their networks to get Roundtable, Rotary and Lions etc involved would be gratefully received.
- Awaiting outcome of this weeks IBTA and High St Traders Association for their input.
- I expect both Lee and Hele Community Groups will also be onboard.

High Street Regeneration

The OI Theme Group are meeting on 4th Feb where the Town Centre Regeneration proposal will be finalized before presentation to the One Ilfracombe Board. This will include ongoing projects including:

- High Street property database created that includes, monthly updated and reviewed property status, images, contact details of owner/landlord and a system of grading Poor/OK/Good and priority to address 1-4.
- Landlord engagement – All estate and letting agents of vacant properties contacted to open engagement with property owners (priority 1). Establish which properties already in the system (majority are priority 1). Letters/E-mails being issued, opening engagement with properties priority 2-4.
- Improvements to the public realm through partnership working with NDC, DCC, Ilfracombe in Bloom, High St Traders and the IBTA.

DCC Highways Maintenance Community Enhancement Fund

- Applications submitted for Lee and Lincombe Community and Ilfracombe Town Council for drain cleaning and a pavement cleaning machine totalling approx. £3k. I am assisting Ilfracombe in Bloom for a further application totalling £2k.

Ilfracombe in Bloom

- I continue to work closely with the In Bloom team and was successful in obtaining £2k worth of funding from NDC to assist in the development of their Killacleave site and various projects around the town



Community Payback Team

- The procedure for the use of the CPT has been revised in that an individual project plan has to be made via gov.uk for each specific project and area in which work is to take place. Aiming to submit project plans over next few months.

Trail Signs and Notice Boards

- Audit still ongoing

Derelict Building Reporting

- I have now assumed responsibility for this and any information and updates are most welcome. This will be an agenda item at Ilfracombe Regeneration Board meetings.

High Street Pavement Survey

- Survey ongoing, aspects of this could fall in with A361 funding. I am also in discussions with Ilfracombe in Bloom and how we can incorporate their work with this survey.

Street Art

- A couple of potential projects remain in the pipeline, working alongside NDC Planning and Heritage Officer.

BMX Pump Track

- Work continues on an Expression of Interest to acquire land near the Skate Park from NDC alongside informal discussions with users and potential funders.

Anti-Social Behaviour

- UK Partners Against Crime – UKPAC
- I arranged for the team from UKPAC to deliver their presentation to local business owners on Tues 20th Jan. Attendance was low but the individuals that were there are in a position to pass on the benefits of signing up to this FREE reporting system.
- Initial take up has been slow but having spoken to my counterparts in Barnstaple this was also the case there and they now have a network of UKPAC members across their business community. Latest feedback from Barnstaple is Good.
- The details of this system can be found here uk-pac.com

North Devon Anti Social Behaviour Steering Group

- Attended the latest meeting on 3rd February to represent Ilfracombe's interests along with Cllr J Williams.
- Another interesting meeting highlighting issues across the district. Of interest was a rise in the use of counterfeit currency across the district and a meeting between a licensing officer and an Ilfracombe High St establishment.
- For Ilfracombe I highlighted the following:
 - UKPAC and Crimestoppers.
 - Shared intelligence on a male who had been aggressive towards people, including children, on the High St.
 - Shared intelligence following the armed raid by D&CP on Ilfracombe High St.



- The WhatsApp group that includes the Ilfracombe Street Marshalls continues to provide them with local targeted intelligence from ITC, the local business community and NDC enforcement officers.
- Street Marshall mobile number passed to local business owners and traders.
- The licensing officer was aware of the issue surrounding the sale of vapes to underage individuals and recommended that this be reported directly to Trading Standards.
- Request for additional CCTV.

Health & Wellbeing

Into The Blue

- Continue to search for funding to run this project in 2026. We have been successful in relation to purchasing additional equipment via NDC Cllr grants, Tesco and NDC but the activity providers costs are still yet to be found approx. £15k.
- Meetings of note
 - Met with the Marine Project Coordinator for North Devon UNESCO Biosphere to discuss partnership working and the Maritime Wildlife Awareness Accreditation Scheme.
 - Myself and Charmain presented on “Into the Blue” at the North Devon and Torridge Maritime Network event held in the Lime Kiln on 22nd Jan.

Charmain Lovett – Project Officer

UK Town of Culture 2028

- I have been working with a small group of Culture Club team members to put together our Expression of Interest for the UK Town of Culture Competition. I attended the webinar on the 21st Jan (there were 405 online which shows how hotly contested this will be). The application will be made via One Ilfracombe as the applying body has to be a partnership and have support from the local authorities, so we are already in a strong position to do that via One Ilfracombe. We are keeping details reasonably guarded as there will inevitably be local competition (although at the time of writing Barnstaple haven't established who their applying partnership will be and we've not heard whether South Molton, Bideford, Lynton&Lynmouth etc. are applying), but I'm happy to talk to councillors individually/collectively to give some insight into our narrative behind the application.
- As a part of these we have also been having meetings with Damien Hirsts team who are keen to support our bid. We have also had confirmation from North Devon Council that they will not be leading on applications or writing bids, but are happy for officers to support on the bid development where needed.

Jobs and Careers Fair



- Wednesday 25th Feb 10-2pm and the North Devon Resort. Plans are coming along really well for this. We have had a better than expected take up from Employers who are looking to have a stall at the event, with 35 now confirmed and others awaiting confirmation. I had a productive meeting from Nikki Issac at DWP to establish the details for the day and have also secured the transport that will do laps out to Combe Martin, Woolacombe, West Down etc. as well as to some of the harder to reach areas of Ilfracombe (Slade, Furze Hill, Torrs etc).

Rural Mobility Pilot

- Legacy project from Sarah Maddocks. Myself and Steve met with the project team from Peninsular who have funded this project. We are trying to establish the need for the community transport bus as no clear plan for which businesses would need staff transport was identified before applying for funding, so I am now in the process of speaking to places like Watermouth Castle and the Woolacombe Holiday Parks.
- The initial plan is for the community minibus to do 3 runs a day, 7 days a week over the summer holidays to support people who can't get to work. Initial conversations are showing that their staff can get the bus, but the bus timetable doesn't align with the shift patterns meaning staff either have to arrive over an hour early or wait over an hour after their shift.

North Devon Biosphere

- Myself and Neil met with Hannah from the Biosphere who are offering free marine wildlife training in Ilfracombe to anyone who works on our shoreline/in the sea in any capacity. Participants would get an accredited qualification at the end. We also talked about future opportunities to work with the Biosphere for Into The Blue

North Devon and Torridge Maritime Network

- Myself and Neil were invited to this meeting at The Lime Kiln by Fiona Henderson at North Devon +. We gave a presentation on Into The Blue and managed to have some really productive conversations with attendees afterwards about some potential avenues for funding.

Youth Club

- Several of our volunteers are currently going through the Introduction to Youth Club Training with Space, and we will look to sort their DBS's out in Feb (it's not a legal requirement, but it's good practice). I have been talking to The Landmark and Space about running a youth weekend event in April as a launch event for the youth club that should be opening in April at the Vision Centre.
- I had a really good meeting with Chris Jones from Space about how Space can support us in setting the group up, and then ongoing how they can provide specialist sessions in a wide variety of topics.

Employment and Skills

- Chris and Tim from DCC/Learn Devon have been coming up to Ilfracombe to record footage and interviews with various participants, project leads, groups etc. and should be sending through a video shortly.
- I am working with Kara on a wider survey for people and employers in Ilfracombe as DCC are looking into what courses are needed going forwards, but there has been very little engagement to date, so I am pulling together surveys to ask the community what they need. We hope to share with this alongside the video when we receive it.



- We have had a few other Teams meetings with Kier Duffin and Sarah Maddocks about promoting existing courses that are having a slower take up, particularly childcare and digital skills. I've given them some ideas so will support them on that.

Exeter City Community Trust

- I met with Adam Williams from ECCT (the charitable arm of Exeter City Football Club). We already have the marvellous Clem Benellick working in Ilfracombe for ECCT in supporting some of the more complex teenagers that we have in Ilfracombe, and they have identified Ilfracombe as a space that they want to work more in, so we had a really good conversation about their existing projects and how they could tie in with existing Ilfracombe programmes, or see where there is space for something new. As a starter for 10, we have put him in contact with Mary to see how they could possibly support Wellbeing Wednesday

Green Paths CIC

- I met with Shelley and Nikki from Green Paths Education CIC. They started based in Chivenor supporting the Armed Forces family but now have a dedicated space in Ilfracombe running sessions, courses and groups including a GCSE level certified course. Their work focuses on the outdoors, so bushcraft, survival skills, rewilding, nature-based arts and crafts etc. They wanted to let the community know more about what was on offer so they are coming to February's Living Well meeting.

Community Engagement

- Neil, Kara and I met with Cllrs Williams, Newland and Crabb to look at the current situation with the marketing strategy and also what we needed to do with regards to business engagement. We looked at the strategy and decided it would make sense to set up a meeting with IBTA to explore this further especially now that we have Kara onboard. There are some opportunities within the Employment and Skills project to do some direct employer engagement so we will start on this once we know what we need to ask. We also decided it would be a good idea to reinvigorate the Welcome Pack, so Kara will be looking at this.

Community and Development Workshop

- I attended this One Northern Devon/North Devon Futures strategic meeting in January. The aim of this group is futureproof the invaluable work of the Community Developers and make sure that they aren't lost in the upcoming NHS Neighbourhoods programme but are shown through good evaluation and tangible evidence that they should be core in supporting communities.

Ilf Futures Anchor Funding

- I met with Jody LeBredonchel (Ilfracombe Junior School), Cat Hewitt (Family Hubs) and Katie Potter (Kailo) to see if Ilfracombe Futures can apply to the Alliance Youth Organising Anchor Grants but I've ended up being so busy that we've now missed the application deadline. It is a massive shame, but shows the real time impact of how we are all at capacity and beyond at the moment.

Poverty Truth Commission

- We had our first combined meeting since the finale event this month. It was a chance to look at all of the projects that came from the PTC and understand which ones can be pulled into the One Ilfracombe work programme, who would champion



them and which of the community commissioners would be included in the work going forwards.

Locality Funding

- Big thank you to Cllr Sara Wilson for allocating some of her remaining funding to our projects. We have £750 towards our youth club work, £500 for Into The Blue and £250 for Mary's Cancer Care Hub.

Culture Club

- Our next meeting is Monday 9th February at 5pm. We will mainly be looking at the Town of Culture Bid but will also have updates on other projects such as the brand new Photography Festival and cultural workshops. If any councillor wants to stick their head in before Full Council they would be welcome.

Living Well

- For 2026 we are moving our Living Well meetings to every other month. We will have the February meeting as planned but from March onwards they will be every other month.

Mary Midson – Community Developer

Disability Friendship Group

- Working with NDVS and Living Options I have been assisting with the set-up of a disability friendship group in Ilfracombe – This will be held at Slade Vision Centre and will be held on the 2nd Monday of the month and starting Monday 8th September.
- Update: Due to my absence at the end of last year this is now being developed by Natali.

Community Pantry - swap shop

- Since my return to work my plan is to move forward with branching out with more pantries. We are about to hit our 12th month – the pantry is well utilised and we have had good feedback from the volunteers.

Cancer Care Hub

- I have worked with the Fern Centre and developed a monthly hub in Ilfracombe – It is providing valuable support for Cancer sufferers in Ilfracombe and without having to travel to Barnstaple. This started in January and we had a staggering 35 people attend which shows how much this provision is needed in Ilfracombe. We have approx. 12 people attend each month now except for May where we had only 3 people attend, So I did another social media drive and got the poster added to Combe Coastal practices digital board in the waiting area- attendance was back up to 13 in June.
- This is held on the first Tuesday every month 10 to 12 at the lantern.
- Due to staff shortages at The Fern Centre, December 25 and January 26 sessions Unfortunately didn't go ahead. Since then I have been working closely with the Fern



Centre to get it back up and running for February's session. Plans and updates are now in place and I am trying to source funding to continue the Therapy offer.

Wellbeing Wednesday

- With the involvement from the Health & Wellbeing Team I have developed Wellbeing Wednesday, which is based around the 5 Steps to Wellbeing (Connect, Be Active, Keep Learning, Give and Take Notice) – Every Wednesday from the Lantern 10am to 1pm.
- The Social Prescribers and volunteers run a cafe style drop-in on the AM with arts and crafts, soup and bread/ Sandwiches for lunch.
- We have now changed the end time to 1pm, due to other bookings at the Lantern we had to cancel too many – we want WW to be consistent and reliable so it was agreed it would be better for the attendees to end at 1pm.
- We are still holding one of the activities as standalone: Memory Café – Second Weds of the month 1.30 to 3.30 held at Ilfracombe Museum

South West Coast Path Association

- carried out our regular monthly walk with them during Wellbeing Wednesday in January - this was well attended and led by Huw Davies and Abigail Williams. 1 per month, this has been aided by SWCPA funding the minibuses.
- January update: Lots of changes are in the process of being made due to the H&WB Team reducing their involvement, so we are working on getting more volunteers to help run the sessions and activities.

Memory Cafe

- I have been working closely with Lynn Scott one of the Social Prescribers to develop a memory Cafe for Ilfracombe (this is for people with Dementia and memory problems to attend with their carers) – This is held at Ilfracombe Museum. It is on the 2nd Weds of every month 1.30 to 3.30.
- Communications with Combe Coastal Practice are continuing, and they send a regular text message out via their system to all dementia patients and their carers to keep reminding them of the cafe.
- The group now has a waiting list due to its popularity and a new volunteer has been sourced to support Lynn.

Poverty Truth Commission – update

- Now at the imbedding phase – the commission has ended with regards to the project but the work is continuing with the set groups and we are in the process of identifying the right Civic Leaders to be The Champions of the PTC. There is still lots happening!



REPORT TO: Full Council
DATE: 9th February 2026
SUBJECT: Supported Housing Act 2023
PREPARED BY: Cllr Terry Elliott

REPORT NO: ITC 26006

Proposal for Full Council - Prepared by Cllr Terry Elliott

Introduction

The stalled introduction of the 'Supported Housing Act 2023' is allowing an unregulated model of supported housing financed by enhanced housing benefit to persist. This leaves many vulnerable residents in poor quality housing and without the support they require, which has a detrimental impact on both the person and often the community in which they live.

Report

In 2023 Bob Blackman's private members bill – 'The Supported Housing Act' was given Royal Assent.

It sought to tackle the proliferation of supported housing that was classed as exempt and which allowed some landlords to take advantage of enhanced housing benefit rates which were introduced for accommodation which provided support for people who had additional challenges. These are people released from prison, those with substance abuse, those fleeing domestic violence or with poor mental health amongst others. Poor housing and lack of support often exacerbates the issues which these occupants already face around poor health, criminal behaviour and poverty.

'The Act allows the government to create National Supported Housing Standards, which will set out minimum standards for supported exempt accommodation.

The standards could address the type or condition of accommodation, as well as the care or support provided. There is no set date for these standards to be introduced and it is not currently known what the standards will specify.



The Act also gives the government the power to introduce licensing requirements for people who have control of or manage supported exempt accommodation. The government must make regulations with the intention of ensuring that National Supported Housing Standards are met.

The Act requires the government to create a Supported Housing Advisory, and the panel will provide information and advice about supported exempt accommodation to the Secretary of State, local authorities and social services departments.

Local authorities must carry out a review of supported exempt accommodation in their area, and following this publish a supported housing strategy.

The Act will also bring in a change to the law on intentional homelessness. Section 9 of the Act states that a person is not to be considered intentionally homeless if they leave accommodation which does not meet National Supported Housing Standards (as yet unpublished). Crisis 2026

Despite the passing of the Act there has as yet been no action. In February last year the Government launched a consultation on possible new regulations stemming from this Act but since then there has been no published response.

We know in Ilfracombe the problems which are caused by housing in which people are placed to receive support, but where that support has been absent or negligible. Although some 'rogue' landlords have left the market in anticipation of the bill, and we do have some decent providers who offer good levels of support, we know that this unregulated housing can cause immense harm if a system of checks and protections are not in place. I'm sure we can all remember the horrendous situation that developed in one particular establishment which festered until concerted efforts of the local council and the police finally led to its closure. Every occupant was placed there in order to receive support, but the living conditions were terrible and it became an unsafe and criminal environment.



Housing charities such as Shelter and Crisis support this bill and are nervous that no action has yet been taken to regulate this market and prevent poor housing conditions as well as increasing the risk to occupants.

Motion

That we write as a Council to the Ministry of Housing, Community and Local Government expressing our support for this Act, to request that the response to the consultation be published and asking for the standards agreed be enacted. That the MP for North Devon be copied in.

(Hon Steve Reed MP, 2 Marsham Street, London, SW1P 4DF)

Financial and Resource Implication - None



REPORT TO: Full Council
DATE: 9th February 2026
SUBJECT: Lee & Lincombe
PREPARED BY: Lee & Lincombe Champion Cllr P Coates

REPORT NO: ITC 26007

Hotel Site

Work is progressing with the roof of the apartment building due to be completed in the next week.

The glazing is almost complete too and work has started on the internal fittings.

When asked if on schedule advised yes and cabins etc will move from the old car park site to the development site as agreed with National Trust in Spring. Hopefully NT will then get on with developing the new car park.

Lee Memorial Hall

The car park lost revenue with the 9 day internet outage over Christmas and New Year.

Some teething issues with new system but hopefully being resolved.

The next hall committee meeting and AGM is on 3rd March at 7.30 pm.

Toilets

The maintenance/ operations team removed the failing concrete walls attached to the toilets in January. The rubble was put on the hotel site rubble pile for removal. This was agreed in advance with the site Project Manager. Maintenance work and outside rails to be completed before they reopen for the season at Easter.

LLRA

Awaiting results of grant application from highways fund.

Next meeting 5th February.

Closed road

The road to Mullacott Roundabout (Woolacombe Road) was closed between Tuesday evening 27th January and Monday afternoon 2nd February.

Highways advised it was owing to a gas problem following recent stormy weather. The road closure caused considerable congestion on the lanes and delays for residents, visitors and contractors.

Highways/drains

Following a request from a resident whose land was being flooded by a neighbouring blocked drain Councillor Wilson took Alex from Highways to see the issue and discuss it with the resident on Thursday 29th Jan. Hopefully this will now get resolved as now listed as a new job. Thank you.