



Ilfracombe Town Council

Finance & General Purposes Committee Meeting

Monday 23rd March 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 23rd March 2026

Members Present:

Cllrs: T Huggins (Chair), P Crabb, N Basil, B Gear, G Coulter

Officers Present:

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

F2603 - 1. Welcome by Chair

Cllr Huggins welcomed the assembled.

F2603 - 2. Meeting Introduction

F2603 – 2.1. To receive and consider for approval, apologies for absence and reasons given – Apologies were received from Cllrs D Turton (work commitments), J Quinn (personal) and J Irwin (personal).

F2603 – 2.2. To note any declarations of interest – None received.

F2603 – 2.3. Chair's discretion for any matters or announcements for Information Only – None received.

F2603 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded – No items to be taken with the public excluded.

F603 – 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.

F603 – 2.6. To adopt minutes of meeting held on 23rd February 2026 – Motion to adopt these minutes were approved by Cllr Crabb, seconded by Cllr Gear with all in favour.

F603 – 2.6.1. Update on actions taken from previous minutes –

The PO informed members that the planning permission for the Telephone Box relocation has been put sent though to NDC.



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F2603 - 3. Finance And Audit

F2603 – 3.1. Responsible Finance Officer Report ITC 26017

F2603 – 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.

F2603 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day – Cllr Crabb proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Huggins and unanimously agreed.

F2603 – 3.1.3. Proposal for consideration and approval for collection of Outstanding Invoices – After discussion, Cllr Huggins proposed that the RFO send a letter before action to the outstanding payee. This was seconded by Cllr Basil with all in favour. Cllr Huggins then proposed that, if no payment is made, the RFO files with the Small Claims Court at the cost of £35. This was seconded by Cllr Crabb with all in favour. The RFO will feedback any updates from this at a later meeting.

F2603 – 3.2. To review and agree recommendations in relation to Report ITC 26018 Assertion 10 – AGAR Requirements and Supporting Policy Review – Motion to recommend the draft policies included in this report to Full Council was proposed by Cllr Crabb, seconded by Cllr Huggins with all in favour.

F2603 – 3.2.1. To review and agree recommendation in relation to ITC 26019 Review of Councillor and Officer Email Provision considering the new AGAR requirements – Motion to approve Option 1, as outlined in report ITC 26019, was proposed by Cllr Huggins and seconded by Cllr Coulter. The motion passed with 3 votes in favour and 2 against, and Option 1 will therefore proceed.

F2603 – 3.3. To agree recommendation regarding ITC 26020 Renewal of Internet Services at the Ilfracombe Centre – Motion to approve Option 2 at the 500/1000 ethernet price, as per report ITC 26020, was proposed by Cllr Huggins, seconded by Cllr Crabb with all in favour.

F2603 – 3.4. To agree use and price of parking for motor bikes in Ropery Road car park in April for memorial service – Following discussion, members agreed to offer 6 spaces for 24 hours at a discounted cost of £45. This was proposed by Cllr Huggins and seconded by Cllr Coulter, with all members in favour. As a result, the Facilities Team will be able to reserve six spaces together on the night prior to the service.



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F2603 - 4. General Purposes

F2603 – 4.1. To review and agree for recommendation to Full Council F&GP Committee Terms of Reference – Motion to agree to recommend the Term of Reference to FC as they stand was proposed by Cllr Huggins, seconded by Cllr Gear with all in favour.

F2603 – 4.2. Town Assets – ITC 26021 Senior Facilities Coordinator & Facilities Officer Report – This report was noted by members.

F2603 – 4.3. Town Team update – via [link](#) – These minutes were noted by members.

F2603 – 4.4. Ilfracombe in Bloom update – The PO gave a brief update on the recent work on the War Memorial plans.

F2603 – 4.5. Link Centre update – The PM informed members that he is currently awaiting a quote from the contractor for the required building works. In the meantime, he has been exploring the possibility of long-term loans for the building; however, both the PM and PO agreed that no decisions should be made until further information and cost details are available to assess feasibility.

F2603 - 5. Correspondence – None received.

F2603 - 6. Chair's Discretion – for information only –The PO provided an update on ongoing discussions regarding the nursery. Action for Children are uncertain whether the Lantern space will be suitable; however, they are exploring the possibility of securing government funding, which could enable the development of a new facility to accommodate early years education, including provision for 0–2-year-olds. Further updates will be provided in due course.

The Chair declared the meeting closed at 20:27hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 27th April 2026 at 19:00hrs in the Council Chambers.

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

23/03/2026