



## Ilfracombe Town Council

### ILFRACOMBE TOWN COUNCIL MINUTES – 26 – 03 THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 9<sup>th</sup> March  
2026

#### **Members Present:**

Cllrs: M Fay (Mayor), J Williams (Deputy Mayor), B Gear, T Elliott, G Schofield,  
P Crabb, D Turton, D Williams, T Huggins, T Ebert, N Basil, J Quinn, J Irwin

#### **Officers Present:**

L Donovan (Proper Officer), I Howard (Minute Taker), C Lovatt (Project Officer)

**Others present:** Pastor Geoff Hills, Cllr S Wilson and 3 members of the public.

#### **2603 - 1. To receive and agree apologies and reasons for absence**

Apologies were received from Cllr G Coulter (personal), Cllr M Newland (personal), H Perrin (work commitment) and P Coates (personal).

#### **2603 - 2. To receive declarations of interest and consider members' submitted dispensation requests**

None received.

#### **2603 - 3. Chair's discretion for any matters or announcements for Information Only**

The PO had items to raise.

#### **2603 - 4. To determine which items, if any, of the agenda should be taken with the public excluded**

The PO suggested that item 9.1. be taken with the public excluded due to contractual issues being discussed. This was proposed by Cllr Fay, seconded by Cllr Crabb with all in favour.

#### **2603 - 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 concerns about the festoon lights along the seafront still being off. The PO will follow up with NDC on this. Another member requested an update on parking issues outside Wetherspoons, specifically regarding the switch of disabled spaces and the taxi rank. Cllr Crabb confirmed that progress is being made, with the agreement being drafted. A third member shared issues with unkempt trees and blocked drains causing flooding in his garage. He mentioned difficulties in identifying responsible parties and



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receiving mixed messages from authorities. He also offered to assist with looking into the wider issues. The PO has asked him to contact her after the meeting.

**2603 - 6. To approve and adopt the Minutes of Full Council meeting – 9<sup>th</sup> February 2026 – Cllr M Fay** – These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr Turton with all in favour.

**2503 – 6.1. Update on actions taken from previous minutes** – The PO explained that a survey was shared on social media regarding the Tarka Trainline, and the results were used to draft a letter sent to members before the meeting. The PO will distribute it after the meeting. Additionally, the PO provided an update on the current DMO Loan rate, which stands at 6.34%, confirming the decision made by members for the next 12 months.

**2603 - 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 16<sup>th</sup> February 2026 - Cllr J Williams** – These minutes were noted by members.

**2603 - 8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 16<sup>th</sup> February 2026 - Cllr M Fay** – These minutes were noted by members.

**2603 – 8.1. To agree recommendation of Community Officer job description as per minute number S2602-9.2.** – Cllr Fay proposed to agree the above recommendation, this was seconded by Cllr Schofield with all in favour.

**2603 - 9. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 23<sup>rd</sup> February 2026 – Cllr B Gear** – These minutes were noted by members.

**2603 – 9.1. To consider and agree recommendation of Public Conveniences Option C as per minute number F2602-4.6** – This item was taken with the public excluded.

**2603 - 10. ITC 26011 – Report from Proper Officer**

**2603 – 10.1. To consider and agree recommendation to devolve the power to respond in relation to the Government Consultation on Devolution and Local Government Reorganisation** – Motion to agree to devolve power to the D&LGR Committee was proposed by Cllr Crabb, seconded by Cllr Fay with all in favour.



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**2603 – 10.2. To consider and agree recommendation to set up Grants working group** – All members agreed to set up this working group with Cllr Schofield and Huggins volunteering to be involved. The Po will set up a meeting in addition to contact the absent members to see if they would like to be a part of the group.

**2603 – 10.3. To agree to insurance policy proposal for both overall insurance and vehicles as per attached documents** – Motion to agree the insurance policy was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

### **2603 - 11. ITC 26012 – Responsible Finance Officer Report**

**2603 – 11.1. To review and agree current Accounting Status** – The accounting status was provided and agreed by members.

**2603 – 11.2. To review and agree invoices for payment** – Cllr Fay proposed to agree the submitted invoices, for payment, this was seconded by Cllr Irwin with all in favour.

**2603 – 11.3. Verbal report to discuss the potential of applying for a virtual cardnet system** – As the RFO is absent, this will be deferred to a later meeting.

### **2603 - 12. Programme Manager Report; including One Ilfracombe Update**

**2603 – 12.1. ITC 26013 – Programme Manager Report** – The PM and Project Officer Charmain gave further updates on the report.

### **2603 - 13. To receive reports/Proposals from Ilfracombe Town Councillors**

**2603 – 13.1. ITC 26014 - Report into access to healthcare and MP Ian Roome's response – Cllr T Elliott** – Cllr Elliott briefly explained the report, which will be forwarded to MP Ian Roome and Cllr Wilson's contact at DCC for review. She proposed that ITC adopt her recommendation to keep as many health and preventative services within the town as possible, exploring creative solutions to achieve this. The focus should be on preventing the need to travel, as for many people in poor health or on low incomes, this will be a key factor in accessing treatment. The proposal was seconded by Cllr Crabb and unanimously approved.

**2603 – 13.2. ITC 26015 – Feedback from online seminar about Engaging the Next Generation of Councillors – Cllr T Elliott** – This feedback was noted by members.



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**2603 - 14. To receive reports from County/District Councillors** – Cllr Wilsons and Crabbs reports were both circulated prior to the meeting and noted by members.

**2603 - 15. To receive reports from Working Groups and Councillor Champions**

**2603 – 15.1. ITC 26016 – Lee & Lincombe Champion Report** – Cllr P Coates – This report was noted by members.

**2603 - 16. To receive Correspondence/Licenses/Notices** –None received.

**2603 - 17. Policies to be adopted**

**2603 – 17.1. Asset & Services Transfer Policy** – Motion to adopt this policy was proposed by Cllr Crabb, seconded by Cllr Fay with all in favour.

**2603 - 18. Chairs Discretion – for information only** – The PO provided several updates: the museum shared an update on their progress, noting that the change will be a slow process focused on long-term investment. A response from MP Ian Rouse regarding the connectivity letter sent recently was also shared with members. Finally, the PO gave an update on the work needed for Assertion 10, which is now required for the AGAR to be approved.

**2603 - 19. To agree actions from this meeting**

<b>Agreed Action</b>	<b>Designated to Complete Action</b>	<b>Deadline / when to bring update</b>
Put advert out for Community Officer job role using agreed job description	PO	ASAP following the meeting
Set up Grants working group meeting	PO	ASAP following the meeting
To renew insurance policy as per attached documents	PO	Following the meeting
Send out Tarka Trainline Letter	PO	ASAP following the meeting/ updates to be feedback
Send out Access to healthcare letter	PO	ASAP following the meeting/ updates to be feedback
Record Asset & Services Transfer Policy being approved.	PO	Following the meeting



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At this point, the meeting continued under Part B regulations. This was proposed by Cllr Fay, seconded by Cllr D Williams 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.***

**2603 – 9.1. To consider and agree recommendation of Public Conveniences Option C as per minute number F2602-4.6** – After reviewing the report, Cllr Crabb proposed an amendment to the motion to continue with the current contract for the next 12 months, followed by a review. The amendment was seconded by Cllr Huggins and passed with 8 votes in favour and 3 against. With the amendment approved, Cllr Crabb then proposed the motion to stay with the current contract, which was seconded by Cllr Huggins. The motion passed with all in favour, except for 2 abstentions.

The Chair declared the meeting closed at 20:39hrs, the next Full Council Meeting will take place on Monday 13<sup>th</sup> April 2026 at 19:00hrs in the Council Chambers.

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

**09/03/2026**