



Ilfracombe Town Council

F&GP Meeting – Monday 23rd March 2026 at 7.00 pm

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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

Council Members are requested to arrive by 7:00 pm
Apologies must be received by 5:00 pm

Committee members, you are hereby summoned to attend - Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, B Gear, P Crabb, J Irwin and N Basil as well as Cllr M Fay (Mayor) or Cllr J Williams (Deputy Mayor)

(All Councillors are welcome to attend the meeting but only those formally appointed to the Committee may participate and vote)

AGENDA

1. Welcome by Chair

2. Meeting Introduction

- 2.1. To receive and consider for approval, apologies for absence and reasons given
- 2.2. To note any declarations of interest
- 2.3. Chair's discretion for any matters or announcements for Information Only
- 2.4. To determine which items, if any, of the agenda should be taken with the public excluded
- 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
- 2.6. To adopt minutes of meeting held on 23rd February 2026
 - 2.6.1. Update on actions taken from previous minutes

3. Finance And Audit

3.1. Responsible Finance Officer Report ITC 26017

- 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations
 - 3.1.2. To receive and approve items of expenditure including addendum submitted on the day
 - 3.1.3. Proposal for consideration and approval for collection of Outstanding Invoices
- 3.2. To review and agree recommendations in relation to **Report ITC 26018** Assertion 10 – AGAR Requirements and Supporting Policy Review

- 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
- 3.3. To agree recommendation regarding **ITC 26020** Renewal of Internet Services at the Ilfracombe Centre
- 3.4. To agree use and price of parking for motor bikes in Ropery Road car park in April for memorial service

4. General Purposes

- 4.1. To review and agree for recommendation to Full Council F&GP Committee Terms of Reference
- 4.2. **Town Assets – ITC 26021** Senior Facilities Coordinator & Facilities Officer Report
- 4.3. Town Team update – via [link](#)
- 4.4. Ilfracombe in Bloom update
- 4.5. Link Centre update

5. Correspondence

6. Chair’s Discretion – for information only

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



Laura Donovan
Proper Officer
Ilfracombe Town Council

18/03/2026



Ilfracombe Town Council

ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 23rd February 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 February 2026

Members Present:

Cllrs: J Quinn (Deputy Chair), P Crabb, N Basil, B Gear, P Crabb (arrived late)

Officers Present:

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

F2602 - 1. Welcome by Chair

In the Chair Cllr Huggins absence and Deputy Chair Cllr Quinns illness, all members were in agreement to allow Cllr Gear chair this meeting.

F2602 - 2. Meeting Introduction

F2602 – 2.1. To receive and consider for approval, apologies for absence and reasons given – Apologies were received from Cllr Huggins, Coulter and Irwin (all personal).

F2602 – 2.2. To note any declarations of interest – None received.

F2602 – 2.3. Chair’s discretion for any matters or announcements for Information Only – None received.

F2602 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded – The PO suggested item 4.4. and 4.6. be taken with the public excluded. This was unanimously approved by members.

F2602 – 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.

Cllr Crabb arrived (7:15pm).

F2602 – 2.6. To adopt minutes of meeting held on 26th January 2026

– Motion to adopt these minutes was proposed by Cllr Turton, seconded by Cllr Quinn with all in favour.

F2602 – 2.6.1. Update on actions taken from previous minutes –

The PO informed members that NDC know that ITC are happy to take on the Bandstand Licence, however, she has not yet had the physical licence through to be signed.

F2602 - 3. Finance And Audit

F2602 – 3.1. Responsible Finance Officer Report ITC 26008

F2602 – 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.

F2602 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day – Cllr Turton proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Quinn and unanimously agreed.

F2602 – 3.1.3. To agree a working group to review end of year reserves and final accounts approval – Cllr Turton volunteered to be apart of this group, it was highlighted that Cllr Huggins who is absent may also want to be involved. The RFO will communicate with both members regarding this.

F2602 - 4. General Purposes

F2602 – 4.1. Town Assets - Senior Facilities Coordinator & Facilities Officer Report – ITC 26009 – This report was noted by members.

F2602 – 4.2. Town Team update – via [link](#) – These minutes were noted by members.

F2602 – 4.3. Ilfracombe in Bloom update – The PO mentioned that a meeting was recently held to reconnect and review how things are progressing so far.

F2602 – 4.4. Link Centre update – This item was taken with the public excluded.

F2602 – 4.5. ITC 26010 - Telephone Box relocation project – After discussion, members decided to approve the initial cost of £149 to put in a planning permission application for the relocation. If successful, the PO will bring this to Full Council for approval on next steps.

F2602 – 4.6. To review and agree current supplier contract and quote in relation to Public Conveniences – This item was taken with the public excluded.

F2602 - 5. Correspondence

F2602 – 5.1. Email received regarding purchase of Challenge Alarm Services Ltd – This correspondence was noted by members.

F2602 - 6. Chair’s Discretion – for information only – None received.

At this point, the meeting continued under Part B regulations. This was proposed by Cllr Crabb, 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.

F2602 – 4.4. Link Centre update – The PM provided an update on recent discussions and his thoughts on the progress so far.

F2602 – 4.6. To review and agree current supplier contract and quote in relation to Public Conveniences – Following an extensive discussion and review of the report, Cllr Gear suggested that the committee recommend option C as per the report to Full Council for approval. Cllr Basil seconded the proposal, and it was unanimously agreed. The PO will now focus on adding further details to the report for Full Council.

The Chair declared the meeting closed at 20:07hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 23rd March 2026 at 19:00hrs in the Council Chambers.

**Cllr Bert Gear
Member of Finance & General Purposes Committee
Ilfracombe Town Council**

23/02/2026



REPORT TO: Finance and General Purpose
 SUBJECT: Finance Officer Report

REPORT NO: ITC 26017

DATE: 23rd March 2026
 PREPARED BY: Carole Coombs

Item 3.1.1 Accounts

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 31/01/26	£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
Bank Statement 28/02/26	£270,797.00	£27,041.55	£225,000.00	£299,676.77	£570.05	£298.00	£10.08	£15.63	£400.86	£0.00	£822,669.84
Income /receipts*	£37,654.61	£0.00	£0.00	£0.00	£0.00	£1,274.00	£570.00	£0.00	£1,854.80	£861.06	£42,214.47
Interest in	£0.00	£12.22	£725.95	£960.71	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,698.88
Transfer in to account	£4,144.76	£0.00	£0.00	£725.95	£570.05	£0.00	£0.00	£0.00	£0.00	£0.00	£5,440.76
Expenditure in month (includes VAT repayment where appropriate)	£21,778.42	£0.00	£0.00	£0.00	£671.38	£0.00	£13.92	£9.01	£0.00	£0.00	£22,472.73
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£32.47	£0.00	£32.47
Transfer out of account	£570.05	£0.00	£725.95	£0.00	£0.00	£1,220.00	£570.00	£0.00	£1,493.70	£861.06	£5,440.76
Bank Statement 28/02/26	£270,797.00	£27,041.55	£225,000.00	£299,676.77	£671.38	£298.00	£10.08	£15.63	£400.86	£0.00	£822,568.51
Debtors (+)										£5,529.75	£5,529.75
Unpresented cheques (-)											£0.00
Vat repayment due (-)										£470.39	£470.39
Creditors Invoices now req for payment (-)										£65,653.13	£65,653.13
Actual	£270,797.00	£27,041.55	£225,000.00	£299,676.77	£671.38	£298.00	£10.08	£15.63	£400.86	£60,593.77	£761,974.74
Bank Interest and Service Charges											
Bank Interest £1698.88											
Bank Service Charges £32.47											
Transfer to Reserves £0.00											
Other Items of Note £0.0											



Budget Summary

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	-£20,693.14	£20,693.14
Town council (1)	£529,056.00	£570,689.00	£0.00	£41,633.00	£547,235.23	£461,054.18	£86,181.05
Ilfracombe Centre (2)	£24,000.00	£33,175.00	£0.00	-£9,175.00	£27,013.59	£33,116.27	-£6,102.68
Lantern Centre (3)	£35,000.00	£29,975.00	£0.00	£5,025.00	£31,098.65	£49,496.34	-£18,397.69
Lee Bay Toilets (5)	£500.00	£4,900.00	£0.00	-£4,400.00	£2,146.80	£7,030.05	-£4,883.25
Ropery Road Car Park (7)	£165,500.00	£84,100.00	£0.00	£81,400.00	£208,407.85	£85,396.50	£123,011.35
Cheyne Beach Car Park (8)	£22,750.00	£6,050.00	£0.00	£16,700.00	£26,808.33	£1,881.65	£24,926.68
Memorial Gardens (9)	£0.00	£1,500.00	£0.00	-£1,500.00	£0.00	£269.73	-£269.73
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	£233.00	-£233.00
Work Hub (13)	£3,000.00	£4,000.00	£0.00	-£1,000.00	£5,212.48	£3,121.28	£2,091.20
Facilities and Maintenance Group (14)	£0.00	£25,545.00	-£1,250.00	£26,795.00	£1,450.00	£14,248.46	-£12,798.46
Admin and Clerical Group (15)	£0.00	£3,250.00	£0.00	-£3,250.00	£0.00	£1,184.40	-£1,184.40
Town Clerk/Proper Officer (16)	£0.00	£4,900.00	£0.00	-£4,900.00	£0.00	£4,948.92	-£4,948.92
Programmes and Projects Group (17)	£750.00	£3,425.00	-£1,632.75	-£4,307.75	£4,952.73	£5,529.20	-£576.47
One Ilfracombe (18)	£30,200.00	£30,200.00	£0.00	£0.00	£17,760.68	£17,758.84	£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	£175.00	-£175.00
Vision Centre (21)	£0.00	£0.00	£0.00	£0.00	£365.48	£357.19	£8.29
PCN WellBeing Team (22)	£160,240.00	£137,267.00	£0.00	£22,973.00	£162,582.79	£147,291.12	£15,291.67
One Northern Devon (23)	£10,550.00	£10,550.00	£0.00	£0.00	£13,611.40	£13,611.40	£0.00
Marketing (24)	£0.00	£5,000.00	£0.00	-£5,000.00	£0.00	£1,313.44	-£1,313.44
Greenclose Road (25)	£0.00	£8,600.00	£0.00	-£8,600.00	£0.00	£5,907.16	-£5,907.16
Civic Events (27)	£0.00	£6,900.00	-£163.33	-£7,063.33	£518.33	£4,076.34	-£3,558.01
Ilfracombe Toilets (28)	£14,000.00	£40,500.00	£0.00	£26,500.00	£1,798.08	£15,869.34	-£14,071.26
Bike Sheds (29)	£0.00	£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00
High Street Car Park	£0.00	£0.00	£22,054.54	£22,054.54	£1,037,410.07	£989,517.83	£47,892.24
Totals	£1,015,046.00	£1,014,546.00	£18,156.52	£18,656.52	£2,088,572.49	£1,843,689.79	£244,882.70
Less Precept (£529056.00)	£485,990.00				£1,655,166.49		
adjusted amount with changes	£2,064,548.77	£2,045,892.25	£18,156.52	£18,656.52	£1,871,869.49		



3.1.2 Invoices for Payment by ITC

(The Following Invoices are Due for payment)

Invoices Due for Approval	Amount	Comments
AIB Merchant Services	£61.48	
Amazon	£73.54	
Biffa	£57.12	
British Gas	£460.05	
Buzz - Dead Design	£275.00	
Concorde Copiers	£117.21	
Devon Association of Local Council	£36.00	
Devon County Council	£59.50	
DVLA	£345.00	
EDF ITC - Elec	£584.38	
EDF ITC - Gas	£1,044.02	
EDF Lantern Elec	£962.33	
EDF - Lantern Gas	£533.51	
EDF - Ropery Road	£623.17	
EDF - Memorial Gardens	£17.64	
EDF - Hele bay toilets	-£455.41	Credit Note
EDF - Larkstone/brimlands toilets	£44.79	
EDF - Lee Bay Toilets	£19.72	
EON Next - St James Toilets	£46.05	
Flow Bird	£83.50	
IPS	£421.74	
JJJ Service Station	£201.40	
Kingsley Printers	£1,305.73	
Lineal	£39.54	
Lloyds Charge Card	£671.38	
M&E	£120.00	
Millbeck	£48.30	
Monkey Puzzle	£127.50	
NALC	£42.00	
North Devon Council - 0% vat	£52,912.08	
North Devon Council - 20% Vat	£938.16	
O2	£34.61	
One Ilfracombe	£1,207.58	
GPE	£26.86	
PHS	£148.61	
Pod Point	£16.49	
Pedlars		Still to come
RGB Building Supplies	£233.92	
RINGGO	£126.87	
Safe Working Lifts	£149.28	
Sage - ITC	£46.80	
Screwfix	£246.41	
SLCC	£149.40	
SWW - Hele bay	£97.83	
Telecoms Consortium	£61.08	
D Tubbs - Greenclose Road Rent	£300.00	



Water2Business - St James Toilets	-£331.30	Credit
Yu Energy - Greenclose Gas	£54.10	
Yu Energy - Greenclose Elec	£27.76	
Zurich - Car insurance	£1,268.16	
TOTAL	£65,680.89	

Outstanding Customer Payments Due up to 28 February 26

Debtors	not yet due	30-60 days	60-90 days	90 - 120 days	Older
MO	£0.00	£0.00	£0.00	£0.00	£225.00
ST	£0.00	£0.00	£408.00	£0.00	£0.00
CD	£0.00	£112.50	£0.00	£0.00	£0.00
Others not yet due	2198.09				
Sub TOTALS	£2,198.09	£112.50	£408.00	£0.00	£225.00
Total Due	£2,943.59				

3.1.3 – Proposal for consideration and approval for collection of Outstanding Invoices

Following the non payment of the invoice above which is older than 120 days overdue the following action is proposed for consideration and approval by council:

- To send a letter before action - to take him to small claims court which will include the arrears and a Commercial Late Payment fee of 8% APR with action to happen within 14 days.
- If non- payment then to file with the Small Claims Court – Fee £35

For Context this account went into arrears in September 2025 having not paid the Aug/Sept bill (SI1661) of £180 , which was due on the 14th August, an invoice had also been raised for Sept/October 25(SI1715) of £180 which was not due until the 12th September and this time the lease was terminated by the customer. A verbal confirmation was made as to the amounts outstanding and a statement was forwarded to him via Sage with final amounts payable. Because he ended his lease a credit of £135 was taken off the final bill on the 9th September SCN-83 for the time not used. His final account was conveyed to him as being £225 which needed to be paid up before he left.

Payment not having been received there were follow up phone calls and emails to chase this with a final notice being sent in December which elicited a phone call in early January at which point he asked for the statement to be sent to him again. This was done and during a phone call he assured us he would pay this which he did not Further calls to chase up at the end of January, Mid February and first week in March which still did not result in payment. He did note at the last call he had been having cash flow problems but would pay before the end of the week.

Other information

- There is a meeting on Monday 30th May at 5.30pm for the Reserves Sub committee to discuss the year dispersal of reserves for the portfolio of Reserves and dispersal/use of excess budget lines for 25/26 financial year end to the new financial year.
- SouthWest Water are being chased re water rates for ITC offices. We are awaiting a reply to the Verification of Supply request to SW Water.
- AGAR and Year End – Work is now starting on this and hopefully APB will be auditing us during Late April or early May



REPORT TO: F&GP
DATE: 17th March 2026
SUBJECT: Assertion 10 – AGAR Requirements and Supporting Policy Review
PREPARED BY: Laura Donovan

1. Purpose of the Report

The purpose of this report is to inform Members of the requirements associated with Assertion 10 of the Annual Governance and Accountability Return (AGAR) and to ensure the Council has the appropriate governance framework, policies, and systems in place to comply with these requirements.

2. Background

The Annual Governance and Accountability Return (AGAR) forms part of the statutory external audit regime for smaller authorities in England.

Each year councils must complete the Annual Governance Statement, confirming that appropriate governance and control systems are in place.

Assertion 10 of the Annual Governance Statement states that the authority: *"has appropriate arrangements in place for managing requests for information and protecting personal data."*

This requirement has become increasingly emphasised by auditors and sector bodies in recent years due to growing expectations around information governance, transparency, and cyber security.

Guidance from the National Association of Local Councils (NALC) and the Joint Panel on Accountability and Governance (JPAG) highlights that councils must demonstrate clear policies, procedures and systems to manage:

- Personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Requests made under the Freedom of Information Act 2000
- Confidential information held by the authority
- Proper management and retention of council records

In recent audit cycles, external auditors have increased scrutiny of councils' information governance arrangements where these policies are absent or outdated.

3. What Assertion 10 Requires

According to the SAPP Practitioners Guide 2025 to warrant a positive response to Assertion 10, councils must demonstrate that they have taken the following actions:

- 1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- 1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable). 15 of 74
- 1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- 1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- 1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

These measures ensure the council complies with both transparency legislation and data protection law.

4. Consequences of Non-Compliance

Failure to meet the requirements of Assertion 10 can have several implications:

Audit Implications

External auditors may:

- Issue qualified audit opinions
- Identify governance weaknesses
- Require additional reporting or actions
- Highlight the council in public interest reports

Legal and Regulatory Risks

Failure to comply with information legislation could result in:

- Complaints to the Information Commissioner's Office (ICO)
- Enforcement action or investigations
- Potential financial penalties for serious breaches

Reputational Risks

Poor information governance can lead to:

- Loss of public trust
- Perceived lack of transparency
- Increased scrutiny from residents or media

Operational Risks

Without clear procedures councils risk:

- Loss or inappropriate disclosure of personal data
- Inconsistent responses to FOI requests
- Difficulty locating important records

5. Review of Councillor and Officer Email Provision (as per 1.48)

A separate report prepared by Steve Seatherton has reviewed the provision of email accounts for councillors and officers in light of the strengthened expectations around AGAR Assertion 10.

The review considers:

- The security of council communications
- Whether councillors should use official council email accounts rather than personal addresses
- Data protection and Freedom of Information implications
- The need to ensure council records remain accessible and auditable

The findings of this report support the principle that council business should be conducted through secure, council-controlled communication systems wherever possible.

Members are asked to note the contents of this report and consider any recommendations contained within it.

6. Website Compliance and Transparency Requirements (as per items 1.48, 1.49 & 1.50)

In addition to internal policies and procedures, AGAR Assertion 10 also extends to the Council's website, which forms a key part of the authority's arrangements for transparency and public access to information.

These requirements reinforce the need for the Council to maintain an accessible, compliant and regularly updated website that enables the public to easily access governance documents, financial information and council policies.

Compliance with these requirements forms an important element of the Council's ability to demonstrate that it meets the standards set out under AGAR Assertion 10.

Currently our website has been assessed for accessibility compliance and we have met this criteria.

7. Policy Review (as per items 1.51, 1.52 & 1.53)

To ensure the Council can confidently comply with Assertion 10, the following policies have been reviewed and updated for recommendation to Full Council for adoption:

- Document Retention and Management Policy
- Data Protection Policy 2026/27
- Privacy Notice 2026/27
- Freedom of Information Publication Scheme
- Confidentiality Policy

These policies collectively establish the council's framework for managing information, protecting personal data, and ensuring transparency.

8. IT Policy Requirement (as per item 1.54)

The Practitioners' Guide to Proper Practices (2025) also requires that smaller authorities maintain a clear policy governing the use of information technology.

This policy should provide guidance on:

- The appropriate use of council-owned devices and systems
- The use of personal devices for council business
- Cyber security and data protection responsibilities
- Secure handling and storage of council information
- Acceptable use of email, cloud systems and digital communications

The requirement recognises the increasing reliance on digital systems in the operation of local councils and aims to ensure that council information is managed securely and in accordance with relevant legislation.

Having a clear IT Policy also supports compliance with AGAR Assertion 10, particularly in relation to protecting personal data, managing electronic records and ensuring secure communication systems.

Members may wish to note that the Review of Councillor and Officer Email Provision prepared by Steve Seatherton also aligns with these expectations, as secure email and digital communication systems form an important component of good IT governance.

9. Recommendation

Members are recommended to:

1. Note the requirements of AGAR Assertion 10 and the importance of maintaining robust information governance arrangements.
2. Note the report prepared by Steve Seatherton regarding the Review of Councillor and Officer Email Provision.
3. Approve and recommend to Full Council the adoption of the following policies:
 - Document Retention and Management Policy
 - Data Protection Policy
 - Privacy Notice
 - Freedom of Information Publication Scheme
 - Confidentiality Policy
 - IT Policy
4. Confirm that these policies will be reviewed yearly to ensure continued compliance with legislation and audit requirements.



Document Retention and Management Policy

Adopted Date:	14 February 2022
Policy Reviewed:	13 March 2026
Review Date:	13 March 2027

1. Introduction

Ilfracombe Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Town Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

2. Scope

This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its functions. Records are defined as all those documents that facilitate the business carried out by the Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

3. Responsibilities

The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Proper Officer. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Town Council's records management guidelines.

4. Relationships with existing policies

This policy has been drawn up within the context of Ilfracombe Town Council's:

- Freedom of Information Publication Scheme
- Data Protection policy
- Privacy Notice

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Town Council.

5. Retention schedule

Under the Freedom of Information Act 2000, the Town Council is required to maintain a retention schedule listing the record series that it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action that should be taken when it is of no further administrative use. Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

MINIMUM RETENTION PERIOD – INDEFINITE	
TYPE OF DOCUMENT	REASON FOR RETENTION
Investments	Audit management
Pension Records	SLCC recommendation
Signed minutes of Council meetings (hard copy)	Archive
Title deeds, leases, agreements	Audit management

MINIMUM RETENTION PERIOD – 25 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Accident books	Should a claim arise
Equipment inspection records	Management
Management risk assessments	Should a claim arise
Management equipment inspection records	Should a claim arise
Premises inspection records	Should a claim arise

MINIMUM RETENTION PERIOD – 21 YEARS (from commencement of insurance)	
TYPE OF DOCUMENT	REASON FOR RETENTION
Certificates for insurance against liability for employees	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management

MINIMUM RETENTION PERIOD – 12 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Wages books/payroll records	Superannuation

MINIMUM RETENTION PERIOD – 10 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Application to hire, bookings forms	Tax, Limitation Act 1980 (as amended). VAT inspections every 10 years
Bank statements including deposit/savings accounts	VAT inspections every 10 years
Bank paying-in books	VAT inspections every 10 years
Paid invoices	VAT inspections every 10 years
Paid cheques and cheque book stubs	Limitation Act 1980 (as amended)
Members allowances register	Tax, Limitation Act 1980 (as amended). VAT inspections every 10 years
Receipt and payment accounts (hard copy)	VAT inspections every 10 years
Receipt books of all kinds	VAT inspections every 10 years
VAT records	VAT inspections every 10 years

MINIMUM RETENTION PERIOD – 6 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Contracts, quotations, tenders	Limitation Act 1980 (As amended)
Personnel File (not payroll)	Should a claim arise
Petty cash, postage, telephone books	Tax, VAT, Limitation Act 1980 (as amended)

MINIMUM RETENTION PERIOD – 5 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Audit budgetary control papers	SLCC recommendation
Management Finance & payroll scale of fees & charges	SLCC recommendation

MINIMUM RETENTION PERIOD – 4 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Acceptance of office	Term of office
Register of Members' interests	Term of office

MINIMUM RETENTION PERIOD – 2 YEARS	
TYPE OF DOCUMENT	REASON FOR RETENTION
Correspondence, papers on important issues	For reference purposes
Complaints	Management
Press releases	Management
Town Council newsletter	Management
Reports, newsletters, etc.	Management
Timesheets	Comparison of sickness and absence

MINIMUM RETENTION PERIOD – LESS THAN A YEAR	
TYPE OF DOCUMENT	REASON FOR RETENTION
Job application forms (unsuccessful)	Should a claim arise

UNTIL A PROJECT OR DEVELOPMENT IS COMPLETED	
TYPE OF DOCUMENT	REASON FOR RETENTION
Public consultation – survey and returns	Management
Planning applications where granted, plans and decision letters	Planning and enforcement
Planning appeal decision notice	Planning and enforcement

UNTIL APPEAL PERIOD HAS EXPIRED	
TYPE OF DOCUMENT	REASON FOR RETENTION
Planning applications where refused, plans and decision letters	Planning and enforcement

RETAIN AS LONG AS IN FORCE	
TYPE OF DOCUMENT	REASON FOR RETENTION
Structure plans, Local plans and similar documents	Planning and enforcement

DESTROY IMMEDIATELY	
TYPE OF DOCUMENT	REASON FOR DESTRUCTION
Handwritten notes at meetings	Not legal record. Aide de memoire only. Subject to FOI.

6. Destruction of documents

All documents must be destroyed using the confidential waste system provided by the Council.



Data Protection Policy

Adopted Date:	10 December 2018
Policy Reviewed:	12 March 2026
Next Review Date:	12 March 2027

1. Introduction

- 1.1 Ilfracombe Town Council has a responsibility under Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This policy is a statement of what the Town Council does to ensure its compliance with the Act.
- 1.2 The Data Protection Policy applies to all Ilfracombe Town Council employees, councillors, volunteers and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2. Background

- 2.1 The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the "data subjects") can have a certain amount of control over the way in which it is handled.
- 2.2 Some of the main features of the Act are:
- All data covered by the Act must be handled in accordance with the Seven Data Protection Principles (see Appendix 1)

- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.

- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of such breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. The Information Commissioner also had the ability to prosecute those who commit offences under the Act and to issue fines.

3. Policy Statement

3.1 The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4. Roles and Responsibilities

4.1 Data Protection Officer

4.1.1 The Town Council is not a public authority for the purposes of GDPR (section 7(3) of the DPA 2018) and therefore does not need to appoint a Data Protection Officer.

4.2 Town Council

4.2.1 Informing and advising any processor engaged by the Town Council as data controller and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation.

4.2.2 Ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 Proper Officer/Town Clerk

4.3.1 The Proper Officer/Town Clerk (or Responsible Financial Officer where appropriate) is responsible for the operational implementation of this policy and for ensuring that staff and councillors are aware of their data protection responsibilities.

4.4 All Staff and Councillors

4.4.1 All staff and Councillors will ensure that:

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.5 Contractors and Employment Agencies

4.5.1 Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

4.6 Volunteers

4.6.1 All volunteers are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5. Records Management

5.1 Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6. Consent

6.1 The Town Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and

who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where legal basis for processing is consent.

- 6.2 Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in a new way unless exceptionally such use is in accordance with other provisions of the Act.
- 6.3 Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7. Accuracy and Data Quality

- 7.1 The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.
- 7.2 All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.
- 7.3 Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the appropriate procedures must be followed.

8. Data Protection Impact Assessments

- 8.1 A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded into the Town Council's decision-making process.

9. Providers

- 9.1 The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10. Complaints

- 10.1 Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint and handled under the Town Council's complaint's processes.
- 10.2 Should the complainant remain dissatisfied with their complaint to the Council; a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11. Security and Confidentiality

- 11.1 All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.
- 11.2 Personal data will not normally be transferred outside the United Kingdom. Where transfers outside the UK are necessary, the Council will ensure that appropriate safeguards are in place in accordance with UK GDPR and the Data Protection Act 2018.

12. Rights of Data Subjects

- 12.1 Individuals wishing to request their information as a Subject Access Request (SAR) should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Subject Access Requests will normally be responded to **within one calendar month**, in accordance with UK GDPR. This period may be extended by a further two months where requests are complex or numerous.
- 12.2 Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

13. Policy Review

- 13.1 This policy will be reviewed every year or sooner if legislation or guidance from the Information Commissioner's Office requires it.

Appendix 1:

Seven Principles of UK GDPR

Lawfulness, fairness and transparency – data must be processed legally, fairly and in a transparent manner in relation to individuals.

Purpose limitation – Data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Data minimisation – Data collected must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Accuracy – Data must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

Storage limitation – Data should only be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

Integrity and confidentiality (security) – Data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Accountability – The data controller shall be responsible for, and be able to demonstrate compliance with all the above principles.



Privacy Notice

Adopted Date:	10 December 2018
Policy Reviewed:	12 March 2026
Next Review Date:	12 March 2026

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)¹

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Ilfracombe Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

¹ <https://www.legislation.gov.uk/eur/2016/679/article/6>

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Ilfracombe Town Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Proper Officer via email on itc@northdevon.gov.uk to request this.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Proper Officer via email on itc@northdevon.gov.uk to request this.

Information Deletion

If you wish Ilfracombe Town Council to delete the information about you please contact the Proper Officer via email on itc@northdevon.gov.uk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Proper Officer via email on itc@northdevon.gov.uk to object.

Rights Related to Automated Decision Making and Profiling

Ilfracombe Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our privacy policies to keep it up to date in protecting your data. (You can request a

copy of our policies at any time and they are available via our website www.ilfracombetowncouncil.gov.uk).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Ilfracombe Town Council through the Proper Officer via email on itc@northdevon.gov.uk to request this and the Information Commissioners Office casework@ico.org.uk or
Tel: 0303 123 1113



Freedom of Information Publication Scheme

Adopted Date:	13 January 2020
Policy Reviewed:	13 March 2026
Review Date:	13 March 2027

1. Information available from Ilfracombe Town Council under the model publication scheme

This guidance gives examples of the kinds of information that Ilfracombe Town Council can provide in order to meet its commitments under the model publication scheme.

Ilfracombe Town Council will make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme and Ilfracombe Town Council looks to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Ilfracombe Town Council must publish under its publication scheme any dataset it holds that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as reasonably practicable, it must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Ilfracombe Town Council is the only owner, it must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Who's who on the Council and its Committees	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>

Contact details for Proper Officer/Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Location of main Council office and accessibility details	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Staffing structure	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	<i>Hard copy</i>	<i>5p per A4 copy</i>
Current and previous financial year as a minimum		
Annual return form and report by auditor	<i>Hard copy</i>	<i>5p per A4 copy</i>
Finalised budget	<i>Hard copy</i>	<i>5p per A4 copy</i>
Precept	<i>Hard copy</i>	<i>5p per A4 copy</i>
Borrowing Approval letter	<i>Hard copy</i>	<i>5p per A4 copy</i>
Financial Standing Orders and Regulations	<i>Hard copy</i>	<i>5p per A4 copy</i>
Grants given and received	<i>Hard copy</i>	<i>5p per A4 copy</i>
List of current contracts awarded and value of contract	<i>Hard copy</i>	<i>5p per A4 copy</i>
Members' allowances and expenses	<i>Hard copy</i>	<i>5p per A4 copy</i>
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Current and previous year as a minimum		
Town Strategic Plan (current and previous years as a minimum)	<i>Website</i>	<i>Free</i>

	<i>Hard copy</i>	<i>5p per A4 copy</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Quality status	<i>N/A</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>N/A</i>	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Agendas of meetings (as above)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Responses to consultation papers	<i>Hard copy</i>	<i>5p per A4 copy</i>
Responses to planning applications	<i>Hard copy</i>	<i>5p per A4 copy</i>
Bye-laws	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><i>Website</i></p> <p><i>Hard copy</i></p>	<p><i>Free</i></p> <p><i>5p per A4 copy</i></p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p><i>Website</i></p> <p><i>Hard copy</i></p>	<p><i>Free</i></p> <p><i>5p per A4 copy</i></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p><i>Website</i></p> <p><i>Hard copy</i></p>	<p><i>Free</i></p> <p><i>5p per A4 copy</i></p>
<p>Information security policy</p>	<p><i>Website</i></p> <p><i>Hard copy</i></p>	<p><i>Free</i></p> <p><i>5p per A4 copy</i></p>
<p>Records management policies (records retention, destruction and archive)</p>	<p><i>Website</i></p>	<p><i>Free</i></p>

	<i>Hard copy</i>	<i>5p per A4 copy</i>
Data protection policies	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Schedule of charges (for the publication of information)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Class 6 – Lists and Registers	<i>Website</i>	<i>Free</i>
Currently maintained lists and registers only	<i>Hard copy</i> <i>(some information may only be available by inspection)</i>	<i>5p per A4 copy</i>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>Electoral roll by inspection</i>	<i>Free</i>
Assets register	<i>Hard copy</i>	<i>5p per A4 copy</i>
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	<i>N/A</i>	
Register of members' interests	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>
Register of gifts and hospitality	<i>Hard copy</i>	<i>5p per A4 copy</i>
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>5p per A4 copy</i>

Current information only	<i>(some information may only be available by inspection)</i>	
Allotments	<i>N/A</i>	
Burial grounds and closed churchyards	<i>N/A</i>	
Community centres and village halls - <i>Lantern Centre & Vision Centre booking procedures</i>	<i>Hard copy</i>	<i>5p per A4 copy</i>
Parks, playing fields and recreational facilities	<i>N/A</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Hard copy</i>	<i>5p per A4 copy</i>
Bus shelters	<i>Hard copy</i>	<i>5p per A4 copy</i>
Markets	<i>N/A</i>	
Public conveniences	<i>Hard copy</i>	<i>5p per A4 copy</i>
Agency agreements	<i>N/A</i>	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>N/A</i>	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per sheet (black & white)	Actual cost of copying and administration time
	Photocopying @ 5p per sheet (colour)	Actual cost of copying and administration time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Contact details: Mr Alan Matthewman – Town Clerk **Tel:** 01271 855314 **Email:** alan.matthewman@northdevon.gov.uk

Originally adopted by Full Council 14/04/2020

Policy reviewed: 14/2/22

Next review: 14/2/24



Confidentiality Policy and Agreement

Adopted Date:	10 July 2023
Policy Reviewed:	12 March 2026
Review Date:	12 March 2028

Introduction

The aim of the policy are to ensure:

- all information held about Staff, Councillors, Volunteers and residents is confidential, whether held electronically or in hard copy
- other information about Ilfracombe Town Council (for example its financial matters, staff records) is confidential
- staff and Councillors will by necessity have access to such confidential information from time to time

Applicability

The policy applies to all employees, Councillors, volunteers and partners, and also applies in principle* to other people who work within and for Ilfracombe Town Council and its premises e.g. self-employed staff, temporary staff and contractors – collectively referred to herein as 'workers'.

**the council will ensure that workers who are not employees or Councillors are aware of and agree to abide by this policy in principle. In instances that require action, and if the worker is an employee of another organisation, the worker's employer should also be involved.*

Policy

- Workers must not under any circumstances disclose personal information to anyone outside the Organisation, except to other Staff on a need to know basis, or where written consent has been provided.
- All personal information about workers is confidential. This includes information about their families or others associated with them.

- Workers must not under any circumstances disclose other confidential information about the council to anyone outside the organisation unless with the express consent of the chair of Council and/or the Proper Officer
- Workers should limit any discussion about confidential information only to those who need to know within the Organisation
- The duty of confidentiality owed to a person under 16 is as great as the duty owed to any other person.
- Workers must be aware of and conform to the requirements of GDPR as found in the Data Protection Policy
- All individuals can expect that their personal information will not be disclosed without their permission (except in the most exceptional circumstances when disclosure is required when a person is at grave risk of serious harm or a criminal offence has occurred).
- Where disclosure of information is required which is non-routine in nature the individual will, where possible, be fully informed of the nature of the disclosure prior to this being released.
- Electronic transfer of any confidential information, once approved by the Proper Officer and/or Chair of the council, must be transmitted via the ITC network. Workers must take particular care that confidential information is not transmitted in error by email or over the Internet.
- Workers must not take data from the organisation's computer systems (e.g. on a memory stick or removable drive) off the premises unless authorised to do so by the Chair of the Council and/or the Proper Officer.
- Anybody who suspects a breach of confidentiality must inform the Proper Officer immediately.
- Any breach of confidentiality will be considered as a serious disciplinary offence and may lead to dismissal or in the case of Councillor's referral to the Monitoring Officer.
- Workers remain bound by a requirement to keep information confidential even if they are no longer employed within the organisation. Any breach, or suspected breach of confidentiality after the worker has left the organisation's employment will be passed to the council's lawyers for action.

Responsibilities of Workers

All workers must follow their professional codes of practice and the law. This means that they must make every effort to protect confidentiality. It also means that no identifiable information about a person is passed to anyone or any agency without the express permission of that person, except when this is essential for providing support for that person or to protect somebody's health, safety or well-being.

All workers are individually accountable for their own actions. They should, however, also work together as a team to ensure that standards of confidentiality are upheld, and that improper disclosures are avoided.

Additionally, Ilfracombe Town Council, as Employers:

- are responsible for ensuring that everybody employed by the council understands the need for and maintains confidentiality.
- have overall responsibility for ensuring that systems and mechanisms are in place to protect confidentiality.
- have vicarious liability for the actions of those working in the council – including councillors, volunteers and employed staff

Standards of confidentiality apply to all administrative and ancillary staff - including receptionists, secretaries, cleaners and maintenance staff who are bound by contracts of employment to maintain confidentiality. They must not reveal personal information they learn in the course of their work, or due to their presence in the council's premises, to anybody outside the council without the person's consent. Nor will they discuss with colleagues any aspect of a person's attendance at the council in a way that might allow identification of the person unless to do so is necessary for the person's support.

If Disclosure is Necessary

If a person or another person is at grave risk of serious harm that disclosure to an appropriate person would prevent serious harm, the relevant employee can take advice from colleagues within the council, of from a professional / regulatory / defence body, in order to decide whether disclosure without consent is justified to protect the person or another person. If a decision is taken to disclose, the person should always be informed before disclosure is made, unless to do so could be dangerous or against current law. If at all possible, any such decisions should be shared with another senior member of the council.

Any decision to disclose information to protect health, safety or well-being will be based on the degree of current or potential harm.

Confidentiality Agreement

A copy of this agreement is to be signed by every staff member, volunteer, councillor). This is attached at appendix 1

Confidentiality guidelines:

- Be aware that careless talk can lead to a breach of confidentiality – discuss your work only with authorised personnel, preferably in private.
- Always keep confidential documents away from prying eyes.
- Verbal reporting should be carried out in private. If this is not possible, it should be delivered in a volume such that it can only be heard by those for whom it is intended.
- When asking for confidential information in circumstances where the conversation can be overheard by others, conduct the interview in as quiet and discreet a manner as possible and preferably find somewhere private for the discussion.
- Precautions should be taken to prevent telephone conversations being overheard and in all cases personal information should be avoided where possible.
- The duty of confidentiality owed to any person, regardless of protected characteristics, is as great as the duty owed to any other person.
- When using computers, unauthorised access should be prevented by password protection and physical security such as locking the doors when offices are left unattended. Where possible, VDU screens should be positioned so they are visible only to the user. Unwanted paper records should be disposed of safely by shredding on site and computer files on hard or floppy disks should be wiped clean when no longer required.
- If unsure about authorisation to disclose, or a person's authorisation to receive confidential information, always seek authorisation from the Chair of council and/or the Proper Officer before disclosing any personal information.

Appendix 1

Confidentiality agreement.

I confirm that I have read and understand my responsibilities under the confidentiality policy.

Any information obtained by myself whilst in the employ or service of Ilfracombe Town Council, in any of its premises will be treated as strictly confidential and should not be used, disclosed to any third party, or exposed in the public domain, except under the terms of the confidentiality and data protection policies.

Please sign below to indicate your acceptance of this agreement.

Signed.....

Date.....

Organisation

Print Name.....



REPORT TO: F&GP
DATE: 17th March 2026
SUBJECT: Review of Councillor and Officer Email Provision
considering the new AGAR requirements
PREPARED BY: Steven Seatherton (Programme Manager)

Purpose of Report

To review the Council's current email arrangements for councillors and officers, to set out the compliance for AGAR and security issues now arising, and to present options for the Council's consideration.

Background

Approximately four years ago, the Council took the decision to move councillors onto official council email addresses. This followed concerns about council correspondence, staff matters and other official business being conducted through personal email accounts. It was considered right and proper that council business should be undertaken through council-controlled addresses rather than personal accounts.

At that time, the Council considered two main options. The first was to use a basic webmail system linked to the Council's existing website hosting package. This is the arrangement currently in place. It is a low-cost solution and is maintained in-house. The current cost is £35 per month, which includes website hosting, security backups, email accounts and associated hosting services.

The second option considered at that time was a move to Microsoft Exchange / Microsoft 365 business email packages. This could either have been provided through North Devon Council's arrangements for staff or through the Council's own domain. The indicative cost at that time through Microsoft 365 accounts was approximately £6 per user per month plus VAT. Based on 18 councillors, this would have represented a yearly fee of £1,296 per year which is a significant ongoing revenue cost, and the Council therefore chose the lower-cost webmail option.

Current Position

The Proper Officer has recently been reviewing the current AGAR and wider digital compliance expectations. The current position is that councils are expected to have one official generic email

accounts hosted on an authority-owned domain, rather than relying on personal or free third-party email services. The 2025 Practitioners' Guide states that every authority must have a generic email account on an authority-owned domain, for example a clerk@ style address on a council-owned .gov.uk domain, and that this change applies to AGAR requirements from 2025/26 onwards. For ITC it would be clerk@ilfracombetowncouncil.gov.uk.

This means that, at a minimum, the Council must ensure that the Proper Officer has an official role-based email account operating from an authority-owned domain - ilfracombetowncouncil.gov.uk. It is important to note that currently all staff have email through North Devon Council accounts – for example laura.donovan@northdevon.gov.uk. However, guidance suggests we cannot use the northdevon.gov.uk for the generic email accounts – ie, clerk@northdevon.gov.uk , it must run with our official authority-owned domain ie, clerk@ilfracombetowncouncil.gov.uk.

Currently it is not a legal requirement for staff and councillors to use a domain based email address or a .gov.uk address however it is best practice.

As an important aside, it is also increasingly clear that stronger security arrangements, including multi-factor authentication, are becoming standard practice for official accounts. The National Cyber Security Centre recommends multi-factor authentication for important accounts because it provides an additional layer of protection even where passwords are compromised.

Issue for the Council

The Council's current webmail solution has worked as a low-cost and practical arrangement. However, it does not provide the same level of account management, authentication and security controls that are available through Microsoft 365 / Exchange.

There is also a technical limitation with the current setup. Under the present arrangement, one domain cannot be split between two different email providers. In practical terms, that means the Council cannot keep some addresses on the current webmail system and place others on Microsoft Exchange while continuing to use the same domain for all accounts. If the Council decides to move its official domain email onto Microsoft 365, all addresses attached to that domain would need to be migrated accordingly.

Option 1: Full Migration to Microsoft 365 for All Councillors and the Proper Officer

Under this option, the Council would move all councillor email accounts and the Proper Officer account onto Microsoft 365.

This would require 19 email accounts in total: 18 councillor accounts and 1 Proper Officer account.

At the current entry-level rate of £3.10 per user per month plus VAT, the cost would be:

- 19 accounts x £3.10 = £58.90 per month plus VAT
- £70.68 per month including VAT
- £706.80 per year plus VAT
- £848.16 per year including VAT

This would be in addition to the Council's existing website hosting cost of £35 per month, unless and until any wider hosting review was undertaken.

This option would provide the most robust and future-proof solution. It would bring all official council email into one managed environment, allow the use of multi-factor authentication, improve account control for starters and leavers, and strengthen the Council's position in relation to security, governance and digital compliance.

It would also mean that councillors, as well as officers, would be using secure official accounts for council business, including matters that may be commercially sensitive or confidential, such as staffing issues, property matters, project negotiations and other protected information.

Option 2: Minimum Compliance Approach / Hybrid Workaround

A possible workaround would be to place the Proper Officer onto a Microsoft 365 account using the Council's .gov.uk domain and move councillor email addresses onto the Council's .co.uk domain using the existing lower-cost webmail system.

Under this approach:

- the Proper Officer would have a role-based official Microsoft 365 account at £3.10 per month plus VAT
- councillor accounts would move to the Council's .co.uk domain and remain on webmail
- historic email could be migrated across and forwarding arrangements could be put in place from old addresses to new ones

This would be the lower-cost option in revenue terms and would avoid the immediate cost of moving all councillor accounts onto Microsoft 365.

However, there are some important caveats. While this may provide a pragmatic short-term workaround, it would not be the Council's

strongest long-term solution. Current national guidance is clearly moving councils toward council-owned official domains, especially .gov.uk, with formal governance and stronger controls. The Practitioners' Guide examples refer to .gov.uk and .org.uk authority-owned domains, while wider sector guidance recommends .gov.uk as the preferred standard.

Accordingly, this option may be operationally workable, but it should be viewed as a budget-led compromise rather than the preferred strategic model.

Security and Practical Considerations

Councillors and officers routinely deal with sensitive council business. This may include commercially confidential matters, staffing information, personal data, project negotiations and issues subject to restricted circulation.

Most councillor users now access email on a range of devices, including mobile phones, tablets, laptops and desktop email applications. Microsoft 365 would allow those accounts to be secured with multi-factor authentication while still remaining practical to use. In day-to-day terms, once an account is authenticated on a trusted device, users do not need to repeatedly enter codes each time they open their email. However, if someone attempts to access the account from a new device or location, the extra authentication step provides an important safeguard.

This is increasingly normal business practice and would improve the Council's digital resilience.

Strategic Context

This issue should also be seen in the wider context of the Council's future IT requirements. The direction of travel is clearly towards stronger local digital governance, better cybersecurity, clearer domain ownership and more formal information management. Currently the majority of our IT is maintained and delivered through North Devon but with Local Government Reorganisation around the corner we will need to take a more proactive approach to understand and implementing our IT within the organisation.

The Council now has the in-house capability to manage much of this work sensibly and pragmatically through Microsoft 365 and associated cloud-based services, without the need for major capital expenditure on servers or traditional on-site infrastructure. Over time, this could support not just email, but wider document management, file sharing and device administration through a more modern and resilient cloud-based setup.

Financial Implications

The Council is currently paying £35 per month for its web hosting and email package.

If the Council adopts the full Microsoft 365 option for 19 accounts, the additional licence cost would be £58.90 per month plus VAT. This represents a significant increase in ongoing IT revenue costs and should be recognised as part of the Council's developing budget pressures.

If the Council adopts the minimum-compliance workaround, the immediate additional licence cost would be limited to the Proper Officer account, but this may only defer a wider move in future.

Conclusion

The Council's current webmail solution was an appropriate and cost-effective decision when originally introduced. However, compliance expectations and information security standards are now moving on. At a minimum, the Council needs to ensure that the Proper Officer has an official, role-based email account hosted on an authority-owned domain. More broadly, the Council should now decide whether it wishes to:

1. move fully to Microsoft 365 for all councillors and the Proper Officer, at higher cost but with stronger compliance, security and resilience; or
2. adopt a lower-cost interim workaround, recognising that this may not represent the strongest long-term position.

Recommendation

Members are asked to consider the report and determine whether:

- a) the Council wishes to approve a full migration of councillor and Proper Officer email accounts to Microsoft 365; or
- b) the Council wishes to approve an interim lower-cost arrangement for the Proper Officer only, with councillor accounts migrated separately as a temporary measure; and
- c) future IT and cybersecurity costs should be built more explicitly into the Council's forward budget planning.

To note if Cllr's have questions on other provision / email providers
Government guidance does not appear to mandate Microsoft 365 over every other provider. What the guidance does require is that councils use a generic email account on an authority-owned domain rather than free consumer services such as Gmail or Outlook.com, and that the domain itself is properly protected. The 2025 Practitioners' Guide says every authority must have a generic account hosted on an authority-owned domain, with examples such as .gov.uk or .org.uk, and GOV.UK guidance describes a .gov.uk domain as a critical digital asset that must be securely managed.

Other business-grade providers are available, including Google Workspace (formerly G Suite), which offers custom-domain business email, administrative controls and two-step authentication. The key distinction is between business-managed platforms and free personal email services. In fact, the NCSC's Cyber Essentials requirements explicitly treat both Microsoft 365 and Google Workspace as organisational cloud services, which shows that either can form part of a compliant business environment if configured properly.

That said, Microsoft 365 is often the most practical and defensible choice for public bodies, because there is specific UK Government guidance for organisations using Microsoft 365, produced with the Government Digital Service and the NCSC, setting out recommended secure configurations. Therefore, with the specific UK Government and NCSC-backed guidance on its secure configuration for public sector organisations guidance, it is easier for ITC to demonstrate a robust and defensible approach to compliance, security and future IT management.

Therefore, based on government guidance that recommends secure, council-owned domain email with proper authentication and administration; Microsoft 365 is not the only option, but it is the platform for which the UK Government has published dedicated configuration guidance, making it a particularly suitable choice for councils.



REPORT TO: F&GP
DATE: 17th March 2026
SUBJECT: Renewal of Internet Services at The Ilfracombe Centre
PREPARED BY: Steven Seatherton

REPORT NO: ITC 26020

1. Purpose of the Report

The Internet / Network services supplied by DCC through our NDC IT contract is now up for renewal. This report sets out a number of options for discussion with a recommendation.

2. Background

The Devon WAN (Wide Area Network) is a shared county-wide network service that connects multiple public-sector organisations across Devon. It provides a private, secure communications network linking local authority offices, data centres, and certain shared services.

North Devon Council, South Molton Town Council and Ilfracombe Town Council now change provider as the Devon WAN is being retired by DCC and replaced by an SD WAN solution.

North Devon Council have looked at 3 options. They are recommending option 2.

Option 1 – Join DCCs SD WAN solution (Nasstar)

NDC currently has on-premises systems which does not lend itself to a SD WAN solution. The total cost to NDC would be £37,000 per annum with a £25,000 up front cost. Nasstar have provided us an overall cost but have not provided a breakdown of individual costs or of speed, there are 7 sites in scope in total, an average of £5,000 per site.

Option 2 – Procure individual links from Focus Group, formerly Southwest Communications

The costs below are indicative of a monthly charge. ITC currently pay £2,400 pa for connectivity. ITC currently pays for a 100mb service.

New potential costs which include static IP address price

200mb	£3,240 pa
500mb	£3,720 pa

1000mb £4,000 pa

Site	Address	Info	Service Available	Ethernet 100/1000	Ethernet 200/1000	Ethernet 500/1000	Ethernet 1000/1000
The Ilfracombe Centre	44 High Street, Ilfracombe, EX34 9QB	100Mb Devon WAN	DIA	£263.66	£263.66	£302.53	£322.11

NDC will stand the cost increase from September 2026 – March 2027 which gives ITC an opportunity to budget set appropriately for the next financial year.

NDC will also pick up the firewall costs and licensing associated with that for the term of the contract.

Option 3 – Procure individual links from BT.

The costs below are indicative of a monthly charge. ITC currently pay £2,400 pa for connectivity. ITC currently pays for a 100mb service.

New potential costs which include static IP address price

100mb £3,514 pa
200mb £3,528 pa
500mb £3,972 pa
1000mb £4,140 pa

NDC will stand the cost increase from September 2026 – March 2027 which gives ITC an opportunity to budget set appropriately for the next financial year.

NDC will also pick up the firewall costs and licensing associated with that for the term of the contract.

Why a Business Service?

Although Ilfracombe Town Council is a small organisation, it delivers critical public services, handles sensitive data, and must operate with a level of reliability and security that home broadband cannot provide. Business-grade lines exist specifically to cover these needs.

Ilfracombe Town Council requires a business-grade line because it provides the reliability, security, support, and compliance necessary for delivering public services—none of which are guaranteed by a home broadband product.

Here are the key reasons:

Reliability and Guaranteed Performance

Business broadband comes with:

- Service Level Agreements (SLAs)
- Guaranteed uptime commitments (e.g., 99.9%)

- Engineered performance and priority fault response

Home broadband is “best-effort”:

- performance varies according to local residential usage,
- no guaranteed speeds or fault-fix times,
- no contractual remedies if service drops.

Compliance & Public Sector Obligations

Councils operate under public-sector requirements such as:

- data protection (GDPR),
- secure access to government portals,
- safe handling of staff, resident, and financial data.

Business lines are designed to support compliant networking; home broadband is not designed for organisational governance, auditability, or secure workloads.

Stronger Security and Separation From Residential Networks

Business-grade lines provide:

- static IP options (needed for firewalls, VPNs, and remote management),
- better protection and monitoring,
- compatibility with corporate security requirements.

Local Government Reorganisation Future Proofing

NDC are proposing a dedicated internet link and Firewall at Ilfracombe with connectivity to the North Devon Council network. This will mean it will be easier to transition away from the North Devon network (should LGR require that), compared to the current Devon WAN configuration.

Important to Note

Ultimately, without a business line NDC will not be able to support our IT services without us agreeing with their suggested option. This would then mean a wider discussion around our IT provision as a whole.

North Devon Council ICT services

Ilfracombe Town Council would still receive the other ICT services that NDC provide, such as backups, internet filtering, e-mail, e-mail filtering, and Zoom telephony.

3. Recommendation

To agree to Option 2 – 200mb - as per NDC recommends.

Current cost pa £2,400

New cost pa £3,240

Increase to ITC pa £840



Ilfracombe Town Council

Terms of reference for the Finance & General Purpose Committee

1. Objective

To manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources and land.

2. Membership:

The committee shall comprise 9 members in total.

- 8 members to be elected at the Annual Meeting of the Town Council.
- 1 ex-officio members: the Mayor

3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual General meeting of the Town Council.

4. Quorum

The quorum of the committee shall be 5 Town Council members.

In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Council who are present at the meeting.

5. In attendance

The Proper Officer and/or a delegated member of staff may be requested to attend any meeting.

6. Meetings

- Meetings will usually be held on a monthly basis, with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Monday but may differ in the event of a bank holiday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders
- Public Notices of the meeting shall be given in accordance with the Council's standing orders

7. Public participation

Meetings are open to the public in accordance with the Council's standing orders.

8. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

10. Delegated powers

- The Committee is delegated with the power to act within budget up to a financial limit of £5000 excluding VAT.
- The F&GP Committee shall maintain the register of Council assets and should receive an annual report on the register from the internal auditor.
- The F&GP Committee will oversee the review and appoint an assessor of all major assets to be done every three years.
- They shall report to Council on the condition of Council property and assets when the annual asset review has been completed.
- The Committee shall carry out periodic checks on cash held in accordance to the council's financial regulations.
- The Committee shall ensure that the internal audit in relation to the Annual Governance & Accountability Return is carried out in accordance with Financial Regulations.
- The Committee shall ensure that contracts let or Agency Services undertaken by Council are administered correctly and efficiently by the named officer (Tenders for Council work, goods or services shall be approved by Council resolution. Tenders for Agency Services, to be undertaken by Council, are to be approved by Council resolution) in accordance with Financial Regulations and or Standing orders.
- To prepare budgets and recommend precepts to Full Council for approval in line with the Council's standing orders.
- To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- To review and recommend amendments to the Council's Financial Regulations annually and to ensure that the Council is observing the regulations
- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- To monitor and where appropriate recommend purchase of all capital items not previously agreed within other committees budgets
- To make provision for future agreed capital projects.
- To review and recommend an active policy for the best use and upkeep of the Council's property and resources.
- To review Council room rental and hire rates for approval to Full Council
- To monitor the Council's financial risk assessments and recommend

- changes where necessary
- To establish and recommend a clear policy for The Council's grant administration.

The Finance and General Purpose Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.

These Terms of Reference were adopted by the Council at its meeting held on 12th May 2025.

DRAFT



Ilfracombe Town Council

REPORT TO: F&GP
DATE: 23rd March 2026
SUBJECT: Facilities Team Report
PREPARED BY: Senior Facilities Co-ordinator – Gavin Pennington-Ellis
Ellis

Ilfracombe Centre

- Weekly/monthly fire alarm, panic alarm, emergency lighting, legionella flush carried out and up to date.
- 12 monthly electrical Pat Testing is ongoing.
- General maintenance/repairs and daily cleaning ongoing.
- Passenger list serviced.
- Fire, intruder and panic alarm systems serviced.

The Lantern

- Weekly/monthly fire alarm, panic alarm, emergency lighting, carried out and up to date.
- 12 monthly electrical Pat Testing is ongoing.
- General maintenance/repairs and daily cleaning ongoing.
- Fire alarm serviced.
- Ground floor disabled WC damaged structural floor has been taken up and replaced, new vinyl floor laid, walls replastered and redecorated.

Outside Areas

- Maintenance/servicing and money collection of the car parks on going.
- Installation of the Cheyne flood barriers as requested by the Environmental Agency.
- Maintenance public toilets.
- Mowing, strimming, weeding and general clearing to all the green spaces.
- Defibrillator inspection and maintenance ongoing.
- Pavement weeding and drain gully clearing ongoing.
- Litter picking throughout the High Street and car parks ongoing.
- High street to Springfield, Cow Lane, Victoria Place and lane have been weeded and pressure washed.
- Extensive weeding and clearing to the rear of Capstone



