



Ilfracombe Town Council

Full Council Meeting – Monday 13th April 2026 at 7.00pm

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Ilfracombe Town Council

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

**Full Council Meeting – Monday 13th April 2026 at 7:00 pm
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB**

Council members, you are hereby summoned to attend – Cllrs: M Fay (Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, T Elliott, G Schofield, P Crabb, D Turton, D Williams, M Newland, T Huggins, T Ebert, N Basil, J Quinn, J Irwin

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


This meeting will be streamed and recorded live via Zoom. All guidance relating to this can be found in our Live Streaming and Recording of Public Council Meetings Policy available on our website. The meeting will be opened with prayers. Anyone not wishing to join during this period can request to be shown to the 'waiting room' and join the meeting directly afterwards.

AGENDA

- 1. To receive and agree apologies and reasons for absence**
- 2. To receive declarations of interest and consider members submitted dispensation requests**
- 3. Chair's discretion for any matters or announcements for Information Only**
- 4. To determine which items, if any, of the agenda should be taken with the public excluded**
- 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
(Recording, photographs and filming – In accordance with the Openness of Local Government Bodies Regulations 2014 the press or public may audio-record, photograph or film meetings. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting)
- 6. To approve and adopt the Minutes of Full Council meeting – 9th March 2026 – Cllr M Fay**
 - 6.1.** Update on actions taken from previous minutes
- 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 16th March 2026 - Cllr J Williams**
- 8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 16th March 2026 - Cllr M Fay**
 - 8.1.** To agree recommendation in relation to staffing terms as per agenda item S2603-11.
- 9. Minutes of Devolution & LGR Sub-Committee meeting (to note and approve recommendations) – 16th March 2026 - Cllr B Gear**
- 10. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 23rd March 2026 – Cllr T Huggins**

- 10.1. To agree recommendation to adopt all policies in relation to Assertion 10 of the AGAR as per minute number F2603-3.2
- 10.2. **ITC 26022** Link Centre Report – To agree recommendations presented
- 11. ITC 26023 – Report from Proper Officer**
 - 11.1. To agree the addition to Polling Cards in relation to the election on 4th June
 - 11.2. **ITC 26024** – To review and agree recommendations in relation to Councillor Identification
- 12. ITC 26025 – Responsible Finance Officer Report**
 - 12.1. To review and agree current Accounting Status
 - 12.2. To review and agree invoices for payment
 - 12.3. To review and agree the increase in bank charge card limits to £1000 per user
 - 12.4. To review and agree payment terms for Debtors
 - 12.5. To review and agree Budget and Reserve adjustments for 26/27 Portfolio
- 13. Programme Manager Report; including One Ilfracombe Update**
 - 13.1. **ITC 26026** – Programme Manager Report
- 14. To receive reports/Proposals from Ilfracombe Town Councillors**
 - 14.1. **ITC 26027** Report on NALC online event: The Housing Puzzle – Cllr T Elliott
 - 14.2. **ITC 26028** Report on High Street Car Park – Cllr T Huggins
- 15. To receive reports from County/District Councillors**
 - 15.1. Report from Cllr S Wilson
- 16. To receive reports from Working Groups and Councillor Champions**
 - 16.1. **ITC 26029** – Grants Committee Working Group
 - 16.1.1. To accept above grant applications and approve for payment
 - 16.1.2. To recommend ringfencing the outstanding £2000 as a community event fund and to reopen applications
 - 16.2. **ITC 26030** – Lee & Lincombe Champion Report – Cllr P Coates
 - 16.3. **ITC 26031** – Youth Champion Report – Cllr D Williams
- 17. To receive Correspondence/Licenses/Notices**
 - 17.1. To agree proposed correspondence to PCC Hernandez on behalf of the Council
- 18. Chairs Discretion – for information only**
- 19. Actions from this meeting to be presented as part of the minutes of this meeting.**

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



Laura Donovan
Proper Officer – Ilfracombe Town Council

08/04/2026



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 9th 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 – 9th 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) – 16th February 2026 - Cllr J Williams – These minutes were noted by members.

2603 - 8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 16th 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) – 23rd 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

Agreed Action	Designated to Complete Action	Deadline / when to bring update
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 13th April 2026 at 19:00hrs in the Council Chambers.

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

09/03/2026



Ilfracombe Town Council

ILFRACOMBE TOWN COUNCIL Planning and Environment Committee Meeting MINUTES – 26 – 03

**THE COUNCIL CHAMBER, THE ILFRACOMBE CENTRE, HIGH STREET,
ILFRACOMBE**

Minutes of Planning and Environment Committee Meeting Monday 16th March 2026
at 7:00pm

Members Present:

Cllrs: J Williams (Chair/Deputy Mayor), N Basil, P Coates, G Coulter, G Schofield

Officers Present:

I Howard (Minute Taker), L Donovan (Proper Officer)

P2603 -1. Welcome by Chair

Cllr J Williams welcomed the assembled.

P2603 -2. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllr D Williams (other commitments).

P2603 -3. To Receive and record declarations of interest as required under the code of conduct (revised 10/12/18). A book for members to record their declarations of interest will be available

None received.

P2603 -4. Chair's discretion for any matters or announcements for Information Only

The PO had an item to raise.

P2603 -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.

P2603 -6. Adoption of minutes & matters arising from actions from 16th February 2026

The motion to adopt the minutes was proposed by Cllr Coates and seconded by Cllr Basil, with all members in favour.

P2603 -7. To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered (Appendix I – to be circulated)

Application Number	Applicant	Detail	End of consultation	Comments
80584	The Caravan and Lodge Group Limited	Siting of 35 static holiday caravans together with attenuation/amenity ponds and additional landscaping (amended location plan & certificate) - Mullacott Park Ilfracombe Devon EX34 8NB	18/03/2026	
<p>Discussion: Following comments from DCC and consultees, members have expressed concerns about the plan's failure to acknowledge existing rights of way and footpaths. They are particularly worried about the absence of provisions to maintain these rights of way.</p> <p>Recommendation: Comments. Motion to make the above comments on this application was proposed by Cllr Schofield, seconded by Cllr Basil with all in favour.</p>				
81340	Torrs Developments Limited	Works to repair roof and walls of existing building - Torrs Vale Torrs Park Ilfracombe Devon EX34 8AZ	19/03/2026	
<p>Discussion: Members raised no concerns with this application.</p> <p>Recommendation: Support. Motion to support this application was proposed by Cllr Coates, seconded by Cllr Basil with all in favour.</p>				
81414	Mr L G Baker	Demolition of barn and erection of two dwellings (utilising fallback position of approvals 76794 and 80834) together with revisions to access and associated works - Lincombe Barn Lincombe Lee Ilfracombe Devon EX34 8LL	19/03/2026	
<p>Discussion: Following discussions, members agreed they had no issues with the application.</p> <p>Recommendation: Support. Motion to support this application was proposed by Cllr Coulter, seconded by Cllr Schofield with all in favour.</p>				

81378	Donald and Tracey McCormick	Change of use of part of ground floor from children's day nursery to full residential - Rocklands 19 Chambercombe Terrace Hillsborough Road Ilfracombe Devon EX34 9QL	07/04/2026	
<p>Discussion: Following discussions, members agreed they had no issues with the application.</p> <p>Recommendation: Support.</p> <p>Motion to support this application was proposed by Cllr Coates, seconded by Cllr Basil with all in favour.</p>				
81305	Ilfracombe Town Council	Repositioning of telephone box to be used as an art installation or information point - Land adj Victoria Pleasure Grounds Wilder Road Ilfracombe Devon EX34 8BN	10/04/2026	
<p>Discussion: As this is our own application, members reiterated the points made in our submission, particularly how relocating the telephone box aligns with the Cultural Plan adopted by the council in 2025. They also highlighted how this move would directly support our Strategic Plan 2024-2034, especially in terms of marketing Ilfracombe.</p>				
81360	National Trust	Approval of details in respect of part discharge of condition 24 (external finishing materials beach car park part only) & 25 (hard and soft landscaping beach car park land) attached to planning permission 72859 (Part demolition & conversion, extension & alteration of existing hotel to form 17 No. dwellings; erection of 4 No. homes, erection of cafe facilities and associated works, landscaping, drainage & highway works (amended/further plans/documents)) - Lee	03/03/2026	To note only

		Bay Hotel Lee Ilfracombe Devon EX34 8LR		
Discussion: This application was noted by members.				
81498	North Devon Council	Approval of details in respect of discharge of condition 5 (Construction Management plan) attached to planning permission 80710 (Application under Regulation 3 of the Town & Country Planning General Regulations 1992 notification by North Devon Council for engineering works to regrade embankment in car park (amended description) - Car Park Adelaide Terrace Ilfracombe Devon EX34 9JR	26/03/2026	To note only
Discussion: This application was noted by members.				

P2603 -8. NDC Decisions – See Planning Notes – Read out.

P2603 -9. Correspondence – None received.

P2603 -10. Chairs Discretion – for information only – The PO informed the members that the Terms of Reference will be emailed prior to next month's Planning Committee meeting, allowing members time to review them and determine whether any amendments are needed or if they can be adopted as is.

The meeting was declared closed at 19:30hrs, the next Planning Committee Meeting will take place Monday 20th April 2026 at 19:00hrs in the Council Chambers.

Cllr J Williams
Chair
Ilfracombe Town Council

16/03/2026



Ilfracombe Town Council

MINUTES – 26 – 03

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 16th March 2026

Members Present:

Councillors: M Fay, J Irwin, G Coulter, J Williams (Deputy Mayor)

Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager), Gavin Pennington-Ellis (Senior Facilities Coordinator)

- S2603 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2603 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Crabb and Gear.
- S2603 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2603 - 4. Chair's discretion for any matters or announcements for Information Only.**
None received.
- S2603 - 5. To adopt the minutes of the meeting held 16th February 2026 and note matters arising**
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Williams with all in favour.
- The PO updated members that the Community Officer position would be published today with interviews taking place shortly.
- S2603 - 6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
None
- S2603 - 7. To determine which items, if any, of the agenda should be taken with the public excluded “Part B”:**
None

S2603 - 8. Updates:

S2603 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated all members that all annual leave, sick leave and accrued time was under control and nothing to note currently. It was raised that there were concerns with the current workload of the facilities team closing toilets at 5pm each day on top of the work they are having to do out of hours. This was discussed and further changes were suggested to mitigate this. This will be brought back to the committee in time in order to review.

S2603 – 8.2. To consider and agree any training or conference requirements and requests

None received

S2603 – 8.3. Update on any staffing reviews:

PO stated that the Admin and Facilities team reviews were scheduled in March.

S2603 - 9. Project Feedback

S2603 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that a large portion of his time was being spent on the Link Centre options and the considerations on who the primary tenant would be.

S2603 – 9.2. To review and agree job description for future Community Officer (as deferred from January agenda)

The PM presented a job description. Cllr Williams proposed accepting it, seconded by Cllr Gear with all in favour. The position will be advertised internally prior to going out publicly with the view to agree position from the beginning of April 2026.

S2603 - 10. Proper Officer Update

S2603 – 10.1. To review and recommend to Full Council Staffing Committee Terms of Reference

Following discussions the PO will put together an updated set of Terms to be agreed at April's Staffing Committee meeting

S2603 – 10.2. To review salaries in line with agreed staffing budget 2026/27

As staffing budget was agreed at Full Council in December 2025, the implementation can take place from April 2026.

S2603 – 10.3. To consider and agree ITC closing days/times during Christmas period 2026

Cllr Fay recommended that closing period would be from midday on the Thursday 24th December 2026 and reopen on Monday 4th January 2027, this was seconded by Cllr Irwin with all in favour.

S2603 - 11. In relation to report ITC 25077-A. To review and recommend to Full Council proposed changes to staffing terms.

Following discussions, it was proposed by Cllr Fay that the recommendation in report ITC 25077-A in relation to annual leave and sickness get approved by Full Council in April. This was seconded by Cllr Coulter with all in favour.

The final recommendation in relation to pension provision will be deferred to a later date. It was suggested that the PO work on a pension projection report in relation to each staff member.

S2603 - 12. Chairs Discretion – for information only

None received.

The meeting closed at 11:05am. The next Staffing committee meeting will be held on Monday 20th April 2026 at 10:00am in the Council Chamber.

Cllr Mark Fay
Chair
Ilfracombe Town Council

16/03/26

DRAFT



Ilfracombe Town Council

Devolution and Local Government Reorganisation Sub-Committee Meeting

Monday 23rd March 2026 at 17:30 pm

Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Minutes of the Devolution and Local Government Reorganisation Sub-Committee held at 5:30pm on Monday 23rd March 2026

Members Present:

Cllrs: P Crabb (Chair) (arrived late), B Gear (Vice Chair), T Elliott, T Huggins, D Williams

Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager)

D2603-1. Welcome by Chair

In the chair's absence Cllr Gear welcomed the assembled.

D2603-2. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllr D Turton (work commitments)

D2603-3. To receive and record Declarations of Interest

None received.

D2603-4. Chair's discretion for any matters or announcements for Information Only

None received.

D2603-5. To adopt minutes of meeting held on 26th January 2026 and note matters arising

These minutes were proposed for adopted by Cllr Gear, seconded by Cllr Huggins with all in favour. No matters arising.

D2603-6. 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.

D2603-7. To determine which items, if any, of the agenda should be taken with the public excluded

No items to be taken with the public excluded.



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Cllr P Crabb arrived 17:42pm

D2603-8. Proper Officer Update

a) Cluster working update – The PO informed members that the engagement piece had gone out to all parishes in the North Devon District. There had been some replies but not very many. Cllr are encouraged to reach out to neighbouring Cllrs to try and engage in the process. The PO will set up an online meeting to answer any questions parishes may have going forward.

b) DALC Steering Group update – No current updates

D2603-9. To review and agree proposed Town Council response in relation to Government Consultation on Devolution and Local Government Reorganisation

– The PO put forward a draft letter to be sent out. After discussion, members agreed on their preferred proposals and agreed the letter with some relevant updates. The letter will be updated, circulated for comment and then sent off on behalf of the Council.

Cllr T Elliott had to leave meeting 18:18pm

D2603-10. To review and agree Devolution and LGR Sub-Committee Terms of Reference – None changes suggested therefore these will be presented to Full Council for adoption in May 2026.

D2603-11. Chair's Discretion – for information only – The PO highlighted the response from NDC in relation to the Expressions of Interest submitted by ITC.

The Chair declared the meeting closed at 18:27pm, the next Devolution and LGR meeting date to be confirmed.

Cllr Bert Gear
Vice Chair of Devolution and LGR Sub-Committee
Ilfracombe Town Council

23/03/2026



Ilfracombe Town Council

Finance & General Purposes Committee Meeting Monday 23rd March 2026 at 7:00 pm Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Minutes of the Finance & General Purposes Meeting held at 7:00pm on
Monday 23rd March 2026

Members Present:

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

Officers Present:

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

F2603 - 1. Welcome by Chair

Cllr Huggins welcomed the assembled.

F2603 - 2. Meeting Introduction

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

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

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

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

F603 – 2.5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes – None received.

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

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

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



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F2603 - 3. Finance And Audit

F2603 – 3.1. Responsible Finance Officer Report ITC 26017

F2603 – 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – These reconciliations were approved. The signatures for the reconciliations were taken following to the meeting.

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

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

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

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

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

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



Ilfracombe Town Council

F2603 - 4. General Purposes

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

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

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

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

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

F2603 - 5. Correspondence – None received.

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

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

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

23/03/2026



REPORT TO: Full Council
DATE: 13th April 2026
SUBJECT: Link Centre Update Report and Recommended Next Steps
PREPARED BY: Steven Seatherton – Programme Manager

REPORT NO: ITC 26022

INTRODUCTION

This report provides Councillors with an update on the current position regarding the Link Centre and sets out recommended next steps for Full Council to consider and agree.

Background

As Councillors are aware, significant work has been undertaken to explore whether a viable business case could be developed for the Town Council to take on the Link Centre. This has included discussions around potential acquisition, lease arrangements, remedial works required to the building, and possible future tenants or service delivery models.

From the outset, the ambition had been to explore whether the building could be transferred to the Town Council on a peppercorn basis. However, early feedback from Devon County Council indicated that they would be seeking a figure in the region of £130,000 for the transfer of the building. It was clear that a purchase at that level would not be feasible for the Town Council.

Recent Discussions with Devon County Council

Following further discussions, a meeting was held with representatives from Devon County Council's Estates Team approximately two weeks ago. At that meeting, an alternative proposal was put forward.

Rather than an outright transfer, Devon County Council suggested the possibility of leasing the building to the Town Council on a peppercorn basis for an initial period of around 10 years. Under that arrangement, the Town Council would be responsible for undertaking the remedial works required to bring the building back into use.

This proposal was also linked to a requirement that the Town Council would provide accommodation within the building, again on a peppercorn basis, for the Devon Mental Health Alliance team funded by Devon County Council. It was indicated that the space required would need to be sufficient to accommodate approximately four to five members of staff, meaning a sizeable room within the building would need to be set aside for that purpose.

Whilst the suggestion of a peppercorn lease is helpful in principle, the proposed terms create a number of difficulties. If the Town Council were to invest substantial sums into the building in order to make it usable, it would not be reasonable to do so on the basis of a short-term arrangement such as 10 years. In practical terms, any investment of this kind would require a much longer period of security, and in reality the Town Council would need to be looking for a minimum lease term of around 25 years.

At present, there does not appear to be any indication that Devon County Council would be comfortable with such a long-term lease arrangement. (There has however been indication from DCC officers that they would be open to suggestions put forward by ITC.) In addition, attempts to explore whether an agreed future purchase price could be built into any lease arrangement also proved difficult, as Devon County Council's position appeared to be that any future sale would be based on market value at that time, rather than on a pre-agreed figure. This creates further uncertainty and significantly weakens the overall proposition.

Building Condition and Required Works

Alongside the legal and property issues, the condition of the building remains a major concern.

The most pressing issues relate to water ingress, including leaks from the roof, and the condition of the external windows and doors, which require replacement. These represent the key priority works needed in order to make the building safe, weatherproof and capable of occupation. In addition, there have also been issues around the boiler, although Devon County Council have indicated that this matter has now been resolved.

At present, the estimate for the initial remediation work is just over £100,000. This is to do the main urgent jobs and does not include any internal works such as painting and decorating.

The quotation from SSBC (independent building contractors we use for the Ilfracombe Centre and Lantern Centre) includes the following –

- Scaffold - £12,786.32
- Replace all UPVC windows and doors £28,759.24
- Re-Point External Brick Work £8,425.25

It also includes a full cost of replacing the roof and roof windows. This is because they were unable to assess the main structure of the roof and therefore cannot make a reasonable estimate of the cost of repair. A full roof replacement is costed at £45,895.54

The reality therefore is that, even if the building were secured on a peppercorn lease, the Town Council would likely face an immediate first-year capital investment in the region of at least £50,000, without any of the roofing costs.

Having discussed the current financial position with the Proper Officer, it does not appear that the Council has anything like that level of available funding to commit to the Link Centre at this time.

Income Generation and Business Plan Issues

A further key part of the original concept (and preferred option) was that Belle's Place could become the principal tenant within the Link Centre, supported by the wider partnership of agencies including North Devon Council, Devon County Council, the NHS and the Devon Mental Health Alliance.

However, despite extensive discussions, the funding and governance position around Belle's Place remains extremely complex. There are a number of moving parts and unresolved issues, and these discussions have not progressed to a point where it would be responsible to present Belle's Place as a secured tenant or a guaranteed income source for the Town Council. As a result, there is currently no certainty that the building would generate a sufficient rental income stream to make the overall proposal viable.

More broadly, despite exploring Belle's Place and the other options previously considered, I have not been able to make a business plan stack up in a way that would provide the Town Council with sufficient confidence or financial security.

Financial and Strategic Risk to the Town Council

Taking all of the above into account, I believe the acquisition of the Link Centre would currently represent a significant risk to the Town Council.

The key issues are as follows:

- there is no guarantee of ownership of the building;
- there is no guarantee of a sufficiently long lease term to justify major capital investment;
- there is no certainty over any future purchase arrangement;
- the Council would be required to provide a sizeable office space free of charge to the Devon Mental Health Alliance team;
- the Council would need to fund substantial remedial works upfront;
- there is no guaranteed tenant or income stream to support the running costs of the building.

In practical terms, this means that any money required for the initial remedial works would need to come from reserves, and any shortfall in running costs in at least the first year, and potentially the second year, would also need to come from reserves before ultimately falling on the precept.

At present, the ongoing cost pressure associated with the building is estimated to be in the region of £15,000 per year. Taken together with the capital costs, this does not appear to be feasible in the current financial climate.

Wider Context

I have consistently been a strong advocate of the Town Council taking on assets where it is sensible to do so. In principle, I believe that the Town Council should seek every appropriate opportunity to take greater control of assets within the town, both so that they can be run more effectively and so that, over time, they may generate income and reduce pressure on the precept. However, in this case, despite all of the work undertaken, I do not believe the proposal currently stacks up.

This acquisition would be a risk in ordinary circumstances, but the position is made even more concerning by a number of wider factors affecting the Town Council's financial outlook. These include:

- the likelihood of further financial pressures arising from devolution and any assets the Town Council may be asked to take on in future;
- continuing uncertainty around the wider cost of living situation and rising energy and fuel prices;
- existing pressure on the Council's income base, including the loss of large anchor tenants such as the nursery;
- the fact that, while the current shortfall is being managed to an extent, the loss of any further tenants would create a much more serious issue for the Council.

Against that backdrop, taking on an additional asset with substantial upfront liabilities and no guaranteed income would, in my view, be financially imprudent.

Conclusion

It is with disappointment that I have reached this position, because there is no doubt that retaining the Link Centre for community benefit would have been highly desirable. However, the Town Council must take a realistic and responsible view of the risks involved.

At this stage, there is no secure or workable arrangement in place that would justify the Council taking on the Link Centre. The financial exposure is too great, the lease proposal is too uncertain, and the income model is too weak.

RECOMMENDATION

I am therefore recommending that Full Council agrees that, unless Devon County Council is prepared to offer the building on a peppercorn basis with acceptable long-term security, and unless external funding can be secured within the next month to cover both the remedial works and the running costs, the Town Council should withdraw from negotiations in relation to the Link Centre.

While that would be a great shame, and undoubtedly a disappointment, I believe it is the most responsible course of action based on the information currently available.

Suggested Resolution for Full Council

That Full Council:

1. notes the current position in relation to the Link Centre;
2. acknowledges that the current proposals do not provide sufficient financial or legal certainty for the Town Council;
3. agrees that, unless a viable peppercorn arrangement with acceptable long-term security can be secured, together with confirmed external funding for remedial works and ongoing running costs within the next month, the Town Council will withdraw from further negotiations regarding the Link Centre.



REPORT TO: Full Council
DATE: 8th April 2026
SUBJECT: Proper Officer Report
PREPARED BY: Laura Donovan

REPORT NO: ITC 26023

INTRODUCTION

This report is an update on Ilfracombe Town Council activity and work taken place as of 4th March 2026 to 8th April 2026.

REPORT

Resignation of Councillors

Following notification from NDC it has been confirmed that there will be an election for the replacement seat/s. This election will take place on 4th June 2026 for West Ward constituents only.

As a matter of urgency, the Council needs to make a decision as to whether polling cards will be issued. For information the approximate costs for this election are as follows:

Election	-	£6000
Polling Cards	-	£3400

Recommendation:

Item 11.1 – To agree to the use of polling cards in relation to 4th June election.

Election of the Mayor

As per the Local Government Act 197 section 15(2), the election of the chairman (Mayor) will be the first business transacted at the annual meeting of the town council due to be held on 11th May 2026. Therefore, please may I ask that all nominations for Mayor and Deputy Mayor be completed and sent in to myself by no later than 30th April 2026.

A nomination form can be found as Appendix A of this report.

Grants

The working group has now met, discussed all applications and have put forward recommendations as part of this agenda to be agreed by Full Council.

Annual Town Meeting

The Annual Town Meeting is due to take place on 22nd April at 7 pm in the Great Hall of the Lantern. Councillors are requested to attend.

Currently we have an engagement piece out allowing members of the public to pose their questions ahead of the meeting. Please can you engage with your constituents to get them to fill this in and to attend the meeting where possible.

Devolution and LGR

As you will see from the Devolution and LGR Sub-Committee meeting we as a Council submitted our response via letter to the Ministry of Housing, Communities and Local Government (MHCLG). To view this letter you can find it on our website at <https://ilfracombetowncouncil.gov.uk/wp-content/uploads/2026/04/Ilfracombe-Town-Council-reponse-to-Local-Government-Reorganisation-Government-Consultation-March-2026.pdf>

In relation to cluster working and relationship building, we have set up a group of town clerks from North Devon and Torridge who will be meeting on a regular basis.

Ifs Twinning

It is our year to host the Ifs Twinning Event which will be on 9th May at 4 – 5 pm in the Council Chambers. All Councillors are welcome to attend. Please do let me know if you wish to come so that I can organise sufficient catering.

Upcoming Events

Date	Event
11 April	Youth Day – Landmark
19 April	Civic Service
22 April	Annual Town Meeting
3 May	Jack in the Green
9 – 10 May	Ilfracombe Art Trail
9 May	Ifs Twinning Event

Date	Event
11 May	Annual Meeting of the Council
16 May	Round Lundy Race
20 May	Freeman Edmonds Wake – Ilfracombe Football Club
22 – 25 May	Ilfracombe Beer & Music Fest
26 May – 15 June	Waverley Paddle Steamer
30 May – 7 June	Ilfracombe Coast Week

APPENDIX A



ILFRACOMBE TOWN COUNCIL

Election of Mayor (Elect) and Deputy Mayor (Elect) 2026-2027

Nomination Form

Voting for the Mayor and Deputy Mayor will be made at the Annual Meeting of the Council to be held on Monday 11th May 2026.

Nominations, on the form below, should be completed and returned to the Proper Officer in person to the office of via email to laura.donovan@northdevon.gov.uk by Friday 30th April 2026.

Nomination for **MAYOR ELECT / DEPUTY MAYOR ELECT 2026/2027**

* (Delete as necessary)

Nominee:

Proposed by:

(name and signature)

Seconded by:

(name and signature)

I agree to my

nomination:

(name and signature)

Laura Donovan
Proper Officer
March 2026



REPORT TO: Full Council
DATE: 8th April 2026
SUBJECT: Town Councillor Identification
PREPARED BY: Laura Donovan

REPORT NO: ITC 26024

1. Introduction

To consider options for formally identifying Town Councillors when attending civic engagements, meetings and community events. Currently there is no system in place to distinguish Councillors in their official capacity.

2. Report

At present, Councillors attending external meetings, civic functions or community events are not formally identifiable as elected representatives of the Town Council unless verbally introduced. This can:

- Limit public awareness of their role
- Reduce visibility and approachability
- Miss opportunities to strengthen community engagement
- Create ambiguity in formal or partnership settings

An appropriate identification method would enhance professionalism, transparency and public recognition of Councillors' roles within the community.

3. Options to consider including financial implications

Option 1: Reusable Councillor Badges (Initial Proposal)

A formal reusable badge (e.g., engraved metal or durable name badge) displaying:

- Councillor name
- Title: "Town Councillor"
- Town Council crest/logo

Advantages:

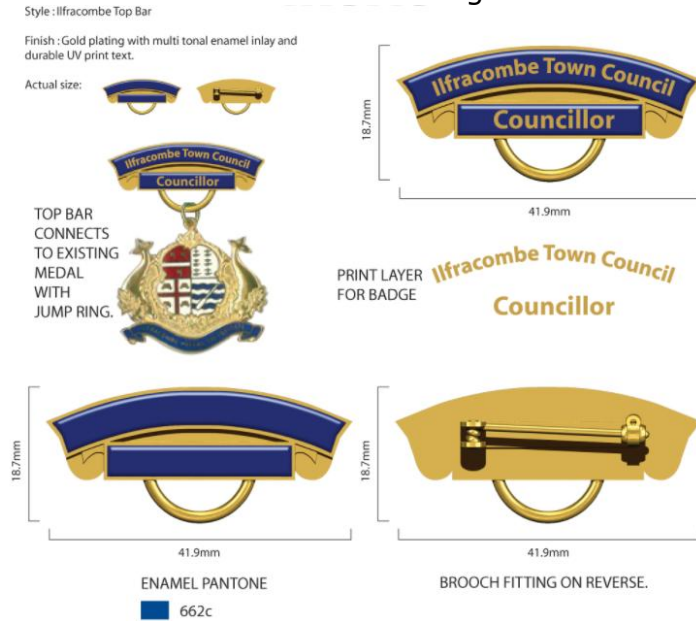
- Professional and civic in appearance
- Durable and long-lasting
- Remains the property of the Council
- Issued at the start of service and returned at the end of term
- No reprinting required unless lost or damaged

Disadvantages:

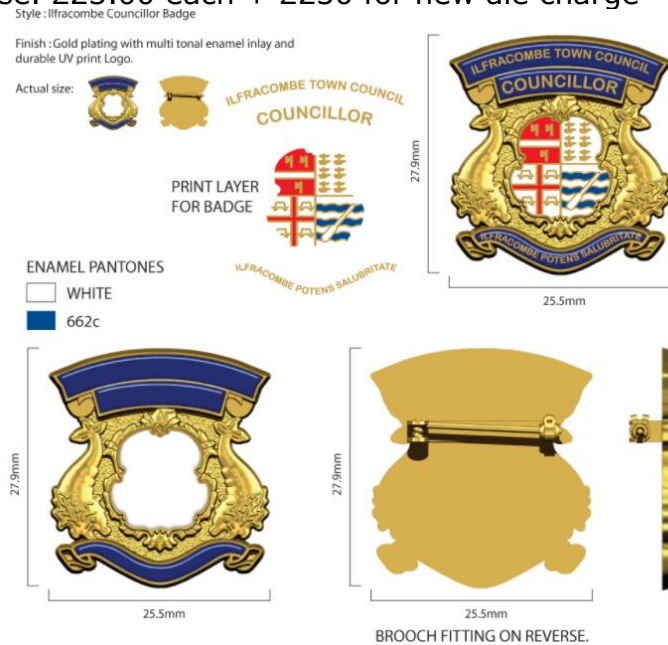
- Higher initial purchase cost (dependent on design and material)
- Potential replacement costs if lost

Estimated Cost:

Design A - Base Metal, Gold-plated two-part badge. Top bar with brooch fitting, and printed detail and matt reverse. Existing pendant hanging from top bar. £48.00 each + £230 for new die charge



Design B - Base Metal, Gold plated badge. With brooch fitting. Printed detail and matt reverse. £23.00 each + £230 for new die charge



Option 2: Photo ID Cards with Lanyards

Plastic ID cards including:

- Councillor photograph
- Name
- Title: "Town Councillor"
- Council crest/logo

These would be worn on branded lanyards.



Advantages:

- Clear visual identification
- Photographic verification
- Relatively low unit cost
- Professional and easily recognisable
- Suitable for formal and informal events

Disadvantages:

- Cards would need reprinting whenever Councillors join or leave the Council
- Ongoing administrative oversight required
- Less formal in appearance compared to civic-style badges
- May appear more operational than civic in nature

Estimated Cost:

Between **£5.80 – £7.40 per card**, depending on quantity ordered

4. Recommendations

Council is asked to:

1. Determine whether formal identification for Councillors should be introduced.
2. Select a preferred option (Badge / Photo ID).
3. Approve budget allocation accordingly.



REPORT TO: Full Council
 SUBJECT: Finance Officer Report

REPORT NO: ITC 26025

DATE: 13th April 2026
 PREPARED BY: Carole Coombs

Item 12.1 Accounts
March 26

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 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
Bank Statement 31/03/26	£180,061.69	£27,051.92	£225,000.00	£301,191.31	-£671.38	£190.00	£0.83	£4.12	£55.02	£0.00	£732,883.51
Income /receipts*	£40,067.26	£0.00	£0.00	£0.00	£0.00	£662.00	£87.70	£0.00	£1,770.80	£824.64	£43,412.40
Interest in	£0.00	£10.37	£649.64	£864.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,524.91
Transfer into account	£3,767.99	£0.00	£0.00	£649.64	£570.05	£0.00	£0.00	£0.00	£0.00	£0.00	£4,987.68
Expenditure in month (includes VAT repayment where appropriate)	£134,570.56	£0.00	£0.00	£0.00	£671.38	£0.00	£9.25	£11.51	£0.00	£0.00	£135,262.70
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.99	£0.00	£30.99
Transfer out of account	£0.00	£0.00	£649.64	£0.00	£0.00	£770.00	£87.70	£0.00	£2,085.65	£824.64	£4,417.63
Bank Statement 31/03/26	£180,061.69	£27,051.92	£225,000.00	£301,191.31	£671.38	£190.00	£0.83	£4.12	£55.02	£0.00	£732,883.51
Debtors (+)										£1,023.54	£1,023.54
Unpresented cheques (-)	£0.00										£0.00
Vat repayment due (-)										£46.75	£46.75
Creditors Invoices now req for payment (-)										£17,684.46	£17,684.46
Actual	£180,061.69	£27,051.92	£225,000.00	£301,191.31	£671.38	£190.00	£0.83	£4.12	£55.02	£16,707.67	£716,175.84
Bank Interest and Service Charges Bank Interest £1524.91 Bank Service Charges £30.99 Transfer to Reserves £0.00 Other Items of Note £0.0											



Outstanding Customer Payments Due up to 28 February 26

Debtors	not yet due	30-60 days	60-90 days	90 - 120 days	Older
MAKO	£0.00	£0.00	£0.00	£0.00	£225.00
CD	£0.00	£0.00	£112.50	£0.00	£0.00
Others not yet due	£686.04				
Sub TOTALS	£686.04	£0.00	£112.50	£0.00	£225.00
Total Due	£1023.54				

12.2 Invoices for Payment by ITC

(The Following Invoices are Due for payment) from March due in April

Invoices Due for Approval	Amount	Comments
Biffa	£42.84	
Concorde	£105.02	
CF Corporate	£210.00	
Lloyds Bank charge Card	£847.79	
Lloyds Bank charge Card	£66.46	
CL	£26.80	
IPS	£170.64	
jjj Service Station	£48.61	
Ringgo	£203.51	
O2	£40.61	
pedlars	£43.94	
Source 4 business (SW Water)	£142.38	
zurich	£15,735.86	
TOTAL	£17,684.46	

Due for Payment in April

Invoices Due for Approval	Amount	Comments
AIB Merchant Services	£88.86	
Biffa		Still to come
British Gas		Still to come
BT	£203.87	
Churches fire and safety		Still to come
Concorde Copiers	£123.00	
Devon Association of Local Council	£1891.12	
Devon County Council	£13.96	Paid to be reimbursed
EDF ITC - Elec	£754.64	
EDF ITC - Gas	£901.96	
EDF Lantern Elec	£941.84	
EDF - Lantern Gas	£526.24	
EDF - Ropery Road	£367.07	
EDF - Memorial Gardens	£19.53	
EDF - Hele bay toilets	£94.76	
EDF - Larkstone/brimlands toilets	£41.86	
EDF - Lee Bay Toilets	£15.18	



EON Next - St James Toilets	£41.70	
Flow Bird		Still to come
Freshout		Still to come
Harbour		Still to come
IPS		Still to come
JJJ Service Station		Still to come
Lineal	£40.74	
Lloyds Charge Card		Still to come
M&E		Still to come
Millbeck	£42.00	
NALC		Still to come
North Devon Council 0%VAT	£24598.48	
North Devon Council - 20% Vat		Still to come
O2		Still to come
One Ilfracombe		Still to come
Pod Point	£17.47	
Pedlars		Still to come
RGB Building Supplies		Still to come
RINGGO		Still to come
Safe Working Lifts		Still to come
Sage - ITC	£46.80	
Screwfix	£0.00	
SLCC	£3400.00	
SWW – Hele	£79.48	
SWW – ITC - Offices	£104.59	
SWW – ITC Stores	£133.89	
SWW – Lantern		Still to come
SWW – Lee bay		Still to come
SWW – Brimstone		Still to come
SWW – High Street		Still to come
SWW_ - Greenclose		Still to come
Telecoms Consortium		Still to come
D Tubbs - Greenclose Road Rent	£300.00	
Water2Business – St James Toilets		Still to come
Yu Energy – Greenclose Gas	£8.45	
Yu Energy – Greenclose Elec	£30.84	
TOTAL	£34,828.33	

Overall total going out in April

TOTAL	£52,512.79	
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12.3 – To review and agree increase in bank charge card limit

On a month by month basis it has become evident that the amount available on the charge card is meeting the maximum before the end of the month, this is in part due to the general increase in costs and the need for electronic forms of payment. We have mitigated this to a certain extent by the setting up of 30 day credit accounts with some suppliers. There is still significant officer time used in admin and collection to cover ordering of items specifically around Maintenance and Toilet supplies.

The amounts spent on individual payments do not exceed the limits allowable in the financial regulations



and they are always within the budgeted amounts for the specific area for which the payment is being made, It is proposed that the limits be increased to £1000 per person.

12.4 - To review and agree the payment terms for debtors

Following the sending out of the “Letter before Action” to debtors, council need to review and agree on proposed actions to be taken. A verbal report will be given at this point.

12.5 – To review and agree Budget and Reserve adjustments for 26/27 Portfolio

The budget has now been analysed and the attached budget reassignment sheet is attached and proposed for agreement with the figures to be used in the compilation of the Reserves Portfolio for 26/27.

Budget	Budget details	Reserve to put into	Potential amounts to transfer into Specified Reserves	Balance	Balance less/plus expected reassignments
None - Interest	Income overage		-£19,000.00		
	Expenditure underspend		£20,672.52	£1,672.52	
		interest is in reserves/bank charges	-£1,672.52		£0.00
Town Council	Income overage		£18,179.23		
	Expenditure underspend		£61,225.28	£79,404.51	
	Catenary /cctv funding		-£18,137.56		
	Catenary funding	Minor Assets - CCTV	-£2,417.07		
	Redundancy	Staffing Reserves	£23,126.21		
	to go into budget for New IT	26/27 budget	-£700.00		
	to go into budget for grants	26/27 budget	-£1,065.00		
	suggested movements				
		to cover lantern deficit	-£24,023.14		
		To cover Solar Panel deficit	-£250.00		
		to cover PCN deficit	-£5,526.33		
		to cover lee bay deficit	-£557.01		
					£49,854.61
Ilfracombe Centre	Income overage		£3,451.09		
	Expenditure overspend		-£864.50	£2,586.59	
					£2,586.59
Work hub	Income overage		£2,232.80		
	Expenditure underspend		£869.47	£3,102.27	
					£3,102.27
Lantern	Income underage		-£3,644.05		
	Expenditure underspend		-£20,379.09	-£24,023.14	
	heaters from reserves		£3,940.00		
	to cover overspend		£19,745.54		
					-£337.60
Green Close	Income overage		£0.00		
	Expenditure underspend		£2,692.84	£2,692.84	
					£2,692.84
Memorial Gardens	Income overage		£0.00		
	Expenditure underspend		£1,230.27	£1,230.27	
					£1,230.27
Vision Centre	Income overage		£365.48		
	Expenditure underspend		-£357.19	£8.29	
		To pay fees on cardnet	-£8.29		£0.00
Solar Panels	Income overage		-£500.00		
	Expenditure underspend		£250.00	-£250.00	
		to come from Town Council overage	£250.00		£0.00
Ropery Road	Income overage		£43,887.13		
	Expenditure overspend		-£1,892.48	£41,994.65	
					£41,994.65
Cheyne Beach	Income overage		£4,058.33		
	Expenditure underspend		£168.35	£4,226.68	
					£4,226.68
Lee Bay Toilets	Income overage		£1,735.13		
	Expenditure underspend		-£2,292.14	-£557.01	
		to come from town council overage	£557.01		£0.00
Facilities and Maintenance	Income overage		£1,565.80		
	Expenditure underspend		£10,701.26	£12,267.06	
		to go to minor asset reserves for van sale	-£1,250.00		
		still to come from reserves for weed ripper	£2,299.00		
		to go to minor reserves for tools	-£10,000.00		
					£3,316.06

Admin and Clerical	Income overage		£0.00		
	Expenditure underspend		£2,028.11	£2,028.11	
			-£133.92		£1,894.19
Town Clerk	Income overage		£0.00		
	Expenditure underspend		-£133.92	-£133.92	
		from admin and clerical to cover overspend	£133.92		£0.00
Town Crier	Income overage		£200.00		
	Expenditure underspend		£324.71	£524.71	
		income transferred from 24/25	£851.94		
		To go into 26/27 budget	-£200.00		£1,176.65
Mayor	Income overage		£0.00		
	Expenditure underspend		£207.00	£207.00	£207.00
Town Councillors	Income overage		£0.00		
	Expenditure underspend		£1,025.00	£1,025.00	£1,025.00
Programes and Projects	Income overage		£6,867.36		
	Expenditure underspend		-£3,424.43	£3,442.93	
	CVS and general volunteers	Funding from 24/25	£1,632.00		
	Car Volunteers extra funding	to carry over to next 26/27	-£3,319.36		
	General Volunteers	to carry over to next 26/27	-£524.38		
	Quick wins	to carry over to next 26/27	-£264.57		
	national lottery	to carry over to next 26/27	£75.90		£1,042.52
Marketing	Income overage		£0.00		
	Expenditure underspend		£3,686.56	£3,686.56	
		to go into 26/27 budget	-£3,686.56		£0.00
One Ilfracombe	Income underage		-£4,084.15		
	Expenditure underspend		£4,085.99	£1.84	£1.84
One Northern Devon	Income overage		£3,061.40		
	Expenditure overspend		-£3,061.40	£0.00	£0.00
PCN Well being Team	Income overage		£16,049.82		
	Expenditure underspend		-£21,576.15	-£5,526.33	
		to come from town council budget	£5,526.33		£0.00
Civic Events	Income overage		£518.33		
	Expenditure underspend		£2,823.66	£3,341.99	
		funding from 24/25 for pride	£163.33		
		underspend from twinning to 26/27	-£200.00		
		to go to reserves for civic service	-£1,500.00		
		Civic events Christmas underspend to 26/27	-£1,741.00		£64.32
Ilfracombe Toilets	Income overage		-£12,201.92		
	Expenditure underspend		£22,963.10	£10,761.18	£10,761.18
Bike Sheds	Income overage		£0.00		
	Expenditure underspend		£100.00	£100.00	£100.00
Skate Park	Income overage		£0.00		
	Expenditure underspend		£500.00	£500.00	£500.00
High Street	Income overage		£1,039,801.48		
	Expenditure underspend		-£989,802.41	£49,999.07	
		To go to reserves under use of loan	-£22,054.54		
		to pay interest on loan (remainder to go to reserves)	-£27,944.53		£0.00
		TOTALS	£125,439.07	£192,641.15	£125,439.07
					this is amount for reassignment to reserves

Staffing reserve -£15,000 from PCN to one ilf for well being team	-£15,000.00	£110,439.07
Staffing reserve to =£123,000	-£83,126.21	£27,312.86
Election to become £10,000	-£5,851.63	£21,461.23
toilet underspend to go to reserves	-£10,761.00	£10,700.23
interest in reserves not allocated as yet	£47,532.28	£58,232.51
Working reserve to have remaining budget underspend and underused interest	£58,232.51	

RESERVES	breakdowns in blue	happening in 25/26				Other Agreed Amounts				happening in 26/27				Other Agreed Amounts				Difference		
		Ledger Account*	Details	25/26	Credits	Debits	Budgeted balance Q1	Q2	Q3	Q4	25/26 Actual Balance	FROM BUDGET UNDERSPEND	Year Start	Credits	Debits	Budgeted balance Q1	Q2		Q3	Q4
3101 Town Development Reserve	policy and portfolio of reserves ITC 25022(2)	£91,210.00	£36,000.00	£30,000.00	£97,210.00	£0.00	£-25,000.00	£0.00	£-6,000.00	£66,210.00	£0.00	£66,210.00			£66,210.00				£66,210.00	
	High Street Car Park Purchase	£0.00		£30,000.00	£-30,000.00				£30,000.00	£0.00		£0.00			£0.00				£0.00	£0.00
	Toilet Purchases and doors	£0.00	£36,000.00		£36,000.00				£-36,000.00	£0.00		£0.00			£0.00				£0.00	£0.00
	Other - excess on loan for Ropery	£91,210.00			£91,210.00					£91,210.00		£91,210.00			£91,210.00				£91,210.00	£91,210.00
	Top up Working Res	£0.00			£0.00		£-25,000.00			£-25,000.00		£-25,000.00			£-25,000.00				£-25,000.00	£-25,000.00
		£0.00			£0.00					£0.00		£0.00			£0.00				£0.00	£0.00
		£0.00			£0.00					£0.00		£0.00			£0.00				£0.00	£0.00
	TOTALS	£91,210.00	£36,000.00	£30,000.00	£97,210.00	£0.00	£-25,000.00	£0.00	£-6,000.00	£66,210.00	£0.00	£66,210.00			£66,210.00				£66,210.00	
3102 Staffing Reserve	policy and portfolio of reserves ITC 25022(2)	£47,000.00	£16,000.00	£0.00	£63,000.00		£-23,126.21		£-15,000.00	£24,873.79	£98,126.21	£123,000.00			£123,000.00				£123,000.00	
	For ITC Staff	15,000			£15,000.00		£-23,126.21			£-8,126.21	£83,126.21	£75,000.00			£75,000.00				£75,000.00	£75,000.00
	For Well being team	32,000	£16,000.00		£48,000.00				£-15,000.00	£33,000.00	£15,000.00	£48,000.00	£15,000.00		£33,000.00			£15,000.00	£33,000.00	£33,000.00
	TOTALS	£47,000.00	£16,000.00	£0.00	£63,000.00	£0.00	£-23,126.21	£0.00	£-15,000.00	£24,873.79	£98,126.21	£123,000.00			£108,000.00				£123,000.00	£123,000.00
3103 - Election Reserve	policy and portfolio of reserves ITC 25022(2)	£1,148.37	£3,000.00	£0.00	£4,148.37					£4,148.37	£5,851.63	£10,000.00			£10,000.00				£10,000.00	£10,000.00
	Election	£1,148.37	£3,000.00	£0.00	£4,148.37					£4,148.37	£5,851.63	£10,000.00	£5,000.00		£10,000.00				£15,000.00	£15,000.00
	TOTALS	£1,148.37	£3,000.00	£0.00	£4,148.37	£0.00	£0.00	£0.00	£0.00	£4,148.37	£5,851.63	£10,000.00			£15,000.00				£15,000.00	£15,000.00
3104 - Key Town Assets Reserve	policy and portfolio of reserves ITC 25022(2)	£132,194.26	£13,400.00	£92,500.00	£53,094.26	£-3,940.00	£22,054.54		£66,000.00	£137,208.80	£38,705.53	£175,914.33			£175,914.33				£175,914.33	
	Ilfracombe Centre	£11,000.00	£2,000.00	£7,500.00	£5,500.00					£5,500.00		£5,500.00	£7,500.00		£13,000.00				£13,000.00	£13,000.00
	Lantern	£10,740.05		£2,000.00	£8,740.05	£-3,940.00				£4,800.05		£4,800.05			£4,800.05				£4,800.05	£4,800.05
	Ropery Road	£38,550.00	£250.00		£38,800.00					£38,800.00		£38,800.00			£38,800.00				£38,800.00	£38,800.00
	High Street Car park	£0.00	£250.00	£0.00	£250.00		£22,054.54			£22,304.54	£27,944.53	£50,249.07			£50,249.07				£50,249.07	£50,249.07
	Cheyne Beach	£0.00	£0.00		£0.00					£0.00		£0.00			£0.00				£0.00	£0.00
	War Memorial	£12,000.00	£500.00		£12,500.00					£12,500.00		£12,500.00			£12,500.00				£12,500.00	£12,500.00
	Ilfracombe Toilets	£56,904.21	£10,000.00	£80,000.00	£-13,095.79				£66,000.00	£52,904.21	£10,761.00	£63,665.21			£63,665.21				£63,665.21	£63,665.21
	Lee toilets		£200.00		£200.00					£200.00		£200.00			£200.00				£200.00	£200.00
	Town Clock	£3,000.00	£200.00	£3,000.00	£200.00					£200.00		£200.00	£500.00		£700.00				£700.00	£700.00
	Greenclose				£0.00					£0.00		£0.00	£500.00		£500.00				£500.00	£500.00
					£0.00					£0.00		£0.00			£0.00				£0.00	£0.00
					£0.00					£0.00		£0.00			£0.00				£0.00	£0.00
	TOTALS	£132,194.26	£13,400.00	£92,500.00	£53,094.26	£-3,940.00	£22,054.54	£0.00	£66,000.00	£137,208.80	£38,705.53	£175,914.33			£184,414.33				£184,414.33	£184,414.33
3105 - Minor Town Assets Reserve	policy and portfolio of reserves ITC 25022(2)	£7,150.00	£6,500.00	£0.00	£13,650.00	£1,250.00	£0.00	£0.00	£118.07	£15,018.07	£10,000.00	£25,018.07			£25,018.07				£25,018.07	£25,018.07
	Skate Park	£650.00	£500.00		£1,150.00					£1,150.00		£1,150.00			£1,150.00				£1,150.00	£1,150.00
	Bike Sheds	£0.00			£0.00					£0.00		£0.00			£0.00				£0.00	£0.00
	Telephone box	£100.00			£100.00					£100.00		£100.00			£100.00				£100.00	£100.00
	Vehicles	£900.00	£6,000.00		£6,900.00	£1,250.00				£8,150.00		£8,150.00	£4,000.00		£12,150.00				£12,150.00	£12,150.00
	Tools	£900.00			£900.00				£-2,299.00	£-1,399.00	£10,000.00	£8,601.00			£8,601.00				£8,601.00	£8,601.00
	Fore Street Arch	£900.00			£900.00					£900.00		£900.00			£900.00				£900.00	£900.00
	Signs and Directional Posts	£950.00			£950.00					£950.00		£950.00	£1,000.00		£1,950.00				£1,950.00	£1,950.00
	Other Memorials and Statuary	£1,850.00			£1,850.00					£1,850.00		£1,850.00			£1,850.00				£1,850.00	£1,850.00
	CCTV	£900.00			£900.00					£900.00		£900.00	£1,000.00		£1,900.00				£1,900.00	£1,900.00
	Catenary funding				£0.00				£2,417.07	£2,417.07		£2,417.07			£2,417.07				£2,417.07	£2,417.07
	TOTALS	£7,150.00	£6,500.00	£0.00	£13,650.00	£1,250.00	£0.00	£0.00	£118.07	£15,018.07	£10,000.00	£25,018.07			£31,018.07				£31,018.07	£31,018.07
3106 - Emergency and Resilience		£4,700.00	£1,500.00	£0.00	£6,200.00					£6,200.00	£0.00	£6,200.00			£6,200.00				£6,200.00	£6,200.00
	Emergency fund	£4,700.00	£1,500.00		£6,200.00					£6,200.00		£6,200.00			£6,200.00				£6,200.00	£6,200.00
	TOTALS	£4,700.00	£1,500.00	£0.00	£6,200.00	£0.00	£0.00	£0.00	£0.00	£6,200.00	£0.00	£6,200.00			£6,200.00				£6,200.00	£6,200.00
												£0.00								
		£283,402.63	£76,400.00	£122,500.00	£237,302.63	£-2,690.00	£-26,071.67	£0.00	£45,118.07	£253,659.03	£152,683.37	£253,659.03			£406,342.40				£406,342.40	£406,342.40

year end Interest CCLA ACCOUNT FOR SPECIFIED RESERVES Working reserves

£301,191.31
£225,000.00
£526,191.31

£47,532.28



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

REPORT NO: ITC 26026

1. Introduction

This report covers the period from 9th March 2026 to 13th April

2. Report

Steven Seatherton – Programme Manager

There has been a great deal happening over the last month, much of it positive, and it has certainly kept the programme management team busy.

A significant amount of time during the early part of the month has been focused on the Link Centre, particularly around how the project might be funded and whether a viable business plan can be developed. This will be covered in more detail within a separate report, but by way of summary, we have met with Devon County Council to discuss the potential purchase of the building and the remedial works required. We have also spoken with contractors regarding the boiler and other works needed on site. This information will make up the bulk of the report to Full Council this month for a decision on next steps.

Aside from the Link Centre, there have been a number of other areas of work progressed recently. I have been supporting the team with a range of funding bids. Some of these have now come to fruition and, while not all are for large sums, they will nevertheless help to support a number of our projects. In addition, we have received further financial support from partners to assist Bell's Place, over and above the agreed contributions that partners had previously been asked to provide.

In relation to Belles Place, I will again be writing to partners over the coming month to seek support for a further 12 months. There are, of course, wider and more complex conversations continuing around the long-term sustainability and governance of Belles Place, but those discussions remain ongoing.

At present, I understand that we (ITC) have provisionally agreed to support Belles Place for a further 12 months (through grant funding), and North Devon Council has also agreed to continue its support for the same period. This means that I will now be looking to the NHS, One Northern Devon, Devon County Council and the Mental Health Alliance to help complete that package of support. I do not currently foresee any major issues in securing that additional funding for the immediate term. However, I do believe this could quite possibly be the final year of annual support without a longer-term and more sustainable plan being put in place, and that is something we continue to work towards.

We are also in the process of finalising the project around voter engagement and how we encourage a wider range of people to both vote and consider standing as councillors. Sylvia Carrington has undertaken this work, and with her contract due to end in mid-May, we are working towards presenting her findings and report to Full Council by that point. Early indications suggest that this report will not only be useful locally, but could also have value



for other councils. We will therefore look at how it might be more widely distributed and, if possible, published more broadly, as it contains some very good and insightful work. I am hopeful that the resulting action plan will help improve voter turnout and, in the future, give us a better and more informed approach to encouraging people who may not previously have come forward to vote or stand as councillors.

Another important milestone during the past month was the latest One Ilfracombe Board meeting. This marked a significant step forward in the development of the working groups. We now have a solid action plan and a clearer framework for how that work will move forward. The plans have been agreed by the Board, and we have also had useful discussions around how the various strands of work can operate across agencies and connect across shared priorities. The end result should be a robust programme of work. Some of this is already underway, but there are also a number of new and exciting projects emerging from it, all of which are intended to genuinely shift the dial. It is my intention to present this work to Full Council at the May meeting. In the meantime, I will circulate the latest One Ilfracombe minutes and, once the plans have been finalised, I will also circulate those.

Looking ahead to April and May, I am hopeful that the Link Centre will reach some form of conclusion. Alongside that, I continue to work with the Proper Officer on devolution matters.

Finally, I am pleased to report that Mary Midson, who has been working with us on a temporary contract, was successful in securing the Community Officer role and will take up that post from 1 May.

Overall, it has been a very positive and productive month, with a number of important pieces of work progressing well.

Neil Ingram – Project Officer

Public Realm

One Ilfracombe - Town Team

- The next Town Team meeting will be held in the Ilfracombe Centre and online on 22nd April at 1030.
- The last Town Team meeting on 18th March was well attended with 14 attendees. The meeting notes and follow up actions from the last meeting can be found here [Town Team Agenda & Minutes - One Ilfracombe](#)

Ilfracombe Spring Clean 2026

- This took place 6th – 15th March 2026 with organised events taking place in various locations across the town.
- A successful Spring Clean with 50 litres of paint used, 30 bags of rubbish picked up with more than 40 volunteers involved.
- Now I am working on using the Spring Clean as a starting point for smaller follow up projects alongside Ilfracombe in Bloom, IBTA, High St Traders, Friends of Fore St, LLRA and more before we plan a larger event post summer.
- This will also form part of the One Ilfracombe Town Centre Regeneration Project.
- There were numerous pictures and updates on the event via Social Media and ITC staff also featured in the North Devon Gazette.



<https://www.northdevongazette.co.uk/news/local-news/2047423/north-devon-town-celebrates-a-record-biggest-spring-clean-as-volunteers-get-busy.html>

Town Centre Regeneration

- Continue to work on the delivery of the Town Centre Regeneration portfolio
- The project portfolio contains numerous project/interventions. My main focus over the past month has been on:
 - Pavement accessibility (see update below)
 - Spring Clean (see update above)
 - Admin and design for vacant High St shop front windows
 - Anti Social Behaviour
 - Reporting
 - CCTV
- A Town Centre subgroup to be established to create a strategic plan for the Town Centre into 2027 and beyond.

ITC Reporting App

- Awaiting NDC to finalise the App before it is rolled out to ITC staff.

DCC Highways Maintenance Community Enhancement Fund

- Secured **£250** for Lee and Lincombe Drain Clearance, the budget for the current financial year had been fully allocated but a purchase order for this in the new financial year to follow.
- Awaiting update on application submitted for ITC pavement cleaning machine (£1600)

Ilfracombe in Bloom

- So far this year have managed to secure **£3,525.26** in funding for Ilfracombe In Bloom for them to be able to continue to carry on their work around the town. This came from One Ilfracombe, North Devon Council and the HMCE Fund managed by DCC.

Trail Signs and Notice Boards

- Full audit still ongoing and currently a low priority. Where there are identified instances of notice boards not being “owned” and tatty we are working with NDC to establish ownership and where appropriate take these on for the benefit of the community.

Derelict Building & Untidy Sights Reporting

- This will be discussed at the next IRB on 29th April.
- Two main areas for the past 4 weeks have been St Martins, Torrs Park where I am in regular contact with NDC planning enforcement officers who, having had discussion with the owners and their plans for the property, are making return visits to the site to view any work in progress and the security of the site. Concerns remain that the Grade Two listed building remains in a very poor state as well as there being recently reported thefts, vandalism and trespassing.
- The other remains the Gold Coast site. The hoardings for the site were to be replaced by the owner by the end of March. This has not yet happened, I have asked NDC for an update. The container onsite has now been made secure and NDC



- Environmental Officers could fine no sign of the rat infestation reported by staff at Susan Day.

Dog Fouling

- Continued joint working with NDC Enforcement Officers to ensure reported instances of fouling at War Memorial and Graveyards was addressed. NDC Officers have stepped up their game with more visible patrols and signage. From here they are exploring the use of mobile CCTV which when combined with local information we hope to be able to bring prosecutions against persistent offenders.

Pavement accessibility

- This was an action from a previous Town Team meeting that also forms part of the Town Centre Regen project.
- Myself, Cllr Sara Wilson, Alex Bird (DCC Highways) and Sharron Blackmore undertook a walk through the High St, Seafront and Quay Road so that we could get a perspective from Sharron, as a visually impaired resident, as to how accessible certain areas of town were and what were the main issues.
- This was an invaluable exercise which highlighted numerous issues. The main ones being, scaffolding, uneven pavements, crossings with no audible alarms, shop front products encroaching on the pavement and A frames/advertising boards.
- In relation to scaffolding I have submitted a proposal to DCC involving the use of QR codes and local reporting. The other main problem was the use of businesses using A frames either on already narrow pavements or in the road, this was particularly prevalent on Quay Road with work to address this underway alongside our Town Team partners.

Street Art

- There remains an aspiration to incorporate more, planning approved, street art from Silk Crystal across the town.

BMX Pump Track

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

Anti-Social Behaviour

UK Partners Against Crime – UKPAC

- Working with officers from Ilfracombe Police to continue to push the advantages to businesses taking up the offer of the FREE use of the UKPAC reporting system.

Northern Devon ASB Steering Group

- Next Northern Devon Steering Group meeting takes place on Tues 14th April. Any ASB issues relating to Ilfracombe to be passed to me asap.

Report It!

- Continuing to remind the community that they must officially report crime and other local issues, without this Ilfracombe will continue to miss out on future funding opportunities.



Wellbeing

Into The Blue

- How, when and in what form this takes place in 2026 is not yet finalised but we do have multiple plans as options. It all comes down to funding.
- We have secured funding in the region of £9k that can be used for operating costs. This has come from North Devon Council (Economic Development & Regeneration), Tesco and Cllr Sara Wilson. Equipment has also been purchased using funds from some of our NDC Cllrs locality budget.
- We are awaiting a decision on a funding bid for £15k from the Children's Alliance and one for £2-5k from Fullabrook.
- Whatever happens over the next couple of weeks we will be looking to deliver Into The Blue duplicating last years programme or a scaled down version either in Jun/Jul or Sep/Oct to Year 5 and 6 students from Ilfracombe Junior School.
- Work to secure long term funding is also underway as is the plan to be able to make Into The Blue a commercial venture for out of area schools to partake with charges made being used to keep the activities free for all local children.

Sailing Activity Project

- Early days - Scoping out with the Harbourmaster potential funding avenues to be able to provide free or low cost sailing experiences for local young people using the facilities of Ilfracombe Sea School.

Oxford Grove Play Park

- Exploring with NDC how we can upgrade this park. Current provision is damaged or missing with a very poor play value.

One Ilfracombe Commissioned Work

Maintain websites and update content for:

- One Northern Devon
- One Eastern Devon

Charmain Lovett – Project Officer

UK Town of Culture 2028

- After a huge amount of work spanning several months our Expression of Interest was finally ready to submit! I am really proud of the bid that we have put in and regardless of whether we are shortlisted or not, we now have the foundation for a really great vision for Ilfracombe and how we can utilise culture to support town regeneration and instil more community pride.
- As part of the promotion around our bid I did interviews with BBC Radio Devon, The Voice FM and BBC Spotlight.
- I am more than happy to share the application with any councillor who would like to see the full application, but as a brief overview, our vision is around uncovering our hidden history, championing our cultural volunteers, creating opportunities for our



young people to get into creative industries and providing bold, contemporary culture in unexpected places.

- DCSM will be letting towns know who has been shortlisted (that will only be 10 towns across the UK) in Spring.

Youth Club Development

- All is going really well in the run up to the launch of the youth club in May. We have the Youth Day now fully programmed for the 11th April at the Landmark with a full day of free activities for young people aged 11-18years old including gaming on the big cinema screen, DJing, outdoor games, yoga, skating, film-making, silent disco and much more!
- We had a day of training delivered by Space Youth Services for some of our volunteers which helped us learn more about participation, communication, safety and planning relevant sessions. All volunteers have been, or are in the process of being DBS'd.
- Cerys, who will be leading the programme is back from her travels on the 10th April, so we will nail the final details then, but we are pretty much ready to rumble!
- There will be an open evening for the youth club at the Vision Centre from 6-9pm on Weds 22nd April and then the first official youth club will start on Wednesday 6th May.

Youth Council Meeting

- As a tie in to the above youth work, Laura, Sylvia and myself met with Rosie Mahoney from Barnstaple Town Council to understand how she set up Barnstaple's Youth Council and how we could look at doing similar.
- It's really important for us to have a vehicle to capture youth voices and opinions effectively, and a youth council is a great way of doing that.

Ilfracombe Futures

- We had an IF meeting this month and we had a focus on supporting younger parents and families in general, with a particular focus on the new Better Start in Life work that will be undertaken by the Family Hubs.
- There is a change in admin as Jody LeBredonchel has stepped back as a co-chair as he feels that education would be better represented by Laura Matthews who is the Inclusion Lead for DCC.
- Jody was the real driving force behind setting up Ilfracombe Futures and although he is still very much involved, we are really grateful for his vision and enthusiasm which led to this starting.

Barnstaple Youth Alliance

- I was invited along to the Barnstaple Youth Alliance meeting to share the work that we are doing in Ilfracombe. The group cover beyond Barnstaple, with many working across North Devon so it was a really good opportunity to make some new contacts that would be of benefit to the youth work happening here in Ilfracombe.

Peninsula Transport

- This is now coming along well, and all being okay we will trial this in Easter. I had a really productive meeting with Sandy Cove Hotel who were really happy to hear about this being an option as they are currently having to send other staff members out mid-shift to pick up other staff members. Watermouth Castle and Stowford are also involved with this.



- The initial plan was for three runs a day, but as there are now only potentially two, we can probably extend this out further so it goes beyond the summer holidays. I will continue to liaise with Allan from Community Transport on future plans.

Over 60s Wellness Event

- I have been working with Heather Wolhuter from the Community Rehab/Frailty Team at the Royal Devon and Exeter on a community event at The Lantern on 30th April. The purpose of the event is to support the large number of people on rehab waiting lists by introducing them to medical and community interventions. From a community point this could be anyone offering a service that supports their wellbeing, or social activities and volunteering opportunities, so I am currently recruiting stallholders. If you know anyone that would like to book a stall then please let me know.
- Free refreshments will be available and there will be a free community bus running around town all day.

Workways

- I met with Stephen Miller from Workways to understand more about what they offer as part of the ongoing Employment and Skills programme. Stephen is based in the Ilfracombe Centre and supports people who have struggled with their mental health back into employment. Sarah Maddocks is now doing a similar role at DCC but without the focus on mental health and that's through a programme called Connect2Work. Both are keen to learn of any opportunities that employers may have to provide training, apprenticeships, or volunteering roles, so we will make sure we factor this in when engaging with local employers.

Fullabrook AGM

- I went along to the annual meeting for Fullabrook CIC which is always a really good opportunity to see how they have funded local projects and the positive impact that they have had. They give around £150,000 annually to the 13 parishes that surround the windfarm and Ilfracombe is a big beneficiary of that. Last year they kindly supported us with £5,500 of funding for Into The Blue, so I went along and gave a presentation on Into The Blue and the positive impact that it had on the young participants.

Pip & Jims CIO

- James Lander and I met with Martin Mather from Pip & Jim's. He had contacted us after seeing the Poverty Truth Commission on Spotlight and wanted to know how they could support this work through the CIO part of the church that runs the community centre. We shared the plans for the next steps of the PTC and he is going back to speak with the trustees to see how they could potentially offer their space, although there could be some initial issues with capacity and facilitation.

One Communities Meeting

- It was Ilfracombe's turn to host the quarterly One Communities meeting, so we splashed out on some biscuits...and everyone joined online! It was still a productive meeting though as we worked collectively in filling out the detail around the One Northern Devon & Northern Devon Futures Inclusion and Wellness framework which is looking at how Northern Devon and the work of the One Communities feeds into the NHS Neighbourhoods work.



Living Well

- Another good meeting with presentations from Alison of Combe Homewares and Lianne from Stillpoint Yoga. We also shared correspondence that Cllr Elliot had sent through from Ian Roome MP and ongoing discussion with the ICB around MIU at The Tyrrell.
- This is the last of the monthly meetings as we now move to every other month, so the next one will be Wednesday 6th May.

Culture Club

- Our next meeting is Tuesday 7th April at 5.30pm in the Club Room at the Lantern. These meetings are really popular and always productive so if anyone would like to join us, then please do!

Kara Stevens – Communications Officer

Main Social Media Work and Website Work

- Main social focus for March was Easter information (opening hours, rubbish collections etc) and supporting NDC's dog poo campaign which will run throughout the rest of the year.

Community Car Service

- Working with Isobel Howard on the Care Service update, including new design and logo.
- Big push on socials and posters in relevant places eg. The Health Centre, Tesco, Library etc

Digital business cards

- These have been designed and set up for the team.
- I will be able to do these for Town Councillors – anyone in need of one, please email

Town Meeting (22nd April)

- A big push on socials and posters in relevant places for the Town Meeting

The online survey

- This was finished 31st March 2026

Mary Midson – Community Developer

March- Food Pantry

- I have sourced a 2nd cabinet and have been in touch with Menshed to request if they can do the adaptations. I will also be attending the next Slade Vision Centre committee meeting in April to ask for authorisation to put it outside the centre.
- Savona have also agreed to donate to the existing pantry (Charmain organised this as they are also donating to the New Youth Club)



March - Cancer Care Hub

- March's session went ahead as planned. I have sourced some funding from Councillor Sara Wilsons locality fund for the therapy provision.
- The new new therapist (started in March) from Still Point Wellness Centre is going down very well .
- The Lead for the Hub from the Fern Centre will be retiring in June – a replacement to keep the hub going is being looked into and the Manager of the Fern Centre has agreed to continue the hub until a replacement is found.

March - Pop up prom shop

- Prom shop is booked and happening in April at the Lantern.
- Thursday 9th April 6pm to 8pm, Friday 10th April 6pm to 8pm & Saturday 11th April 11am to 2pm

March - Wellbeing Wednesday

- In March we Celebrated 2 years of Wellbeing Wednesday with the theme as 'Friendship'. We had cakes, decorations and an activity put on by Lorretta of a 'Love Chain'.
- In March we also had a session from Still Point Wellness Centre on Breathwork, Mindfulness and Meditation which went very well and enjoyed by all attendees.
- I have also secured some funding to support the running of Wellbeing Wednesday from Growing Communities.
- Social Prescribers have also been secured for every session this month for 2.5hrs (out of the 3hr session)- which is vital to the support of our attendees, old and new.

ITC 26027

Report on NALC online event: The Housing Puzzle: Putting Parish and Town Councils At the Heart of The Solution (25th March) - Cllr Terry Elliott

This event was focused on Community Land Trusts and how they can be an important part of the future solution to affordable housing shortages in rural areas. Speakers were Martin Collett, CEO English Rural Housing Association, Tom Chance, CEO of the National Community Land Trust Network, Sheila Hawkins from Broadwindsor Group Parish Community Land Trust (Somerset).

In brief the Somerset build has been completed for a couple of years and now has two tenants as active members but alongside other village CLTs they have struggled to find more land and some are turning to renovation of existing buildings to provide more housing. Some CLTs are very active in providing other assets for their community (shops, village halls, community spaces).

The most important point for us as a Council is that the Somerset build said how significant their relationship with the Parish/Town Council was and how supportive they have been. We haven't had this kind of relationship. Is it worth trying to foster a better relationship (more active) going forward? We have two Councillors who are Trustees on the Board and a further Councillor who is a member but Ilfracombe Town Council as a body has not taken advantage of opportunities to engage or work in partnership to advance affordable social house building.

The Ilfracombe Community Land Trust has worked incredibly hard over 5 years and overcome many hurdles to bring about the building of 16 homes for local people at the old Bicclescombe Nursery site. ***The build has now commenced and will complete at the end of May 2027.*** Local building contractor Poltair will be

developing the housing. What a fantastic achievement as these homes will be for local residents with an Ilfracombe connection.

In light of devolution and the opportunities that might present, how can we support Ilfracombe Community Land Trust to go forward with further developments which will benefit our community?

Report - ITC 26029

Name	Grant request 25-26	Grant given 25-26	Grant request 26-27	Grant given 26-27
Age Concern Barnstaple and North Devon CIO	£3,000.00	£1,500.00	£3,000.00	£1,500.00
Belle's Place	£5,000.00	£5,000.00	£5,000.00	£5,000.00
Circus of Puffins	DNA	£0.00	£2,000.00	£0.00
Citizens Advice TNMWD	£3,000.00	£1,500.00	£3,000.00	£3,000.00
Combe Christmas Lighting of the Lights	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Creative Communities (Ilfracombe) CIC	anything	£250.00	£600.00	£475.00
Devon and Cornwall Police	£2,500.00	£500.00	£500.00	£500.00
Events 4 Ilfracombe	£700.00	£500.00	£750.00	£500.00
Friends of Ilfracombe Library	DNA	£0.00	£400.00	£400.00
Games Galore	£500.00	£250.00	£300.00	£250.00
Greener Ilfracombe Ltd	£500.00	£300.00	£400.00	£400.00
Ilfracombe & District Lions Club	£300.00	£300.00	£300.00	£300.00
Ilfracombe Carnival	£500.00	£500.00	£600.00	£600.00
Ilfracombe Community Land Trust Ltd	£500.00	£275.00	£500.00	£350.00
Ilfracombe Community Transport	DNA	£0.00	£2,000.00	£1,000.00
Ilfracombe Culture Club (Town Team for Culture)	DNA	£0.00	£500.00	£350.00
Ilfracombe Detachment Army Cadets	DNA	£0.00	£800.00	£800.00
Ilfracombe Friendship & Social Group	DNA	£0.00	£624.00	£500.00
Ilfracombe in Bloom	£3,500.00	£3,500.00	£7,000.00	£3,750.00
Ilfracombe Photography Festival	DNA	£0.00	£750.00	£350.00
Ilfracombe Round Table Beer Fest	£920.00	£500.00	£1,157.00	£700.00
Lee & Lincombe Residents' Association	DNA	£0.00	£250.00	£0.00
Sea Ilfracombe	£1,500.00	£1,500.00	£1,750.00	£1,750.00
Studio Theatre	DNA	£0.00	£500.00	£300.00
The Parent Patch	DNA	£0.00	£15,000.00	£0.00
The Pickwell Foundation	DNA	£0.00	£1,000.00	£350.00
The Straw Patch Project CIC	DNA	£0.00	£500.00	£440.00
The Woodyard	DNA	£0.00	£130.00	£0.00
Wonderful Women	DNA	£0.00	£400.00	£0.00
	£23,920.00	£17,375.00	£50,711.00	£24,565.00
Total available				£2,000.00

Recommendation:

Item 16.1.1 – To accept above grant applications and approve for payment

Item 16.1.2 – To recommend ringfencing the outstanding £2000 as a community event fund and to reopen applications.



REPORT TO: Full Council
DATE: 13th April 2026
SUBJECT: Lee and Lincombe Champion Report
PREPARED BY: Cllr Pat Coates

REPORT NO: ITC 26030

Hotel Site

The We are Ease team moved over to the hotel site from what will be the new car park so that clearing could take place in advance of the handover of that area to The National Trust.

The project team now have a base in the apartment building.

Unfortunately, the completion of the car park site with The National Trust did not take place as planned on 31st March owing to the site not being ready as agreed.

Although the main car park (future) area is clear there is now an enormous mound of earth between the back of the toilets and the bat house.

Acorn Blue (the developers) are currently getting quotes for the removal of the earth so hopefully this won't cause too much delay as the car park at the bay is being greatly missed by locals and visitors.

The apartment building is progressing and is currently being clad in stone and having the inside of the apartments fitted out. There is an Open Day booked for the development on 11th April.

Lee Toilets

The ITC Facilities team painted the toilets, installed handrails, carried out general maintenance and had them ready for opening at the start of the Easter school holidays. Thank you.

Road Closures

The road between Lincombe and Woolacombe near the kennels was closed without notice by Openreach on 26th March for 3 days between 9.30-3.30. This was not for an emergency but for fibre installation. A permit was received on the morning of the works. Considerable disruption and inconvenience was caused to residents, visitors and workers owing to the lack of advance notice. Councillor Wilson to raise with head of highways as happening more often.

Grants

The LLRA was delighted to receive a grant of £250 from ITC for works to clear drains etc in Lee and Lincombe.



REPORT TO: Full Council
DATE: 13th April 2026
SUBJECT: Youth Champion Report
PREPARED BY: Cllr D Williams

REPORT NO: ITC 26031

It has been some time since my last report, but I have remained actively involved in a number of initiatives supporting young people in Ilfracombe.

Late last year, I met with a representative from the Landmark Theatre to learn more about their youth programmes and clubs that support young people interested in theatre and careers in the performing arts. The Landmark is an incredibly valuable asset to the town, providing opportunities for young people to pursue ambitions in the industry. This is reflected in the success of individuals such as Amena El-Lindy, currently performing as Eponine in *Les Misérables*; Jack Danson, who has appeared in *Mamma Mia!* in London and *Cats* on a world tour; and Molly Gooch, an actor and playwright with a show at the Brighton Fringe this May. Oliver Imeson, also a local actor who's done many shows in London and all over the UK. These achievements highlight the importance of maintaining local opportunities through facilities and initiatives such as Make The Move. Carol Turner deserves a shout to her dedication to supporting young people with the performing arts.

Last month, I met with members of the Ilfracombe Sea Cadets following a recent leadership change, which came at a time when the group was facing possible closure. Despite limited support from their national organisation and a reliance on self-funding, the new leadership team is working hard to keep the group running. I discussed potential funding options with them and understand that Cllr Sara Wilson is also offering support. The Sea Cadets provide valuable skills and experiences for local young people, and it would be a significant loss for a harbour town like Ilfracombe to see them close. I plan to meet with them again soon to review their progress.

Unfortunately, I have not been able to attend recent Ilfracombe Futures meetings due to other commitments; however, I have remained in contact with officers to stay updated on progress. I hope to attend a meeting in the near future.

In March, our Proper Officer met with Barnstaple Town Council to discuss their Youth Council and wider youth engagement initiatives. While I was unable to attend due to work commitments, I will be meeting with Laura to explore how similar approaches could be implemented in Ilfracombe.

I am particularly pleased to see the development of a new Youth Club in Ilfracombe. I would like to extend my thanks to Town Council officers for their

hard work in bringing this project forward. On 28th March, I attended a full-day training session with Space Youth Services, where I gained valuable skills to support the club. I have volunteered to be involved with the club, and it is encouraging to see a strong team of volunteers contributing a wide range of skills and experience. I am confident the Youth Club will be a great success, providing a safe and supportive environment for young people in the town, while also offering opportunities to develop new skills. Anyone interested in getting involved is encouraged to speak with Charmain Lovett, who has worked tirelessly to make this initiative a reality.

Cllr T Elliott wishes to send this correspondence personally to Alison Hernandez. Before doing so, she is presenting it to Council for consideration and to determine whether the Council would prefer to issue it collectively. Amendments can be made as required.

Police and Crime Commissioner Alison Hernandez
Andy Hocking House
Alderson Drive
Exeter
EX2 7RP

7th April 2026

Dear Ms Hernandez

I am an Ilfracombe Town Councillor. I note with interest the priorities which you identify for policing in the Police and Crime Plan 2025-2029 with the aim of creating 'safe, resilient, connected communities. These are tackling anti-social behaviour, drugs and alcohol, serious violence and theft.

The current crime pattern in Ilfracombe is perhaps reflective of many coastal Towns across Devon. Ilfracombe has seen economic decline over many years and has pockets of deep deprivation, poor housing and health inequality. Many large Victorian ex-guest houses are now HMO's or small flats, some of which are used to house people with complex drug, alcohol or mental health needs. Unfortunately, many public services have been removed from the Town meaning that there is a lack of support for these individuals. Ilfracombe also experiences an increase in street homelessness during the summer as well as a lack of youth services alongside the provision for excluded children being 13 miles away in Barnstaple. We are also, like all areas of England, detrimentally affected by reductions in police resources.

Ilfracombe has for many years endured a repeating pattern of crime linked to deprivation which includes all of the categories identified in your plan. We see frequent anti-social behaviour which includes street drinking, public urination, abusive language, street fighting, graffiti and from a small but persistent group of teenagers, vandalism, harassment and intimidation. Many of the issues with the older cohort is due to addiction and mental illness but there is worrying overlap with teenagers sometimes drawn into this group. We have had recent incidents of people high on drugs or drink behaving in unregulated and frightening ways including being undressed and screaming in the middle of the road. Residents and businesses in the High Street are all aware of the drug dealing and drug taking in Town and where it occurs. Local parks and the seafront are used by homeless people as areas to sleep, some of which are very visible and create issues around ASB which are witnessed by tourists (the life blood of our Town) and local residents. Theft is common and shoplifting has risen exponentially to such an extent that for some businesses it is a daily occurrence. What is more alarming is that we are

now seeing shop workers assaulted or threatened. A recent incident brought this to a head for me when I visited the local CO-OP to find the shop worker in tears after she had been assaulted by a group of teenage shoplifters who had also attempted to hit her elderly co-worker whilst stealing from the shop. These same teenagers then left the shop and went on to steal from other businesses on the High Street. The police were called after this assault, but the shop worker was told that because the assailants had left the premises officers would not attend. I went to the police station myself to query this and was told by the duty officer that;

- Yes, an incident will be de-prioritised if the assailant is no longer present. This is due to a priority triage system where the most urgent, life threatening situations receive immediate action. The assault incident will be logged and contact made with perhaps a face-to-face visit as a follow up but no guarantee or time scale.
- The police are under immense pressure with less resources but more demands. Although most crime is falling the expectations of what is a police issue has risen with a large increase in online incidents, civil matters and other issues that are not the responsibility of the police taking up time.
- Action and prosecution against repeat offenders takes a long time and in the case of children would be a last resort as other interventions would be tried first.
- Fear of crime is high.
- Companies ought to do more to protect their staff.

Whilst I recognise all the issues above, I think there is a point beyond which this response is unacceptable. There is real fear of crime based on the fact that there is an increasing amount of shoplifting, antisocial behaviour and vandalism in our Town. We know that much of it goes unreported as it's common knowledge that the police will not take action if the goods stolen are under a certain amount. Businesses are really struggling and the High Street is seen as a no-go area for some. Whilst it is true that some businesses could do more, we have a lot of sole traders in Town who cannot afford greater protection measures. For some, increasing shop thefts and anti-social behaviour have led to the end of their business. Also placing the responsibility on the business for what is basically lawlessness seems to be blaming the victim. As citizens we should all be allowed to go about our daily lives and work without the threat of violence and theft and it is the police's job to investigate crime, prosecute offenders and keep communities safe. Indeed, in the Devon and Cornwall Police Plan it states that working with partners you want to 'deliver coordinated and targeted support for victims of crime and anti-social behaviour, ensure victims of crime get timely and appropriate access to justice, reduce reoffending through behaviour change, prevention and diversion activities and celebrate community cohesion and promote personal social responsibility'. Through many conversations I have had with businesses and residents it really doesn't feel as if any of these objectives are being achieved in Ilfracombe currently.

Ilfracombe Town Council has been proactive in trying to tackle these issues. We host a monthly One Ilfracombe Town Team meeting with partners, including the police, where these problems are discussed. We have run a social media campaign encouraging people to report crime. We have a representative on the ASB group locally. We organised a round table discussion with all

relevant bodies to address concerns (Devon County Council, Social Services, Police, mental health etc) but there was very little discernable outcome. Local charities, churches and not for profit organisations have had to take up the mantle (often with ITC assistance) of supporting complex, vulnerable and often chaotic individuals due to the lack of statutory alternatives. One Ilfracombe has been successful in local initiatives for a youth club and one to one working with hard-to-reach teenagers, but statutory agencies are failing in their obligation and commitment to addressing the problems that Ilfracombe faces.

In conclusion, although I'm sure that we all recognise the difficulties police face in trying to tackle both crime and the causes of crime, many people who live or visit Ilfracombe are increasingly worried about the level of crime and anti-social behaviour and the lack of response by the police. If we want to end the cycle of deprivation and encourage new business and safe living, then we need a proper police response. I would be grateful for feedback that indicates how these issues can be addressed and also how faith in the police can be restored.

A copy of this letter will be forwarded to our local MP Ian Roome

Thank you for your consideration of these matters

Yours Sincerely

Cllr Terry Elliott