



Ilfracombe Town Council
ILFRACOMBE TOWN COUNCIL

MINUTES – 26 – 04

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 13th April 2026

Members Present:

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

Officers Present:

L Donovan (Proper Officer), I Howard (Minute Taker), C Coombs (Responsible Finance Officer)

Others present: Pastor Geoff Hills and Cllr S Wilson.

2604 - 1. To receive and agree apologies and reasons for absence

Apologies were received from Cllr G Schofield (personal).

2604 - 2. To receive declarations of interest and consider members submitted dispensation requests

Cllrs Irwin, J Williams and D Williams all declared an interest in item 16.1.1. due to connections to grant applicants.

2604 - 3. Chair's discretion for any matters or announcements for Information Only

The PO and Cllr D Williams had items to raise.

2604 - 4. To determine which items, if any, of the agenda should be taken with the public excluded

The RFO suggested that item 12.4. be taken with the public excluded due to debtors' names being discussed. This was proposed by Cllr Fay with all in favour.

2604 - 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.

2604 - 6. To approve and adopt the Minutes of Full Council meeting – 9th March 2026 – Cllr M Fay – These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr Coulter with all in favour with the exception of one abstention.

2604– 6.1. Update on actions taken from previous minutes – None received.

2604 - 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 16th March 2026 - Cllr J Williams

– Cllr J Williams asked members to note the minute and expressed her gratitude to Cllr Coates for her knowledge and support to the committee following her resignation. Cllr Elliott requested clarification on the timing of the bird nesting season, noting that there is conflicting information, and asked whether the legislation could be reviewed to determine if it might be strengthened.

2604 - 8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 16th March 2026 - Cllr M Fay – These minutes were noted by members.

2604 – 8.1. To agree recommendation in relation to staffing terms as per agenda item S2603-11. – Motion to agree the above recommendation was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

2604 - 9. Minutes of Devolution & LGR Sub-Committee meeting (to note and approve recommendations) – 16th March 2026 - Cllr B Gear – These minutes were noted by members.

2604 - 10. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 23rd March 2026 – Cllr T Huggins – These minutes were noted by members.

2604 – 10.1. To agree recommendation to adopt all policies in relation to Assertion 10 of the AGAR as per minute number F2603-3.2 – Motion to agree the above recommendation to adopt all policies in connection with Assertion 10 was proposed by Cllr Crabb seconded by Cllr Huggins.

2604 – 10.2. ITC 26022 Link Centre Report – To agree recommendations presented – Members reviewed the report and agreed that the offer of a 10-year lease should be declined, particularly in light of the significant repair costs and the uncertainty around occupancy and the level of rent prospective tenants would be willing to pay. Cllr Fay proposed officer renegotiate with the above comments, this was seconded by Cllr Crabb with all in favour.

2604 - 11. ITC 26023 – Report from Proper Officer

2604 – 11.1. To agree the addition to Polling Cards in relation to the election on 4th June – After discussion, Cllr Gear proposed that, if necessary, ITC should issue polling cards. This was seconded with all in favour with the exception of two voting against and one member abstaining. If the election is contested, the PO will ensure polling cards are issued.

2604 – 11.2. ITC 26024 – To review and agree recommendations in relation to Councillor Identification – Following review of the report, Cllr Crabb proposed to go for option 2 which refers to the photo ID cards with lanyards, this was seconded by Cllr Huggins with all in favour with the exception of two members voting against and one member abstaining.

2604 - 12. ITC 26025 – Responsible Finance Officer Report

2604 – 12.1. To review and agree current Accounting Status – The accounting status was provided and agreed by members.

2604 – 12.2. To review and agree invoices for payment – Cllr Fay proposed to agree the submitted invoices, including those on the addendum, for payment, this was seconded by Cllr Irwin with all in favour.

2604 – 12.3. To review and agree the increase in bank charge card limits to £1000 per user – Motion to agree the above recommendation to increase the limits was proposed by Cllr Fay, seconded by Cllr Huggins with all in favour.

2604 – 12.4. To review and agree payment terms for Debtors – This item was taken with the public excluded.

2604 – 12.5. To review and agree Budget and Reserve adjustments for 26/27 Portfolio – Cllr Huggins made a proposal to defer this to the May Full Council Meeting so that there is more time to go through the figures, this was seconded by Cllr Turton with all in favour.

2604 - 13. Programme Manager Report; including One Ilfracombe Update

2604 – 13.1. ITC 26026 – Programme Manager Report – This report was noted by members. Cllr Elliott raised concern with the gold coast site and the derelict building opposite the Ilfracombe Holiday Park. The PO will ask the Project Officer who work alongside the Town Team on areas such as these around town.

2604 - 14. To receive reports/Proposals from Ilfracombe Town Councillors

2604 – 14.1. ITC 26027 Report on NALC online event: The Housing Puzzle – Cllr T Elliott – The report was noted by members, and a discussion took place regarding a potential new project for the LCT. It was suggested that closer collaboration between ITC and LCT would be beneficial. The PO will look to invite LCT to an appropriate meeting to deliver a presentation.

2604 – 14.2. ITC 26028 Report on High Street Car Park – Cllr T Huggins – This will be deferred alongside the Budget and Reserves Portfolio to the May Full Council Meeting.

2604 - 15. To receive reports from County/District Councillors – Cllrs Crabb, Quinn and J Williams gave brief updates.

2604 – 15.1. Report from Cllr S Wilson – This report was noted by members.

2604 - 16. To receive reports from Working Groups and Councillor Champions

2604– 16.1. ITC 26029 – Grants Committee Working Group

2604 – 16.1.1. To accept above grant applications and approve for payment –

Motion to accept the grant applications and approve payments as seen in ITC 26029 was proposed by Cllr Fay, seconded by Cllr Huggins with all in favour with the exception of three abstentions due to declared interests.

2604 – 16.1.2. To recommend ringfencing the outstanding £2000 as a community event fund and to reopen applications – Motion to accept the recommendation above was proposed by Cllr Fay, seconded by Cllr Huggins with all in favour.

2604 – 16.2. ITC 26030 – Lee & Lincombe Champion Report – Cllr P Coates – This report was noted by members.

2604 – 16.3. ITC 26031 – Youth Champion Report – Cllr D Williams – This reported was noted by members.

2604 - 17. To receive Correspondence/Licenses/Notices

2604 – 17.1. To agree proposed correspondence to PCC Hernandez on behalf of the Council –

Following discussion, Cllr Gear proposed that the letter drafted by Cllr Elliott be sent on behalf of ITC as a whole, reflecting the shared views on the issues raised. Cllr Crabb requested an amendment to include a statement by PCC Hernandez. The PO will make the proposed amendment and send the letter.

2604 - 18. Chairs Discretion – for information only –The PO provided an update on the decision made in F&GP to change all councillor email addresses and outlined the actions required to implement this. Cllr D Williams also gave an update on the installation of speed cameras on St Brannock's Road, noting that residents who had requested the measures are pleased with their introduction.

2604 - 19. Actions from this meeting to be presented as part of the minutes of this meeting.

Agreed Action	Designated to Complete Action	Deadline / when to bring update
Update staffing terms as agreed in item 8.1.	PO	Following the meeting
Renegotiate Link Centre offer with DCC	PO / PM	ASAP following the meeting
If necessary, issue polling cards for the June Election	PO	Once answers from NDC are received
Order photo ID cards and lanyards for members	PO	Following the meeting
Contact debtors with next steps	RFO	Following the meeting
Send draft letter to PCC Hernandez	PO	ASAP following the meeting

All members were in favour for the meeting to go past 21:00.

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

2604 – 12.4. To review and agree payment terms for Debtors – The RFO gave an update on the situation with the debtors and asked for approval to take the next steps of action as well as agree to the proposed pay back plan. Both requests were proposed by approval by Cllr Fay, seconded by Cllr Huggins with all in favour.

The Chair declared the meeting closed at 21:00hrs, the next Full Council Meeting will take place on Monday 11th May 2026 at 19:00hrs in the Council Chambers.

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

13/04/2026