



## Ilfracombe Town Council

### F&GP Meeting – Tuesday 26<sup>th</sup> May 2026 at 7.00 pm

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44 High Street  
Ilfracombe  
EX34 9QB  
Tel: 01271 855300

**To Councillors, T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, B Gear, P Crabb, J Irwin, N Basil as well as M Fay (Mayor) or J Williams (Deputy Mayor)**

You are hereby summoned to attend the **Finance and General Purposes Committee Meeting** to be held on **Tuesday, 26<sup>th</sup> May 2026** at **19:00** at **Council Chambers, The Ilfracombe Centre, 44 High Street, Ilfracombe** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Laura Donovan  
Proper Officer  
[clerk@ilfracombetowncouncil.gov.uk](mailto:clerk@ilfracombetowncouncil.gov.uk)

20<sup>th</sup> May 2026

## **AGENDA**

1. **Election of New Chair and Deputy Chair for 2026-2027**
2. **Welcome by Chair**
3. **To receive and consider for approval, apologies and reasons for absence.**
4. **To receive and record Declarations of Interest** as per Localism Act 2011 Section 31.
5. **Chair's discretion** – for any matters or announcements for Information only.
6. **Public participation** – As per Standing Order 3 (e-i), members of the public are permitted to make representations, ask questions and give evidence in relation to any business relating to the Town Council. The period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.
7. **To adopt minutes of F&GP meeting held 27<sup>th</sup> April 2026** and to note matters arising.
8. **To determine which items, if any, of the agenda should be taken with the public excluded** – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2.
9. **Finance and Audit – RFO Report ITC 26043**
  - 9.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.

- 9.2. To receive and approve items of expenditure including addendum submitted on the day.
- 9.3. To review and agree for recommendation to Full Council the updated Year-end Financial Statement – **Report ITC 26036(updated)**
- 9.4. To review and agree for recommendation to Full Council the Updated Draft Submission for AGAR – **Report ITC 26037(updated)**
- 9.5. To review and agree for recommendation to Full Council the 26/27 Reserves Portfolio and recommendations – **Report ITC 26044**
- 9.6. To review and agree for recommendation to Full Council the continuation of the Merseyside Fire Services loan for 2026/27

## 10. **General Purposes**

- 10.1. Town Assets – **Report ITC 26045**
- 10.2. To approve the donation of bench as a memorial to Freeman Mike Edmunds
- 10.3. To approve Telephone Box costings recommended in **Report ITC 26046**
- 10.4. To review and approve recommendations in relation to Public Toilet Door as per **Report ITC 26047**
- 10.5. To review and approve recommendations in relation to Replacement of Ropery Road Advertising Boards – **Report ITC 26048**
- 10.6. Update on Civil claim process/costings
- 10.7. Town Team Update – [via link](#)
- 10.8. Link Centre Update

## 11. **Correspondence**

- 11.1. Ilfracombe Pilot gig club regatta 2026 – to agree the reserving of spaces at Ropery Road Car Park

## 12. **Chairs Discretion** – for information only



## **Ilfracombe Town Council**

### **Finance & General Purposes Committee Meeting**

**Monday 27<sup>th</sup> April 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 27<sup>th</sup> April 2026

#### **Members Present:**

Cllrs: T Huggins (Chair), P Crabb, N Basil, B Gear (Vice Chair), D Turton, J Quinn

#### **Officers Present:**

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

**F2604 - 1. Welcome by Chair** - Cllr Huggins welcomed the assembled.

**F2604 - 2. To receive and consider for approval, apologies and reasons for absence** - Apologies were received from Cllr Coulter (Personal).

**F2604 - 3. To receive and record Declarations of Interest** – None received.

**F2604 - 4. Chair's discretion for any matters or announcements for Information only** - The PO had items to raise.

**F2604 - 5. Public participation** – None received.

**F2604 - 6. To adopt minutes of F&GP meeting held 23<sup>rd</sup> March 2026 and to note matters arising** – Motion to adopt these minutes were approved by Cllr Huggins, seconded by Cllr Gear with all in favour.

**F2604 - 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.

**F2604 - 8. Finance and Audit – RFO Report ITC 26032**

**F2604 – 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations** – These reconciliations were approved. The signatures for the reconciliations were taken prior to the meeting.

**F2604 – 8.2. 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.

**F2604 – 8.3. Report ITC 26033 – To approve the draft year-end financial accounts and statements for the year ended 2025-26 to be recommended to Full Council on 11<sup>th</sup> May 2026** – Motion to approve the end of year accounts

and recommend them these to Full Council was proposed by Cllr Crabb, seconded by Cllr Huggsin with all in favour.

## **F2604 - 9. General Purposes**

**F2604 – 9.1. Town Assets – Report ITC 26034** – This report was noted by members.

**F2604 – 9.2. To consider recommendation as per Defibrillator Report – ITC 26035** – Motion to approve the purchase and installation of the defibrillator at St James Public Conveniences was proposed by Cllr Gear, seconded by Cllr Huggins with all in favour.

**F2604 – 9.3. To consider and agree parking arrangements for ITC staff and Councillors** – Following discussion, Cllr Crabb proposed that the spaces outside the High Street car park be blocked off and used for ITC staff and councillors on a first come first served basis. This was seconded by Cllr Quinn with all in favour.

**F2604 – 9.4. Town Team Update – [via link](#)** – The most recent minutes will be added to the website once the meeting takes place.

**F2604 - 9.5. Link Centre Update** – Following the request from Full Council, the PM sent a strong email to the DCC estates team, he has not heard back as of yet.

**F2604 - 10. Correspondence** – None received.

**F2604 – 11. Chairs Discretion – for information only – The PO provided the following updates:** After discussions with Richard Slaney, it was confirmed that only four projects in Ilfracombe are currently eligible for Section 106 funding. Members are asked to consider potential future projects that could be added to this list. The PO is awaiting an update from Action for Children, with further information expected following an estates team meeting scheduled for tomorrow.

A legionella risk assessment exceeded the PO's spending limit by £90; however, this was necessary to ensure ICT compliance with health and safety regulations. An insurance claim has been submitted for damage to the Lantern roof and Velux window, with repair costs estimated at approximately £2,500. The PO also plans to explore installing pay-on-entry doors at Brimlands public conveniences and Hele Bay public conveniences, which will be discussed at future meetings.

The Chair declared the meeting closed at 20:04hrs, the next Finance & General Purposes Committee Meeting will take place on Tuesday 26<sup>th</sup> May 2026 at 19:00hrs in the Council Chambers.

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

**27/04/2026**



REPORT TO: F&GP  
 SUBJECT: Finance Officer Report

REPORT NO: ITC 26043

DATE: 26<sup>th</sup> May 2026  
 PREPARED BY: Carole Coombs

**Item 9.1 Accounts**  
**April 26**

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Drip Account)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card (Month ahead payment)	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Stripe	Total Funds held
<b>Bank Statement 31/03/26</b>	<b>£180,061.69</b>	<b>£27,051.92</b>	<b>£225,000.00</b>	<b>£301,191.31</b>	<b>-£847.79</b>	<b>£190.00</b>	<b>£0.83</b>	<b>£4.12</b>	<b>£55.02</b>	<b>£0.00</b>	<b>£732,707.10</b>
<b>Bank Statement 30/4/26</b>	<b>£383,303.66</b>	<b>£27,063.41</b>	<b>£225,000.00</b>	<b>£302,864.13</b>	<b>£700.32</b>	<b>£10.00</b>	<b>£25.83</b>	<b>£28.83</b>	<b>£82.28</b>	<b>£0.00</b>	<b>£937,677.82</b>
Income /receipts*	£335,759.50	£0.00	£0.00	£0.00	0	£688.00	£0.00	£0.00	£2,085.55	£873.42	<b>£339,406.47</b>
Interest in	£0.00	£11.49	£715.43	£957.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<b>£1,684.31</b>
Transfer in to account	£3,707.21	£0.00	£0.00	£715.43	£847.79	£0.00	£25.00	£56.00	£0.00	£0.00	<b>£5,351.43</b>
Expenditure in month (includes VAT repayment where appropriate)	£135,376.95	£0.00	£0.00	£0.00	£700.32	£0.00	£0.00	£6.29	£0.00	£0.00	<b>£136,083.56</b>
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£36.50	£0.00	<b>£36.50</b>
Transfer out of account	£847.79	£0.00	£715.43	£0.00	£0.00	£868.00	£0.00	£25.00	£2,021.79	£873.42	<b>£5,351.43</b>
<b>Bank Statement 30/4/26</b>	<b>£383,303.66</b>	<b>£27,063.41</b>	<b>£225,000.00</b>	<b>£302,864.13</b>	<b>£700.32</b>	<b>£10.00</b>	<b>£25.83</b>	<b>£28.83</b>	<b>£82.28</b>	<b>£0.00</b>	<b>£937,677.82</b>
Debtors (+)										<b>£4,357.75</b>	<b>£4,357.75</b>
Unpresented cheques (-)	£0.00										<b>£0.00</b>
Vat repayment due (-)											<b>£0.00</b>
Creditors Invoices now req for payment (-)										<b>£72,264.58</b>	<b>£72,264.58</b>
<b>Actual</b>	<b>£383,303.66</b>	<b>£27,063.41</b>	<b>£225,000.00</b>	<b>£302,864.13</b>	<b>£700.32</b>	<b>£10.00</b>	<b>£25.83</b>	<b>£28.83</b>	<b>£82.28</b>	<b>£67,906.83</b>	<b>£869,770.99</b>
<b>Bank Interest and Service Charges</b> Bank Interest £ 1684.13 Bank Service Charges £36.50 Transfer to Reserves £0.0 Other Items of Note											



**Outstanding Customer Payments Due up to 30.4.26**

Debtors	Total Outstanding	30-60 days	60-90 days	90 - 120 days	Older
Mako	£199.22				£185.61
all others not due	£4,158.53	£0.00	£0.00	£0.00	£0.00
<b>Total Due</b>	<b>£4375.75</b>				

**9.2 Invoices for Payment by ITC**

Those invoices agreed in April Full Council have been processed the following need approval

Invoices Due for Approval	Amount	Comments
AEDDonate	£1,175.00	
AIB Merchant Services	£129.52	
Amazon	£99.84	
Biffa	£121.40	
British Gas	£215.78	
Churches	£190.62	
Concorde Copiers	£123.00	
DALC	£36.00	
EDF Ropery	£1,045.52	
EDF Memorial	£18.90	
EDF Lantern - Elec	£664.80	
EDF Lantern - Gas	£393.40	
EDF - Brimlands/Larkstone	£42.39	
EDF ITC Elec	£771.17	
EDF - ITC Gas	£643.73	
EDF - Lee Bay	£19.81	
EDF - Hele Bay	£40.90	
Electric Centre	£126.44	
EON Next - St J Toilet	£53.17	
Flowbird Smart City UK Ltd		Still to come in
Freshout		Still to come in
Graze & Smore	£240.00	
Guarantor	£385.20	
Ilfracombe in bloom	£675.26	
IPS	£194.94	
Janitorial Direct	£358.51	
JJJ Service Station	£417.38	
Linneal	£40.74	
Lloyds Bank Charge Card	£700.32	
Lyreco	£76.02	
Millbeck	£48.30	
Nalc	£84.00	
NDVS	£106.00	
North Devon Council - 0% vat	£9,370.30	
North Devon Council - 20% Vat	£181.01	
O2	£42.14	
One Ilfracombe		Still to come in



PWBL	£25,514.34	
Pedlars	£123.87	
Pod Point	£31.64	
RGB Building Supplies	£594.20	
RINGGO	£446.41	
Safe Working Lifts	£253.37	
Sage	£46.80	
Screw Fix	£136.30	
SWW - Lee	£844.94	
SWW - brimlands	£140.75	
SWW - Hele	£79.48	
SWW - ITC Office	£104.59	
SWW - ITC Stores	£133.91	
Telecoms Consortium		Still to come in
D Tubbs - Greenclose Road Rent	£360.00	
Water2Business - STJ Toliet		Still to come in
Yu Energy - Gas - Greenclose	£24.83	
Yu Energy - Elec - Greenclose	£32.64	
		Still to come in
Grants for Payment	£24,565.00	
<b>TOTAL</b>	<b>£72,264.58</b>	

Reports see attached below:

**9.3 – Report ITC 26036 (Updated)** – The year end financial accounts were updated as some of the cells on the spreadsheet were misaligned so there was a change in the Creditor line and on the PWLB end of year figures. Also a list of the creditors and debtors was redacted and added. This needs to be recommended to full council for approval as the final document.

**9.4 - Report ITC 26037 (Updated)** – the draft submission for AGAR has been updated to reflect the report coming in from Paul Wright – Internal Auditor. This will remain as a draft until August or September when the report from the external auditor will be added and the Web page updated. This will need to be recommended to full council for Approval.

**9.5 Report ITC 2604 – Reserves Portfolio**

This now incorporates the report from Trevor Huggins (ITC – 26028) and the figures have been adjusted accordingly.

The basis on which this portfolio was based can be seen on the table below this report.

- This report needs to be recommended to full council for Approval.
- If agreed then further approval needs to be sought from full council to move the following funds to CCLA to correct the amount that need to be in each Reserve as follows:  
£2230.49 to Working Reserves  
£41859.46 to go to Specified Reserves

**Other items to note**

- **Limits on Charge Card** – this is still to be sorted.
- **Agar submission and exercise of Public Rights notice.** These will be published on the website once they are agreed at full council and are ready to go.



**Ilfracombe Town Council**

**Year-end Annual Financial Accounts and Statements – 2025/26**

**ITC 26036 (Updated)**

**Index****Iffracombe Town Council – Year end Annual Financial Accounts and Statements**

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## Year end Account Statement

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	Other Income & Expenditure Due - Stripe	Total Funds held
Bank Statement 31/03/25	£8,859.29	£26,881.48	£200,000.00	£283,402.63	£526.98	£400.00	£13.04	£20.34	£0.00	£0.00	£519,049.80
Bank Statement 31/03/26	£180,061.69	£27,051.92	£225,000.00	£301,191.31	£847.79	£190.00	£0.83	£4.12	£55.02	£0.00	£732,707.10
Income /receipts*	£2,153,999.17	£0.00	£0.00	£0.00	£0.00	£11,739.70	£1,688.36	£0.00	£15,199.32	£13,422.79	£2,196,049.34
Interest in	£0.00	£170.44	£8,852.95	£12,645.55	£34.76	£0.00	£0.00	£0.00	£0.00	£0.00	£21,703.70
Transfers in to account (not income)	£64,869.50	£25,000.00	£25,000.00	£30,907.49	£8,064.87	£0.80	£104.00	£195.80	£0.00	£0.00	£154,142.46
Expenditure in month includes VAT repayment where appropriate)	£1,993,299.97	£0.00	£0.00	£0.00	£8,420.44	£36.76	£91.21	£211.22	£0.00	£0.00	£2,002,059.60
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£266.02	£0.00	£266.02
Transfers out of account	£54,366.03	£25,000.00	£8,852.95	£25,000.00	£0.00	£11,913.74	£1,713.36	£0.80	£14,878.28	£13,422.79	£155,147.95
Bank Statement 31/03/26	£180,061.96	£27,051.92	£225,000.00	£301,955.67	£847.79	£190.00	£0.83	£4.12	£55.02	£0.00	£733,471.73
Debtors (+)										£1,023.54	£1,023.54
Unpresented cheques (-)										£0.00	£0.00
Vat repayment due (-)										£46.75	£46.75
Creditors Invoices for payment (-) includes charge card payment due										£18,062.77	£18,062.77
Actual	£180,061.96	£27,051.92	£225,000.00	£301,955.67	£847.79	£190.00	£0.83	£4.12	£55.02	£17,085.98	£716,385.75
<b>Income Vs Expenditure (Running Totals for Overall and individual larger accounts)</b>											
Income					£2,217,753.04	Reserves not included see below for these					
Expenditure					£2,002,325.62						
Balance					£215,427.42						
<b>Working Reserves - Year Start</b>					<b>£200,000.00</b>						
YTD In					£33,852.95						
YTD Out					£8,852.95	Includes transfers out					
YTD Total					£225,000.00						
<b>Specified Reserves Year Start</b>					<b>£283,402.63</b>						
YTD In					£43,553.04	Includes transfers in					
YTD Out					£25,000.00						
YTD Total					£301,955.67						
<b>Commercial Account Drip fund - Year Start</b>					<b>£26,881.48</b>						
YTD In					£25,170.44	Includes transfers in					
YTD Out					£25,000.00	Includes transfers out					
YTD Total					£27,051.92						

## Creditors and Debtors – Year end

### Creditors - End 25/26

Supplier	Credit limit	O/S Amt	< 30 days	< 60 days	< 90 days	< 120 days	Older
BWS Ltd.		£42.84	£42.84	£0.00	£0.00	£0.00	£0.00
CFC Ltd.		£210.00	£210.00	£0.00	£0.00	£0.00	£0.00
CL		£26.81	£26.81	£0.00	£0.00	£0.00	£0.00
CC		£105.01	£105.01	£0.00	£0.00	£0.00	£0.00
IPSG Ltd.		£170.64	£170.64	£0.00	£0.00	£0.00	£0.00
JJISS		£48.61	£48.61	£0.00	£0.00	£0.00	£0.00
NDC		£337.60	£337.60	£0.00	£0.00	£0.00	£0.00
O2		£40.61	£40.61	£0.00	£0.00	£0.00	£0.00
CP&S		£43.94	£43.94	£0.00	£0.00	£0.00	£0.00
RGL-PN		£244.21	£244.21	£0.00	£0.00	£0.00	£0.00
SWW		£142.38	£0.00	£142.38	£0.00	£0.00	£0.00
ZI PLC		£15,735.86	£15,735.86	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>		<b>£17,148.51</b>	<b>£17,006.13</b>	<b>£142.38</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

### Debtors - end year 25/26

Customer	Credit limit	O/S Amt	< 30 days	< 60 days	< 90 days	< 120 days	Older
AHCS		£88.33	£88.33	£0.00	£0.00	£0.00	£0.00
CD		£112.50	£0.00	£0.00	£112.50	£0.00	£0.00
CDU		£33.75	£33.75	£0.00	£0.00	£0.00	£0.00
CS		£48.00	£48.00	£0.00	£0.00	£0.00	£0.00
ES		£325.96	£325.96	£0.00	£0.00	£0.00	£0.00
GC		£45.00	£45.00	£0.00	£0.00	£0.00	£0.00
JK		£75.00	£75.00	£0.00	£0.00	£0.00	£0.00
MAKO		£225.00	£0.00	£0.00	£0.00	£0.00	£225.00
RDUHC		£70.00	£70.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>		<b>£1,023.54</b>	<b>£686.04</b>	<b>£0.00</b>	<b>£112.50</b>	<b>£0.00</b>	<b>£225.00</b>

## Profit and Loss Report (by nominal codes)

01 April, 2025 - 31 March, 2026

Analysis Type: All, Analysis Category: All

### Sales

4001 - Photocopier Reimbursement	202.52
4003 - Utility Cross Charges	1,683.13
4007 - Licenced User Room Hire	48,087.17
4010 - Other Occasional Room Hire	15,781.46
4011 - Other Hire	73.52
4013 - PCN reimbursements	1,741.68
4014 - Car Park Main Income - Ringgo payment	109,342.51
4015 - Car Park Permit adjustment	600.00
4016 - Car Park Permit	40,248.03
4017 - Car Park Main Income - Ticket sales Electronic	89,040.58
4018 - Car Park Main Income - Cash	21,452.71
4019 - Other Car Park income	1,673.33
4025 - EV - Popd Point Income	11,185.65
4200 - Sale of Assets and excess inventory	41.67
4301 - Merseyside fire Service Loan	1,000,000.00
4600 - Grants & Donations	27,056.41
4603 - Precept	529,056.00
4900 - Other income	8,384.15
4910 - Carriage on Sales	64.55
6200 - Advertising - Income	600.00
7489 - Other Cross Charges	210.15
7495 - Salary Cross Charges - PCN	176,284.32
7496 - Salary Cross Charges - One ilfracombe	32,913.11

7497 - Salary Administration Cross Charges - One Ilfracombe	164.00	
7622 - Toilet Door Income - Electronic	1,743.69	
	<b>Total Sales</b>	<b>£2,117,630.34</b>

### Direct Expenses

4501 - Christmas Expenditure	2,399.69
4601 - Grants Given	24,225.00
4611 - Refund	9,572.76
5001 - Car Park Expenditure - Service Charges	8,066.00
5002 - Car Park Expenditure Machine Maintenance and Service	3,680.79
5003 - Car Park Expenditure - Tariff Changes and Miscellaneous	1,398.96
5004 - Electric Charging Points	366.06
5060 - Other Direct Expenses	7,428.41
5104 - Administration - Worknest	3,264.78
5105 - Postage	77.38
5301 - Trade Waste	1,896.52
5302 - Sanitary Waste	123.84
5303 - Recycling Collections	528.29
5307 - Lifts servicing and tests	1,152.42
5308 - Alarms servicing and testing	483.50
5309 - Fire Equipment servicing and testing	1,868.88
5310 - Keyholder Service	750.00
5311 - Servicing and Maintenance Town Clock	3,240.00
5312 - Gifts and Gratuities	411.82
5313 - Maintenance Contract - Other	1,726.55
5314 - Maintenance and Servicing CCTV	893.94
5315 - Health , Safety and security	2,955.26
5328 - Volunteer Events - Expenditure	830.97
5337 - Call out charges	145.80
5601 - Refreshments for Room Hire	112.84

6201 - Advertising - Expenditure	19.75
6301 - Sundry Items	209.08
6424 - Uniform - Work Wear	1,444.54
7301 - Fuel for Equipment (Groundswork)	41.78
7491 - Hosting Fee - One Ilfracombe	14,362.42
7531 - Broadband and Wifi	960.94
7541 - IT Expenditure - Other including Software	1,643.15
7551 - Photocopier Rental	1,360.80
7552 - Photocopier - Remote Billing	1,070.11
7611 - Accountancy Software	441.00
7641 - External Room Hire	138.99
7810 - CleaningSupplies	3,293.52
7811 - Cleaning Equipment - Tools	119.79
7812 - Cleaning Services	11,260.31
7813 - Tools for Maintenance Team General	654.66
7821 - Tools for Facilities and Maintenance Team assets	4,007.45
8301 - Expenses - Members	253.00
8302 - Expenses - Volunteers	15.00
8303 - Expenses - Miscellaneous - Staff	808.64
8420 - Miscellaneous Building expenditure	15,644.07
8421 - General Maintenance Supplies	2,328.14
8422 - Gardens and Groundswork	1,446.29
	<b>Total Direct Expenses</b>
	<b>£139,123.89</b>
	<b>GROSS PROFIT / LOSS</b>
	<b>£1,978,506.45</b>

### Overheads

2601 - Long term Loans & Mortgages Repayments - Interest	42,169.04
2602 - Long Term Loans and Mortgage Repayments - Principal Payments	8,859.64
5316 - Resilliance Monitoring	155.00
5318 - Regulatory Servicing and Maintenance	520.00

6000 - Marketing	1,140.64
7100 - Rent	7,000.00
7110 - Water Rates	9,550.18
7121 - Business Rates	51,938.16
7200 - Electricity	25,168.96
7210 - Gas & Oil	9,250.62
7300 - Vehicle Fuel	1,961.29
7310 - Vehicle MOT and Servicing	752.43
7320 - Vehicle Licences - DVLA	692.50
7330 - Vehicle Insurance	2,509.89
7340 - Miscellaneous Repairs and Vehicle Expenses	68.30
7400 - Parking and Travel Expenses	482.81
7420 - Hotel and Accommodation	306.17
7490 - Redunancy and Pay in Lieu of AL	23,126.21
7494 - DCC Pension Payments	167.52
7498 - Salary Administration Cost	1,736.17
7499 - Salary Recharges - NDC	577,618.41
7500 - Printing	411.94
7510 - Postage and Carriage	87.97
7520 - Office Stationery and Office Supplies	695.44
7521 - Office Furniture	800.00
7530 - Telephone	534.36
7549 - New IT Equipment Assets	4,215.02
7550 - Computer NDC Costs	9,599.67
7560 - Mobile Charges	429.78
7600 - Legal Fees	8,813.46
7610 - Accountancy Fees	1,990.00
7613 - Audit and Governance	2,100.00
7621 - Professional Organisation subscriptions	2,071.16

7630 - Business Insurance	15,665.86	
7640 - Equipment Hire	710.00	
7800 - Repairs and Renewals	14,110.83	
7900 - Bank Charges (Gross)	-20,673.32	
8011 - Property Purchase	935,000.00	
8012 - Stamp Duty	35,250.00	
8230 - Training Costs	5,212.00	
8240 - Refreshments	1,630.85	
8305 - Volunteer Work Wear	164.73	
	<b>Total Overheads</b>	<b>£1,783,993.69</b>
<b>NET PROFIT / LOSS</b>		<b>£194,512.76</b>

## Budget Summary Sheet

Dept	Income	expenditure	Budget Changes	profit/loss	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date
<b>None(bank interest/charges)</b>	£19,000.00	£150.00	£0.00	£18,850.00	£0.00	-£20,672.52	£20,672.52
<b>Town council (1)</b>	£529,056.00	£571,689.00	£0.00	-£42,633.00	£547,235.23	£510,463.72	£36,771.51
<b>Ifracombe Centre (2)</b>	£24,000.00	£33,175.00	£0.00	-£9,175.00	£27,451.09	£34,039.50	-£6,588.41
<b>Lantern Centre (3)</b>	£35,000.00	£29,975.00	£0.00	£5,025.00	£31,355.95	£50,354.09	-£18,998.14
<b>Lee Bay Toilets (5)</b>	£500.00	£4,900.00	£0.00	-£4,400.00	£2,235.13	£7,192.14	-£4,957.01
<b>Ropery Road Car Park (7)</b>	£165,500.00	£84,100.00	£0.00	£81,400.00	£209,387.73	£85,992.48	£123,395.25
<b>Cheyne Beach Car Park (8)</b>	£22,750.00	£6,050.00	£0.00	£16,700.00	£26,808.33	£5,881.65	£20,926.68
<b>Memorial Gardens (9)</b>	£0.00	£1,500.00	£0.00	-£1,500.00	£0.00	£269.73	-£269.73
<b>Solar Panels (10)</b>	£500.00	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00
<b>Mayor (12)</b>	£0.00	£500.00	£0.00	-£500.00	£0.00	£293.00	-£293.00
<b>Work Hub (13)</b>	£3,000.00	£4,000.00	£0.00	-£1,000.00	£5,232.48	£3,130.53	£2,101.95
<b>Facilities and Maintenance Group (14)</b>	£0.00	£25,545.00	-£1,250.00	-£26,795.00	£1,565.80	£14,843.74	-£13,277.94
<b>Admin and Clerical Group (15)</b>	£0.00	£3,250.00	£0.00	-£3,250.00	£0.00	£1,221.89	-£1,221.89
<b>Town Clerk/Proper Officer (16)</b>	£0.00	£4,900.00	£0.00	-£4,900.00	£0.00	£5,033.92	-£5,033.92
<b>Programmes and Projects Group (17)</b>	£750.00	£3,425.00	-£1,632.75	-£4,307.75	£7,617.36	£6,826.37	£790.99
<b>One Ifracombe (18)</b>	£30,200.00	£30,200.00	£0.00	£0.00	£26,115.85	£26,114.01	£1.84
<b>Town Crier (19)</b>	£0.00	£1,320.00	-£851.94	-£2,171.94	£200.00	£995.29	-£795.29
<b>Town Council Members (20)</b>	£0.00	£1,200.00	£0.00	-£1,200.00	£0.00	£175.00	-£175.00
<b>Vision Centre (21)</b>	£0.00	£0.00	£0.00	£0.00	£365.48	£357.19	£8.29
<b>PCN WellBeing Team (22)</b>	£160,240.00	£137,267.00	£0.00	£22,973.00	£176,289.82	£158,843.15	£17,446.67
<b>One Northern Devon (23)</b>	£10,550.00	£10,550.00	£0.00	£0.00	£13,611.40	£13,611.40	£0.00
<b>Marketing (24)</b>	£0.00	£5,000.00	£0.00	-£5,000.00	£0.00	£1,313.44	-£1,313.44
<b>Greenclose Road (25)</b>	£0.00	£8,600.00	£0.00	-£8,600.00	£0.00	£5,907.16	-£5,907.16
<b>Civic Events (27)</b>	£0.00	£6,900.00	-£163.33	-£7,063.33	£518.33	£4,076.34	-£3,558.01
<b>Ifracombe Toilets (28)</b>	£14,000.00	£40,500.00	£0.00	-£26,500.00	£1,798.08	£17,036.90	-£15,238.82
<b>Bike Sheds (29)</b>	£0.00	£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00
<b>High Street Car Park</b>	£0.00	£0.00	£22,054.54	£22,054.54	£1,039,801.48	£989,802.41	£49,999.07
<b>Skate Park (31)</b>	£0.00	£500.00	£0.00	-£500.00	£0.00	£0.00	£0.00
<b>Totals</b>	£1,015,046.00	£1,015,546.00	£18,156.52	£17,656.52	£2,117,589.54	£1,923,102.53	£194,487.01
<b>Less Precept (£529056.00)</b>	£485,990.00				£1,588,533.54		

Budget Projections			original profit /Loss	adjusted profit /loss	actual Income	Actual Expenditure	Actual Profit/loss
Q1 Projections	£253,761.50	£253,886.50	£0.00		£1,408,164.66	£302,557.39	£1,105,607.27
Q2Projections	£507,523.00	£507,773.00	£0.00		£1,858,291.08	£1,487,278.71	£371,012.37
Q3 Projections	£761,284.50	£761,659.50	£0.00		£1,982,439.69	£1,710,668.09	£271,771.60
Q4 Projections	£1,015,046.00	£1,015,546.00	£0.00		£2,108,813.81	£1,923,092.15	194,487.01

Adjusted  
Budget  
Projections

Q1 Projections	£777,512.89	£768,559.63		£8,953.26	£1,408,164.66	£302,557.39	£1,105,607.27
Q2Projections	£1,555,025.77	£1,537,119.25		£17,906.52	£1,858,291.08	£1,487,278.71	£371,012.37
Q3 Projections	£2,332,538.66	£2,305,678.88		£26,859.78	£1,982,439.69	£1,710,668.09	£271,771.60
Q4 Projections	£3,110,051.54	£3,074,238.50		£35,813.04	£2,108,813.81	£1,923,092.15	£194,487.01

These take into account changes made in the budgets agreed through the year (grey column in summary)

ASSETS	2022/23	2023/24	2024/25	Current year changes		2025/26	Comments
				additions/ appreciations	deductions / depreciation		
<b>Fixed Assets</b>			<b>total</b>			<b>total</b>	
0010 - The Ilfracombe Centre	£430,020.00	£5,510,000.00	<b>£5,063,562.00</b>	<b>£989,438.00</b>		<b>£6,053,000.00</b>	Charter Surveyor Review Jan 26
0011 - Ropery Road Site	£750,000.00	£750,000.00	£750,000.00			<b>£750,000.00</b>	Land valuation remains at cost on purchase
0012 - The Lantern Centre	£50,000.00	£7,210,000.00	£6,620,041.73	<b>£1,389,958.27</b>		<b>£8,010,000.00</b>	Charter Surveyor Review Jan 26
0020 - TMO - Truck	£0.00	<b>£5,000.00</b>	£10,000.00	<b>£2,000.00</b>	<b>£1,800.00</b>	<b>£10,200.00</b>	adjusted new van bought February 25 (12000) - Depreciation 15% per year - Go Compare
0022 - Dotto and container	£0.00	£126,000.00	£135,808.93	<b>£6,790.45</b>		<b>£142,599.38</b>	Insurance review Feb 26
0030 - All Insurance items - Specified electronic equipment	£16,748.55	£9,025.00	£40,526.51	<b>£2,026.34</b>		<b>£42,552.85</b>	Insurance review Feb 26
0031 - All Insurance Items List C & D - Computer , Electronic and Greenclose equipment	£21,414.79	£11,550.00	<b>£77,714.33</b>	<b>£3,885.73</b>		<b>£81,600.06</b>	Insurance review Feb 26
0032 - Ropery Road Assets	£10,445.00	£19,034.00	£19,986.23	<b>£999.32</b>		<b>£20,985.55</b>	Insurance review Feb 26
0040 - Fixtures and fittings - Insurance List A - Furniture, fixtures and Fittings	£46,469.00	<b>£9,457.00</b>	£97,077.68	<b>£4,853.90</b>		<b>£101,931.58</b>	Insurance review Feb 26
0041 - Fixtures and fittings - Insurance List B - other contents (inc. consumables)	£3,366.00	£9,983.00	£4,088.91	<b>£204.45</b>		<b>£4,293.36</b>	Insurance review Feb 26
0042 - Regalia and Paintings Insurance List + List G	<b>£50,778.00</b>	£106,488.00	£102,938.48	<b>£5,146.91</b>		<b>£108,085.39</b>	Insurance review Feb 26
0043 - Street Furniture Assets	£32,336.00	£119,709.00	£103,263.64	<b>£5,163.20</b>		<b>£108,426.84</b>	Insurance review Feb 26
0044 - Monuments	£0.00	£35,761.00	£47,518.32	<b>£2,375.92</b>		<b>£49,894.24</b>	Insurance review Feb 26
0045 - Groundwork Equipment	£0.00	£11,677.00	£12,261.35	<b>£613.07</b>		<b>£12,874.42</b>	Insurance review Feb 26
0046 - Toilet buildings lee	£0.00	£212,563.00	£223,191.18			<b>£223,191.18</b>	Last Reviewed Feb 25
0050 - Toilet Van	<b>£0.00</b>	£0.00	£11,000.00	<b>£685.00</b>	<b>£3,242.59</b>	<b>£8,442.41</b>	Adjusted New Van bought February 2024 - - Depreciation 15% per year - Go Compare
0051 - Hele Bay Toilet		£0.00	£45,586.80	<b>£204,826.40</b>		<b>£250,413.20</b>	New Toilet taken on in February 25
0052 - Brimlands Toilet				<b>£167,000.00</b>		<b>£167,000.00</b>	New Toilet taken on in July 2025/Charter Surveyor Review Jan 26
0053 - High Street Car Park				<b>£1,000,000.00</b>		<b>£1,000,000.00</b>	Bought in August 2025
<b>Total Fixed Assets</b>	<b>£1,411,577.34</b>	<b>£14,146,247.00</b>	<b>£13,364,566.09</b>	<b>£3,785,966.96</b>	<b>£5,042.59</b>	<b>£17,145,490.46</b>	

**Balance Sheet Report***To: 31 March, 2026***ASSETS****Fixed Assets**

0010 - The Ilfracombe Centre	6,053,000.00
0011 - Ropery Road Site	750,000.00
0012 - The Lantern Centre	8,010,000.00
0020 - TMO - Truck	10,200.00
0022 - Dotto and container	142,599.38
0030 - All Insurance items - Electronic Equipment	42,552.85
0031 - All Insurance Items List C & D	81,600.06
0032 - Ropery Road Assets	20,985.55
0040 - Fixtures and fittings - Insurance List A	101,931.58
0041 - Fixtures and fittings - Insurance List B	4,293.36
0042 - Regalia and Paintings Insurance List G	108,085.39
0043 - Street Furniture Assets	108,426.84
0044 - Monuments	49,894.24
0045 - Groundwork Equipment	12,874.42
0046 - Toilet buildings	223,191.18
0050 - Motor Vehicles - Facilities Van	8,442.41
0052 - Hele Bay Toilets	250,413.20
0053 - 0053 - Brimlands Toilets	167,000.00
0054 - 0054 - High Street Car Park	1,000,000.00

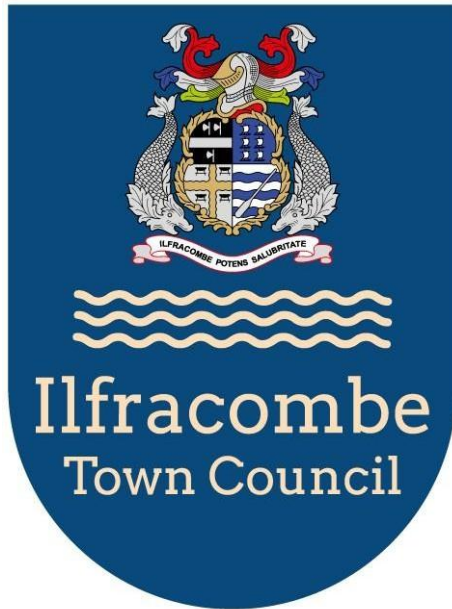
**Total Fixed Assets****£17,145,490.46****Current Assets**

1100 - Trade Debtors	1,023.54
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1200 - Business Account	180,061.69	
1210 - ITC Petty Cash	0.83	
1220 - Commercial Call - Ilfracombe Town Council	27,051.92	
1240 - ITC Reception Petty Cash	4.12	
1270 - Lloyds Cardnet	55.02	
1300 - CCLA - Working Reserves	225,000.00	
1310 - CCLA - Specified Reserves	301,191.31	
1320 - Reception Cashier Safe	190.00	
	<b>Total Current Assets</b>	<b>£734,578.43</b>
<hr/>		
	<b>TOTAL ASSETS</b>	<b>£17,880,068.89</b>
<hr/>		
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
1260 - Lloyds Charge Card	914.25	
2100 - Trade Creditors	17,148.51	
VAT	355.65	
2200 - VAT on Sales	-14.78	
2201 - VAT on Purchases	-146.71	
2202 - VAT Liability	517.14	
	<b>Total Current Liabilities</b>	<b>£18,418.41</b>
<b>Future Liabilities</b>		
	<b>Total Future Liabilities</b>	<b>£0.00</b>
<hr/>		
	<b>TOTAL LIABILITIES</b>	<b>£18,418.41</b>
<hr/>		
	<b>TOTAL NET ASSETS</b>	<b>£17,861,650.48</b>
<hr/>		

**EQUITY**

3201 - VAT Adjustment on Prior Year	-10.61	
Net Profit / Loss	17,861,661.09	
<i>Net Profit / Loss (prior year(s))</i>	17,667,148.33	
<i>Net Profit / Loss (current year)</i>	194,512.76	
	<b>TOTAL EQUITY</b>	<b>£17,861,650.48</b>



**Draft**

**Ilfracombe Town Council – Year End AGAR Submission – 2025/26**

**ITC 26037**

**Index**

**Ilfracombe Town Council – Year end AGAR Submission - Draft**

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# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – ‘No’ answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is ‘no’, has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority’s approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O.</b> The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).



# Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED  
Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a  
review and should not be published on your website**

Name of smaller authority: **Ilfracombe Town Council**

County Area (local councils and parish meetings only): **Devon County Council**

**On behalf of the smaller authority, I confirm that the dates set for the period for the  
exercise of public rights are as follows:**

Commencing on: Wednesday 10<sup>th</sup> June 2026

and ending on: **Tuesday 21<sup>st</sup> July 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.

**Signed:**

**Role:** Responsible Finance Officer

## Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Ifracombe Town Council

County area (local councils and parish meetings only):

Devon County Council

### Financial year ending 31 March 2026

Prepared by (Name and Role):

Carole Coombs - Responsible Finance Officer

Date: 06/04/2026

	£	£
<b>Balance per bank statements as at 31/3/2026:</b>		
1200 Business Account	£180,061.69	
1220 Commercial Call Account	£27,051.92	
1300 CCLA - Working Reserves	£225,000.00	
1310 CCLA - Specified Reserves	£301,191.31	
1330 Stripe - Podpoint	£0.00	
1270 Lloyds Cardnet	£55.02	
		£733,359.94
Petty cash float (if applicable)		
Reception Petty Cash	£4.12	
Office Petty Cash	£0.83	
		£4.95
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)		
Unpresented Cheques	£0.00	
		£0.00
Add: any un-banked cash as at 31/3/2026		
1320 Reception Cashier Safe	£190.00	
		£190.00
<b>Net balances as at 31/3/2026 (Box 8)</b>		<b>£733,554.89</b>



# LLOYDS

01 April 2026

12  
Page 1 of 7

Iffracombe Town Council  
The Iffracombe Centre  
44 High Street  
Iffracombe  
United Kingdom  
EX34 9QB

## Your Account

**Sort Code** 30-94-52  
**Account Number** 00116559

## BUSINESS ACCOUNT

01 March 2026 to 31 March 2026

<b>Money In</b>	£43,835.25	<b>Balance on 01 March 2026</b>	£270,797.00
<b>Money Out</b>	£134,570.56	<b>Balance on 31 March 2026</b>	£180,061.69

(Continued on next page)

Mrs C. Coombs

Last logged on 31 March 26 at 10:51 AM

Log off

---

COMMERCIAL INSTANT ACCESS ACCOUNT 30-94-52 07111498

Show IBAN/BIC

ILFRACOMBE TOWN COUNCIL

**£ 27,051.92** Balance

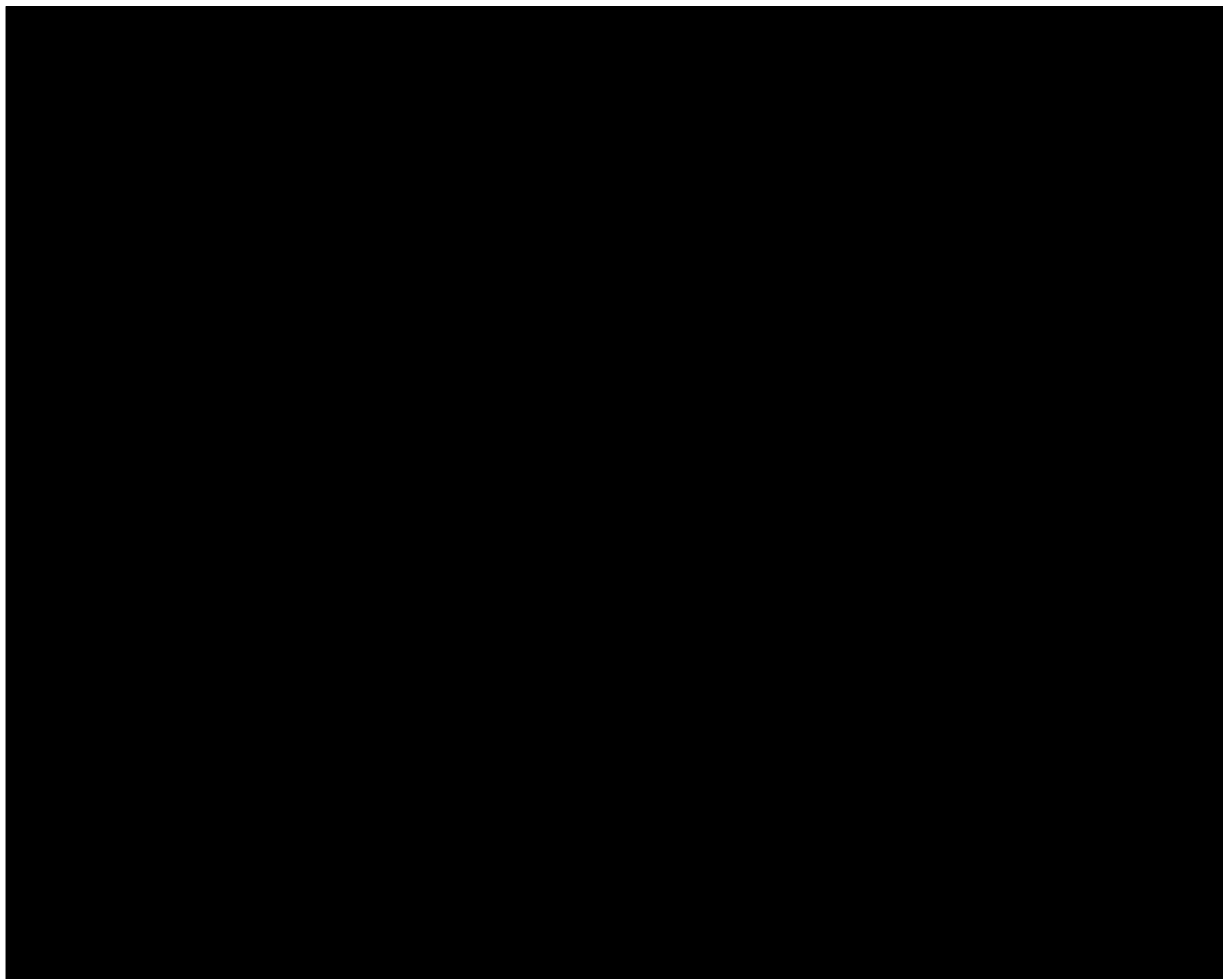
0.50 % gross Interest rate

£27,051.92 Available funds:

## Statement

Search your statement

DATE	DESCRIPTION	TYPE	IN (£)	OUT (£)	BALANCE (£)
09 Mar 26	INTEREST (GROSS)		10.37		27,051.92



## Statement of Account

Mrs Carole Coombs  
The Ilfracombe Centre  
44 High Street  
Ilfracombe  
EX34 9QB

5 April 2026

Account name: **Ilfracombe Town Council - Working Reserves**  
Account number: **PS1006706-001**  
Statement period: **28/02/2026 to 31/03/2026**

### Account summary

Total valuation as at 31 March 2026 **£225,000.00**  
Total valuation as at last statement at 28 February 2026 **£225,000.00**

### Holdings as at 31 March 2026

Fund name	Unit/share holdings	Price per unit/share	Value
<b>Public Sector Deposit Fund SC4 - Public Sector</b> GB00B3LDFH01	225,000.0000	£1.00	£225,000.00
<b>Total value</b>			<b>£225,000.00</b>

The average Fund yield for this period was 3.74% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Mar 2026	02/04/2026	Public Sector Deposit Fund SC4 - Public Sector	Transfer	£715.43	PS1006703-001

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk      Freephone 0800 022 3505      www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.



## Statement of Account

Mrs Carole Coombs  
The Ilfracombe Centre  
44 High Street  
Ilfracombe  
EX34 9QB

5 April 2026

Account name: **Ilfracombe Town Council - Specified Reserves**  
Account number: **PS1006703-001**  
Statement period: **28/02/2026 to 31/03/2026**

### Account summary

Total valuation as at 31 March 2026 **£301,191.31**  
Total valuation as at last statement at 28 February 2026 **£299,676.77**

### Holdings as at 31 March 2026

Fund name	Unit/share holdings	Price per unit/share	Value
<b>Public Sector Deposit Fund SC4 - Public Sector</b> GB00B3LDFH01	301,191.3100	£1.00	£301,191.31
<b>Total value</b>			<b>£301,191.31</b>

### Transactions for the period from 28 February 2026 to 31 March 2026

#### Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/03/2026	Income Reinvestment	864.9000	£1.0000	£864.90
03/03/2026	Income reinvested from PS1006706-001	649.6400	£1.0000	£649.64

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk    Freephone 0800 022 3505    www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

## Lloyds Cardnet Transactions from Online Dashboard

Authorizat	Channel	Status	Amount	Currency	fees
04/03/26	1-POS	Approved	£408.00	GBP	£7.14
06/03/26	1-POS	Approved	£408.00	GBP	£7.14
13/03/26	1-POS	Approved	£200.00	GBP	£3.50
				Declined	
18/03/26	1-POS	Approved	£56.00	GBP	£0.98
24/03/26	1-POS	Approved	£130.80	GBP	
24/03/26	1-POS	Approved	£112.00	GBP	£4.25
25/03/26	1-POS	Approved	£400.00	GBP	£7.00
27/03/26	1-POS	Approved	£56.00	GBP	£0.98
			£400.86		
	bank charges				£30.99
		totals	£2,171.66		
	bank transfers		£2,085.65		
	March balance		£55.02		

# Invoice activity statement

## Ilfracombe Town Council - Ropery Car Park

**Month:**

February 2026

**Document reference:**

ITCITCRCP022026

**Group:**

Ilfracombe Town Council

**Billing address:**

The Ilfracombe Centre, 44 High Street, ILFRACOMBE, Devon, EX34 8AL

**Site and Address:**

Ilfracombe Town Council - Ropery Car Park, Ropery Road, Ilfracombe, EX34 9EF, GB

## Owed to you

**Your revenue**

<b>Gross revenue</b>	<b>Amount payable excluding VAT</b>	<b>VAT at 20%</b>
£824.64	£687.20	£137.44

This is a self billed VAT invoice. The VAT shown is your output Tax due to HMRC.

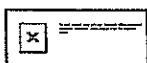
Revenue will be automatically transferred to your Stripe connected account on the 22nd of the month.

The account balance will then be paid into your bank account according to your payout schedule.

Carole Coombs

**From:** Stripe <notifications@stripe.com>  
**Sent:** 25 March 2026 08:18  
**To:** Carole Coombs  
**Subject:** Your £824.64 payout for Ilfracombe Town Council is on the way

**CAUTION:** This email originated from outside North Devon Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.



## £824.64 is on the way

**Amount:** £824.64

**Estimated arrival:** March 25, 2026, by end of day

**To:** LLOYDS BANK PLC \*\*\*\*6559

**Payout ID:** po\_1TEflhFfFUTnqxmmBx8kKKWU

[Track payout](#)

### Don't see your payout on the arrival date?

Banks can take up to 5 business days after the expected post date to process payouts. Wait until 5 business days have passed and then contact your bank with the payout information, including the **payout trace ID**.

If your bank still can't find the payout, ask them for a written statement confirming that the funds haven't been received. Then, **contact Stripe Support** with this statement from your bank.



### Ilfracombe Town Council

The Ilfracombe Centre, 44 High Street, ILFRACOMBE, Devon,  
EX34 8AL, United Kingdom

Telephone: 01271855300      Email: itc@northdevon.gov.uk

Website: <https://www.ilfracombetowncouncil.gov.uk/>

VAT Number  
GB 174579075

**Bank Account** Reception Cashier Safe (1320)      **Statement Date** 01/04/2026

**Reference** March 26      **Reconciled By** Carole Coombs

Date	Reference	Name	Category	Corrected Transaction	Paid	Received
02/03/2026			Transfer: Business Account		288.00	0.00
04/03/2026			Customer Receipt		0.00	54.00
06/03/2026			Customer Receipt		0.00	54.00
11/03/2026			Customer Receipt		0.00	54.00
16/03/2026			Transfer: Business Account		162.00	0.00
20/03/2026			Customer Receipt		0.00	54.00
23/03/2026			Transfer: Business Account		54.00	0.00
25/03/2026			Customer Receipt		0.00	50.00
25/03/2026			Transfer: Business Account		50.00	0.00
26/03/2026			Customer Receipt		0.00	216.00
26/03/2026			Transfer: Business Account		216.00	0.00
31/03/2026			Customer Receipt		0.00	180.00

**Total Received** 662.00

**Total Paid** 770.00

**Starting Balance** 298.00

**Statement End Balance** 190.00

**Reconciled Balance** 190.00

**Balance (GBP)**  
*Operating Balance*  
**£0.83**  
**Today's Balance (GBP)**  
**£0.83**

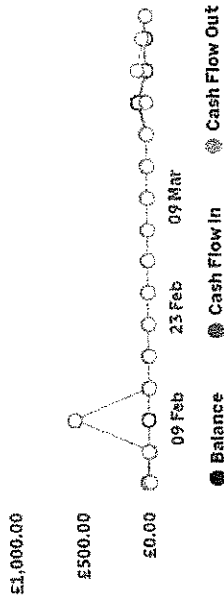
**Account Name\***  
 ITC Petty Cash

**Account Type\***  
 Cash In Hand

**Default Transaction Method**  
 Cash

**Ledger Account**  
 1210

**Account Status**  
 Active



**Save** **Cancel**

**Activity Address & Contacts**

0 of 5 selected

**Search**

**More**

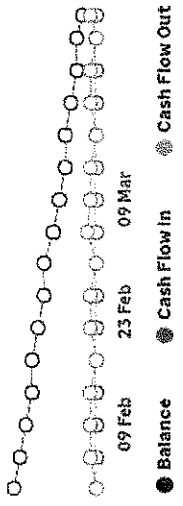
**From** 01/03/2026

**To** 30/04/2026

Date	Reference	Name	Type	Received	Paid	Recurrence	Actions
<input type="checkbox"/> 26/03/2026			Deposit: Business Account	0.00	30.00		<a href="#">View</a>
<input type="checkbox"/> 26/03/2026			Customer Receipt	30.00	0.00		<a href="#">View</a>
<input type="checkbox"/> 25/03/2026			Deposit: Business Account	0.00	57.70		<a href="#">View</a>
<input type="checkbox"/> 24/03/2026			Supplier Payment	0.00	9.25		<a href="#">View</a>
<input type="checkbox"/> 20/03/2026			Customer Receipt	57.70	0.00		<a href="#">View</a>

Account Name\* **Balance (GBP)** **£4.12**  
 JTC Reception Petty Cash Opening Balance  
**Today's Balance (GBP)** **£4.12**

Account Type\*  
 Cash In Hand £40.00  
 Default Transaction Method  
 Cash £20.00  
 Ledger Account £0.00  
 1240  
 Account Status  
 ✓ Active



Save Cancel

Activity Address & Contacts  
 0 of 7 selected From To 30/04/2026 More Search

Date	Reference	Name	Type	Received	Paid	Recurrence	Actions
31/03/2026			Supplier Payment	0.00	1.79		<a href="#">View</a>
23/03/2026			Supplier Payment	0.00	1.79		<a href="#">View</a>
18/03/2026			Supplier Payment	0.00	1.65		<a href="#">View</a>
11/03/2026			Supplier Payment	0.00	1.75		<a href="#">View</a>
06/03/2026			Supplier Payment	0.00	1.79		<a href="#">View</a>
05/03/2026			Supplier Payment	0.00	0.95		<a href="#">View</a>
02/03/2026			Supplier Payment	0.00	1.79		<a href="#">View</a>

## OFFICIAL



United Kingdom  
Debt Management  
Office

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

## PWLB lending facility

Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
<b>ILFRACOMBE TOWN COUNCIL (DEVON)</b>					
17/04/2026					
<b>LOAN REPAYMENT DUE - REPAYMENT DATE 15/05/2026</b>					
PW502669	916,066.30	4,582.23	20,932.11	25,514.34	4.570
<b>TOTAL:</b>	<b>916,066.30</b>	<b>4,582.23</b>	<b>20,932.11</b>	<b>25,514.34</b>	

Your authority has elected to pay loan repayments by direct debit and therefore the sum of £25,514.34 will be debited from your nominated account on 15/05/2026 quoting reference ILFRACOMBE.

You need take no further action.

If you have any queries, please do not hesitate to contact the UK Debt Management Office.

Explanation of variances – pro forma

Name of smaller authority: **Ilfracombe Town Council**

County area (local authority): **Devon County Council**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	439,863	523,196				Explanation of % variance from P/Y opening balance not required - Balance brought forward does not	
2 Precept or Rates and Levies	433,406	529,056	95,650	22.07%	YES		This was increased due to pending maintenance and repairs for a number of Assets. There was also an increase in salary projected. General increases in cost of living were also taken into account.
3 Total Other Receipts	584,062	1,588,574	1,004,512	171.99%	YES		New Loan taken out with Merseyside Fire Service for purchase of High Street Car Park for £1,000,000. this is due for repayment in June 2026.
4 Staff Costs	594,740	600,912	6,172	1.04%	NO		
5 Loan Interest/Capital Repayment	51,029	51,029	0	0.00%	NO		PWLB Loan Only
6 All Other Payments	288,366	1,271,177	982,811	340.82%	YES		This includes the loan payment out for the purchase of the High Street Car Park for £977,295.46 to Berensens Solicitors without this the variance would be 10% so further explanation not required. The Remaining amount less legal costs has been put into specified reserves
7 Balances Carried Forward	523,196	717,709				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	519,577	733,555				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	13,364,556	17,145,490	3,780,934	28.29%	YES		The 3 yearly review by Quantity surveyors conducted in January 2026 and the annual insurance review in February 2026 significantly increased the cost of assets. There was also the acquisition of the High Street Car Park. A breakdown of the changes is on Asset changes sheet
10 Total Borrowings	924,926	1,916,066	991,140	107.16%	YES		Borrowing increased solely on the purchase of the High Street Car Park

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Asset Changes

ASSETS	2022/23	2023/24	2024/25	Current year changes		2025/26	
Fixed Assets			total	additions/appreciations	deductions / depreciation	total	Comments
0010 - The Ilfracombe Centre	£430,020.00	£5,510,000.00	£5,063,562.00	£989,438.00		£6,053,000.00	Charter Surveyor Review Jan 26
0011 - Ropery Road Site	£750,000.00	£750,000.00	£750,000.00			£750,000.00	Land valuation remains at cost on purchase
0012 - The Lantern Centre	£50,000.00	£7,210,000.00	£6,620,041.73	£1,389,958.27		£8,010,000.00	Charter Surveyor Review Jan 26
0020 - TMO - Truck	£0.00	£5,000.00	£10,000.00	£2,000.00	£1,800.00	£10,200.00	adjusted new van bought February 25 (12000) - Depreciation 15% per year - Go Compare
0022 - Dotto and container	£0.00	£126,000.00	£135,808.93	£6,790.45		£142,599.38	Insurance review Feb 26
0030 - All Insurance items - Specified electronic equipment	£16,748.55	£9,025.00	£40,526.51	£2,026.34		£42,552.85	Insurance review Feb 26
0031 - All Insurance Items List C & D - Computer , Electronic and Greenclose equipment (not Groundwork equipment)	£21,414.79	£11,550.00	£77,714.33	£3,885.73		£81,600.06	Insurance review Feb 26
0032 - Ropery Road Assets	£10,445.00	£19,034.00	£19,986.23	£999.32		£20,985.55	Insurance review Feb 26
0040 - Fixtures and fittings - Insurance List A - Furniture, fixtures and Fittings	£46,469.00	£9,457.00	£97,077.68	£4,853.90		£101,931.58	Insurance review Feb 26
0041 - Fixtures and fittings - Insurance List B - other contents (inc. consumables)	£3,366.00	£9,983.00	£4,088.91	£204.45		£4,293.36	Insurance review Feb 26
0042 - Regalia and Paintings Insurance List + List G	£50,778.00	£106,488.00	£102,938.48	£5,146.91		£108,085.39	Insurance review Feb 26
0043 - Street Furniture Assets	£32,336.00	£119,709.00	£103,263.64	£5,163.20		£108,426.84	Insurance review Feb 26
0044 - Monuments	£0.00	£35,761.00	£47,518.32	£2,375.92		£49,894.24	Insurance review Feb 26
0045 - Groundwork Equipment	£0.00	£11,677.00	£12,261.35	£613.07		£12,874.42	Insurance review Feb 26
0046 - Toilet buildings lee	£0.00	£212,563.00	£223,191.18			£223,191.18	Last Reviewed Feb 25
0050 - Toilet Van	£0.00	£0.00	£11,000.00	£685.00	£3,242.59	£8,442.41	Adjusted New Van bought February 2024 - - Depreciation 15% per year - Go Compare
0051 - Hele Bay Toilet		£0.00	£45,586.80	£204,826.40		£250,413.20	New Toilet taken on in February 25
0052 - Brimlands Toilet				£167,000.00		£167,000.00	New Toilet taken on in July 2025/Charter Surveyor Review Jan 26
0053 - High Street Car Park				£1,000,000.00		£1,000,000.00	Bought in August 2025
<b>Total Fixed Assets</b>	<b>£1,411,577.34</b>	<b>£14,146,247.00</b>	<b>£13,364,566.09</b>	<b>£3,785,966.96</b>	<b>£5,042.59</b>	<b>£17,145,490.46</b>	

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Ilfracombe Town Council

County area (local councils and parish meetings only):

Devon County Council

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£	
<b>Box 7: Balances carried forward</b>		<b>717,708.88</b>	
Deduct: Debtors (enter these as negative numbers)			
See Attached List	(1,023.54)		
	(1,023.54)		
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
Lloyds charge card due May	(847.79)		
Lloyds Charge card due June	(89.26)		
Adjustment for HMRC refund not paid Feb 2025	(1.56)		
	(938.61)		
<b>Total deductions</b>		- 1,962.15	
Add: Creditors (must not include community infrastructure levy (CIL) receipts)			
see attached list	17148.51		
vat due (HMRC)	517.44		
	17,665.95		
Add: Receipts in advance (must not include deferred grants/loans received)			
Year end adjustment for 2024/2025 for trade card entered after year end	141.72		
	141.72		
<b>Total additions</b>		17,807.67	
<b>Box 8: Total cash and short term investments</b>		<b>733,554.40</b>	Difference <b>0.49</b>

**Creditors - End 25/26**

Supplier	Credit limit O/S Amt	< 30 days	< 60 days	< 90 days	< 120 days	Older
BWS Ltd.	£42.84	£42.84	£0.00	£0.00	£0.00	£0.00
CFC Ltd.	£210.00	£210.00	£0.00	£0.00	£0.00	£0.00
CL	£26.81	£26.81	£0.00	£0.00	£0.00	£0.00
CC	£105.01	£105.01	£0.00	£0.00	£0.00	£0.00
IPSG Ltd.	£170.64	£170.64	£0.00	£0.00	£0.00	£0.00
JJISS	£48.61	£48.61	£0.00	£0.00	£0.00	£0.00
NDC	£337.60	£337.60	£0.00	£0.00	£0.00	£0.00
O2	£40.61	£40.61	£0.00	£0.00	£0.00	£0.00
CP&S	£43.94	£43.94	£0.00	£0.00	£0.00	£0.00
RGL-PN	£244.21	£244.21	£0.00	£0.00	£0.00	£0.00
SWW	£142.38	£0.00	£142.38	£0.00	£0.00	£0.00
ZI PLC	£15,735.86	£15,735.86	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£17,148.51</b>	<b>£17,006.13</b>	<b>£142.38</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

**Debtors - end year 25/26**

Customer	Credit limit O/S Amt	< 30 days	< 60 days	< 90 days	< 120 days	Older
AHCS	£88.33	£88.33	£0.00	£0.00	£0.00	£0.00
CD	£112.50	£0.00	£0.00	£112.50	£0.00	£0.00
CDU	£33.75	£33.75	£0.00	£0.00	£0.00	£0.00
CS	£48.00	£48.00	£0.00	£0.00	£0.00	£0.00
ES	£325.96	£325.96	£0.00	£0.00	£0.00	£0.00
GC	£45.00	£45.00	£0.00	£0.00	£0.00	£0.00
JK	£75.00	£75.00	£0.00	£0.00	£0.00	£0.00
MAKO	£225.00	£0.00	£0.00	£0.00	£0.00	£225.00
RDUHC	£70.00	£70.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£1,023.54</b>	<b>£686.04</b>	<b>£0.00</b>	<b>£112.50</b>	<b>£0.00</b>	<b>£225.00</b>

## Contact details

Name of smaller authority: **Ilfracombe Town Council**

County Area (local councils and parish meetings only): **Devon County Council**

Please complete this form and send it back to us with the AGAR or exemption certificate

	<b>Clerk/RFO (Main contact)</b>	<b>Chair</b>
<b>Name</b>	Laura Donovan (Proper Officer) Carole Coombs (RFO)	Cllr Mark Fay (Mayor)
<b>Address</b>	Ilfracombe Town Council 44 High Street Ilfracombe EX34 9QB	Ilfracombe Town Council 44 High Street Ilfracombe EX34 9QB
<b>Daytime telephone number</b>	01271 855300 - Main Reception 01271 855311 - Laura Donovan 01271 855 303 - Carole Coombs	01271 855300
<b>Mobile telephone number</b>		
<b>Email address</b>	<a href="mailto:clerk@ilfracombetowncouncil.gov.uk">clerk@ilfracombetowncouncil.gov.uk</a> <a href="mailto:carole.coombs@northdevon.gov.uk">carole.coombs@northdevon.gov.uk</a>	<a href="mailto:mark.fay@ilfracombetowncouncil.gov.uk">mark.fay@ilfracombetowncouncil.gov.uk</a>

## Evidence to confirm General Power of Competence

**Councillors for Ilfracombe Town Council – 2025-26** This is from:  
[Parish councils contact details | North Devon Council](#) on the 1<sup>st</sup> April 2026

### Ilfracombe Town Council

- [Neil Cunningham Basil](#) (Address not supplied)
- [Pat Coates](#) (Address not supplied)
- [George Coulter](#) (Address not supplied)
- [Councillor Paul Crabb](#) - [REDACTED]
- [Toby Ebert](#) (Address not supplied)
- [Teresa Elliott](#) (Address not supplied)
- [Mark Gerrard Fay](#) (Address not supplied)
- [Bert Gear](#) (Address not supplied)
- [Trevor Alexander Huggins](#) (Address not supplied)
- [John Irwin](#) (Address not supplied)
- [Marc Peter Robert Newland](#) (Address not supplied)
- [Harrison Perrin](#) (Address not supplied)
- [Councillor Jonathan Quinn](#) - [REDACTED]
- [Greg Schofield](#) (Address not supplied)
- [Nathan Harry Townsend](#) (Address not supplied)
- [Councillor Daniel Turton](#) - [REDACTED]
- [David Joe Williams](#) (Address not supplied)
- [Councillor June Williams](#) - [REDACTED]

### Clerk

- Laura Donovan, The Ilfracombe Centre, 44 High Street, Ilfracombe, EX34 8AL ( **Tel:** 01271 855300; **Email:** [itc@northdevon.gov.uk](mailto:itc@northdevon.gov.uk) )



**ILFRACOMBE TOWN COUNCIL  
MINUTES – 26 – 05  
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Annual Council Meeting held at 6:00pm on Monday 11<sup>th</sup> May 2026

**Members Present:**

**Cllrs:** M Fay (Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, T Elliott, P Crabb (arrived late), D Williams, T Huggins, N Basil, J Irwin

**Officers Present:**

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

**Others present:** Pastor Geoff Hills and 2 members of the public.

**A2605 - 1.Election of the Mayor for the Year 2026-27** - The outgoing Mayor Cllr Fay welcomed the assembled. The Proper Officer then declared that Cllr Fay had been nominated for the role of Mayor for this year, proposed by Cllr Gear and seconded by Cllr Irwin with a total of 7 in favour and 1 member against. Due to this, Cllr Fay was duly appointed to service for the term 2026-27.

**A2605 - 2.Election of the Deputy Mayor for the Year 2026-27** – The Proper Officer declared that Cllr J Williams was the only nomination for Deputy Mayor proposed by Cllr Gear and seconded by Cllr Coulter with a total of 5 in favour, 2 abstentions and 1 member against. Due to this, Cllr J Williams was duly appointed to service for the term 2025-26. The Deputy Mayor signed her declaration of acceptance.

**A2605 - 3.To receive Mayor’s & Deputy Mayors declaration of acceptance of office** – The Mayor and Deputy Mayor read out and signed their declarations of acceptance.

**A2605 - 4.To receive apologies and reasons for absence** – Apologies were received from Cllrs Newland and Schofield (work commitments).

**A2605 - 5.To receive any dispensations and declarations of interest** – None received.



**Cllr Crabb arrived 6:07pm.**

**A2605 - 6. To approve and adopt the minutes of the Annual Meeting of 12th May 2025 –** Motion to approve and adopt the above minutes was proposed by Cllr Fay, seconded by Cllr June with all in favour.

**A2605 - 7. Responsible Finance Officer Reports**

**A2605 – 7.1. ITC 26036 – Year-end annual Financial Accounts and Statements 2025-26 –** Motion to accept the year-end documents was proposed by Cllr Huggins, seconded by Cllr Fay with all in favour.

**A2605 – 7.2. ITC 26037 – Draft Audit of Financial Accounts for AGAR 2025-26 – to review draft AGAR – to be agreed June 2026 Full Council –** The draft was noted by members.

**A2605 - 8. To receive annual reports from Mayor/Chairs of Committees/Working Group**

**A2605 – 8.1. Annual Report from Mayor –** Noted.

**A2605 – 8.2. Annual Report from Chair of F&GP –** Noted.

**A2605 – 8.3. Annual Report from Chair of Staffing –** Noted.

**A2605 – 8.4. Annual Report from Chair of Planning –** Noted.

**A2605 – 8.5. Annual Report from Chair of Devolution and LGR –** Noted.

**A2605 – 8.6. Annual Report from Police–** Noted.

**A2605 - 9. Adoption of Standing Orders and Council Financial regulations for the year 2026-27 –** Motion to adopt the above was proposed by Cllr Fay, seconded by Cllr J Williams with all in favour.



44 High Street  
Ilfracombe  
EX34 9QB  
Tel: 01271 855300

**A2605 - 10. Adoption of General and Financial Risk Assessment 2025-26** – Motion to adopt the above documents was proposed by Cllr Fay, seconded by Cllr Huggins with all in favour.

**A2605 - 11. Adoption of Members' Code of Conduct 2026-27** – Motion to adopt the above documents was proposed by Cllr Fay, seconded by Cllr Coulter with all in favour.

**A2605 - 12. Confirm eligibility and adoption of terms relating to General Power of Competence - Localism Act 2011 s1-8** – Motion to confirm the eligibility and adopt the above terms was proposed by Cllr Crabb, seconded by Cllr Fay all in favour.

**A2605 - 13. To review and adopt Terms of Reference for committees:**

**A2605 – 13.1. Planning & Environmental** – Motion to adopt the terms of reference was proposed by Cllr Fay, seconded by Cllr J Williams with all in favour.

**A2605 – 13.2. Finance & General Purposes**– Motion to adopt the terms of reference was proposed by Cllr Huggins, seconded by Cllr Gear with all in favour.

**A2605 – 13.3. Staffing**– Motion to adopt the terms of reference was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

**A2605 – 13.4. Devolution & LGR**– Motion to adopt the terms of reference was proposed by Cllr Fay, seconded by Cllr Crabb with all in favour.

**A2605 - 14. Appointment of members for the following committees:**

**A2605 – 14.1. Planning & Environmental (7)** – Motion to appoint the same members of the committee as they stand with the view to review at a later date, if necessary, was proposed for approval by Cllr Crabb, seconded by Cllr Gear with all in favour.

**A2605 – 14.2. Finance & General Purposes (9)** – Motion to appoint the same members of the committee as they stand with the view to review at a later date, if necessary, was proposed for approval by Cllr Crabb, seconded by Cllr Gear with all in favour.



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**A2605 – 14.3. Staffing (5)** – Motion to appoint the same members of the committee as they stand with the view to review at a later date, if necessary, was proposed for approval by Cllr Crabb, seconded by Cllr Gear with all in favour.

**A2605 – 14.4. Devolution & LGR (5-7)** – Motion to appoint the same members of the committee as they stand with the view to review at a later date, if necessary, was proposed for approval by Cllr Crabb, seconded by Cllr Gear with all in favour.

**A2605 - 15. To agree Town Council Directors on One Ilfracombe Board** – Cllrs Crabb and Turton both were happy to continue in their roles as directors on the board. With no other names put forward, all members were in favour for Cllrs Turton and Crabb to be directors on the board apart from 1 member against.

**A2605 - 16. To agree Town Council Trustees of Vision Centre** – Cllrs Elliott and D Williams both were happy to continue in their roles as trustees on the board. With no other names put forward Cllr Fay proposed that Cllrs Elliott and D Williams be the trustees, this was seconded by Cllr J Williams with all in favour.

The Chair declared the meeting closed at 6:31pm, the next meeting will be held in May 2026 at a date to be determined.

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

**11/05/2026**

Budget	Budget details	Reserve to put into	Potential amounts to transfer into Specified Reserves	
None - Interest	Income overage		-£19,000.00	
	Expenditure underspend		£20,672.52	<b>£1,672.52</b>
		interest is in reserves/bank charges	-£1,672.52	
				<b>£0.00</b>
Town Council	Income overage		£18,179.23	
	Expenditure underspend		-£61,225.28	<b>£79,404.51</b>
	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	
	From staffing underspend to cover additional weekly hours to end of contract May 27 to be paid to One Ilfracombe in 26/27 budget		-£15,885.75	
	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	
		to pay for street marshalls to go to 26/27 budget from 25/26	-£8,000.00	
				<b>£25,968.86</b>
Ilfracombe Centre	Income overage		£3,451.09	
	Expenditure overspend		-£864.50	<b>£2,586.59</b>
				<b>£2,586.59</b>
Work hub	Income overage		£2,232.48	
	Expenditure underspend		£869.47	<b>£3,101.95</b>
				<b>£3,101.95</b>
Lantern	Income underage		-£3,644.05	
	Expenditure underspend		-£20,379.09	<b>-£24,023.14</b>
	heaters from reserves		£3,940.00	
	to cover overspend		£24,023.14	
				<b>£3,940.00</b>
Green Close	Income overage		£0.00	
	Expenditure underspend		£2,692.84	<b>£2,692.84</b>
				<b>£2,692.84</b>
Memorial Gardens	Income overage		£0.00	
	Expenditure underspend	Key Assets - Memorial	£1,230.27	<b>£1,230.27</b>
				<b>£1,230.27</b>
Vision Centre	Income overage		£365.48	
	Expenditure underspend		-£357.19	<b>£8.29</b>

		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		£43,887.73		
	Expenditure overspend		-£1,892.48	£41,995.25	
					£41,995.25
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		
					£13,316.06
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	
		To go to 26/27 budget for charity donation	-£207.00		£0.00
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		-£3,401.37	£3,465.99	
	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		£1,065.58
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		£3,061.40		
	Expenditure underspend		-£3,061.40	£0.00	£0.00
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		
	Civic Service agreed to go to 26/27 budget	-£1,500.00		
	Civic events Christmas underspend to 26/27	-£1,741.00		<b>£64.32</b>
<b>Ilfracombe Toilets</b>	Income overage	-£12,201.92		
	Expenditure underspend	£23,463.10	<b>£11,261.18</b>	
				<b>£11,261.18</b>
<b>Bike Sheds</b>	Income overage	£0.00		
	Expenditure underspend	£100.00	<b>£100.00</b>	
				<b>£100.00</b>
<b>Skate Park</b>	Income overage	£0.00		
	Expenditure underspend	£500.00	<b>£500.00</b>	
				<b>£500.00</b>
<b>High Street</b>	Income overage	£1,039,801.48		
	Expenditure underspend	-£989,802.41	<b>£49,999.07</b>	
	already agreed To go to reserves under use of loan	-£22,054.54		
				<b>£27,944.53</b>
	<b>TOTALS</b>	<b>£144,089.95</b>	<b>193162.65</b>	<b>£144,089.95</b>
	Staffing reserve to =£25,000			-£34,000.00
	Election to become £10,000			-£5,851.63
	toilet underspend to go to reserves			-£15,261.18
	to pay interest on loan 21696.00 to go to reserves to pay loan interest			-£21,696.00
	interest in reserves not allocated as yet			£34,949.35
	<b>Working reserve to have remaining</b>	<b>£102,230.49</b>		
	to pay off for new loan	-£100,000.00		
	to go to working reserve	<b>£2,230.49</b>		
	to go to specified reserves	£343,050.77		
		£301,191.31		
		<b>£41,859.46</b>		

this will not go into the the CCLA funds but directly out of our Business Account due to time frame



**ITC 26044 - Portfolio of Reserves for Ilfracombe Town Council  
2026/27**

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Index

**Iffracombe Town Council – Year end Annual Financial Report**

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(Page numbers in top Right Corner)

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## **Background**

Ilfracombe Town Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this portfolio is to inform the setting of policy and guide decision making in how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (2024 edition) advises: "As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans." Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Town Council about the level of reserves and to ensure that there are procedures for their establishment and use.

### **1. Types of Reserves**

These may be categorised as either General (Working) or Earmarked (Specified).

#### **1.1. Working Reserves**

These are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of Working Reserves is agreed with the Annual Budget.

JPAG (2024 edition) advises: "The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, and risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income."

The primary means of building Working Reserves is normally through a reallocation of funds (underspend on a completed project) and allocation from the annual budget.

This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances Working Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Town Council would be able to draw down from its Specified Reserves to provide short term resources.

Ilfracombe Town Council has set a reserve of a minimum of three months' operational costs.

## **4.2 Specified Reserves**

These must be held for genuine and intended purposes and their level should be subject to annual review and justification.

They should be separately identified to prevent query from internal and external auditors.

They are held for several reasons and shall only be used for the purpose for which they were created:

### **1.2.1 Introduction of New Specified Reserves**

New Specified Reserves may be set up from time to time to meet known or predicted liabilities. Where the purpose of a Specified Reserve becomes obsolete, or where there is an over provision of funds, the excess may, on the approval of the Town Council, be transferred to other budget headings within the revenue budget, to Working Reserves or to one or more other Specified Reserves.

New Specified Reserves will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed and at the time of the exiting reserve becoming obsolete or at the point of new liabilities coming into play.

Any decision to set up a Specified Reserve must be approved by Town Council. If the Specified Reserves are used to meet short term funding gaps, they must be replenished in the following financial year. However, Specified Reserves which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

## **2. Management and Control of Reserves**

Movements in both Specified and Working Reserves shall be reported to the Council through the Finance and General purpose committee as part of the budget monitoring documentation. The use of Reserves **must** be approved by the Town Council. The level of Working Reserves shall be reviewed at minimum on an annual basis during the annual budgetary review and agreed by the Town Council.

The minimum level of Working Reserves shall be recommended to the Town Council by the Town Clerk (who will be advised by the Responsible Financial Officer). This will form part of the recommendations for the Annual Budget and Precept request by the Town Council and is currently set at three months’ operational costs.

Specified Reserves shall be reviewed on an individual basis. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be considered by the Finance and General Purpose Committee and ratified by the Town Council

### 3. Tables

**3.1 Table for the planned year end – 2026/27** - The following Table shows the changes as agreed with regard to underspends in 25/26 and the 26/27 budgeted amounts with comments on the financial movements.

SPECIFIED RESERVES	Year Start	Agreed from underspends & interest (a)		Year Start from June 26	Changes in year expected budgets (b)		Year End - Predicted
		Credits	Debits		Credits	Debits	
Town Development Reserve	£66,210.00			£66,210.00	£15000.00	£15000.00	£66,210.00
Staffing Reserve	£39,873.79	£34,000		£73,873.79			£73,873.79
Election Reserve	£4148.37	£5851.63		£10,000.00	£3000		£13,000.00
Key Assets Reserve	£137,208.80	£36957.18		£174,165.98	£10964.18	£10464.18	£185130.16
Minor Assets Reserve	£12,601.00			£12601.00	£4000		£16,601.00
Emergency and Resilience Reserve	£6,200.00			£6,200.00			£6,200.00
<b>Totals</b>	<b>£266,241.96</b>	<b>£76808.81</b>		<b>£343,050.77</b>			<b>£362,514.95</b>
<b>WORKING RESERVES</b>	<b>£225,000.00</b>	<b>£102230.49</b>	<b>£100,000</b>	<b>£227,230.77</b>			
<b>Overall Reserves Total</b>	<b>£483,402.63</b>			<b>£459,802.63</b>			
<b>Actual</b>	<b>£526191.31</b>			<b>£570281.26</b>			

This takes into account all budgeted amounts to be moved in and out of reserves.

Comments	a.	b. – (Highlighted is due to be credited only)
1. Town Development Reserve		LGR Consultation £7000, Street Marshalls - £8000, Defibrilator - £675.00(ITC 26035)
2. Staffing Reserve	34,000 to cover for staffing ITC	
3. Election Reserve	£5851.63 to build up reserve	£3000 to build up reserve
4. Key Assets Reserve	£21696.00 for High Street Loan £15,261.18 For Toilet reserves (Doors)	£1000 for Truth Poverty Training and £2500 for Reception adaptations In ITC Building, £5000 to cover Carpet replacement in Lantern, £1000 for Advertising Boards, 964.18 for electric car charging in High Street , £500 to build up for repairs in Greenclose Workshop
5. Minor Assets Reserve		£4000 to build up fund for replacement vehicles
Working Reserves	Remainder of interest and underspends -£100,000 to off-set new loan at end of June	

#### **4 Reserves Structure items to be included in future Budget planning**

This includes predicted increases and decreases were applicable, those in **bold** would be applied annually:

##### **4.1.1 Town Development Reserve**

None Planned

##### **4.1.2 Staffing Reserve**

An Amount to be agreed to cover for contingencies which will involve Major Redundancy or TUPE of staff, this will include all staff under the ITC umbrella inc. project staff who are paid by ITC despite reimbursement cross charging for the specific project. Any project based staff should have an amount included in the contract for this contingency and be transferred into this reserve.

##### **4.1.3 Election Reserve**

To cover future elections so as not to impact on the amount budgeted within the precept. (This has been predicted as requiring +£3000 a year to be budgeted in future years to cover for planned elections)

##### **4.1.4 Key Assets Reserves**

To be agreed in the budget for use for future Major ongoing repairs, refurbishment, renewal or replacement, so as to reduce the impact on amounts budgeted within the precept, relating to the list of Key Assets which includes, with predicted increases shown were applicable, those in bold would be applied annually:

- The Ilfracombe Centre
- The Lantern Centre
- Greenclose Road Workshop
- The War Memorial
- Car Parks
- Toilets
- The Town Clock

##### **4.1.5 Minor Assets Reserve**

To be used for future ongoing repairs, refurbishment, renewal or replacement, so as to reduce the impact on amounts budgeted within the precept, relating to the list of Minor Assets which includes (but not restricted to), with annual predicted increases shown were applicable:

- Vehicles( an amount of £4000 per year to build up for replacements agreed in 24/25)
- Telephone Box
- Bike Sheds
- Skate Park
- The Fore Street Arch
- Planters
- Signs and Directional Posts
- Other Memorials and Statuary
- CCTV

##### **4.1.6 Emergency and Resilience Reserve**

To cover major catastrophic events which would disrupt the functioning of the council. It will include the ability to provide small amounts to community projects in the wake of an emergency and amount to small one off grants not equaling more than £100 per grant or £1000 in 1 year which can be given to cover community emergencies (e.g. funding of warm hubs or temporary hire of facilities to mitigate the effects of an emergency)

##### **4.1.7 Working Reserve**

These are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of

unexpected events or emergencies. Setting the level of Working Reserves is agreed with the Annual Budget. The primary means of building Working Reserves is normally through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances Working Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Town Council would be able to draw down from its Specified Reserves to provide short term resources. Ilfracombe Town Council has set a reserve of a minimum of three months'

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## Ilfracombe Town Council

REPORT TO: F&GP  
DATE: 26<sup>th</sup> May 2026  
SUBJECT: Facilities Team Report  
PREPARED BY: Senior Facilities Co-ordinator – Gavin Pennington-Ellis  
Ellis

---

### **Ilfracombe Centre**

- Weekly/monthly fire alarm, panic alarm, emergency lighting, legionella flush carried out and up to date.
- 12 monthly electrical Pat Testing is ongoing.
- Daily cleaning.
- General maintenance.
- Fire extinguishers have been serviced.

### **The Lantern**

- Weekly/monthly fire alarm, panic alarm, emergency lighting, carried out and up to date.
- 12 monthly electrical Pat Testing is ongoing.
- Daily cleaning and general maintenance ongoing.
- Fire alarm serviced.
- Fire extinguishers have been serviced.

### **Outside Areas**

- Legionella Risk assessments have been carried out on the Ilfracombe Centre, Lantern Centre, Vision Centre and all the public toilets. Awaiting the reports.
- Maintenance/servicing and money collection of the car parks on going.
- Installation of the Cheyne flood barriers as requested by the Environmental Agency.
- Maintenance public toilets.
- Mowing, strimming, weeding and general clearing to all the green spaces.
- Defibrillator inspection and maintenance ongoing.
- Pavement weeding and drain gully clearing ongoing.
- Litter picking throughout the High Street and car parks ongoing.
- Mullacott flowers beds have been replanted
- War Memorial has been cleared and replanted.
- Extensive weeding and clearing to the rear of Capstone.

- Extensive tarmac repairs and potholes filled at Vision Centre, High Street car park access and general around town.
- The sea themed plastic decorations have been cleaned and painted, ready to be hung throughout the High Street.
- We have been working on projects with a student from Braunton Academy who is with us for work experience.



REPORT TO: F&GP  
DATE: 19/05/2026  
SUBJECT: Telephone Box Relocation – Final Costings  
PREPARED BY: Proper Officer - Laura Donovan

REPORT NO: ITC 26046

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## 1. Introduction

This report follows on from the previous report presented in February 2026 regarding the relocation of the Council-owned telephone box from Northfield Road to the Victoria Pleasure Grounds area.

Planning permission has now been obtained for the relocation onto land owned by North Devon Council (NDC). The purpose of this report is to seek approval for the project budget to proceed with the relocation and refurbishment works.

## 2. Report

Full Council previously resolved to adopt and repurpose the telephone box, with the intention of enhancing its condition and usability.

Following further discussion and alignment with the Council's Cultural Plan (2025) and Strategic Plan (2024–2034), the project evolved into relocating the phone box to a more prominent, high-footfall tourist location near Wildersmouth beach, to create a feature of interest and promote Ilfracombe through social media engagement.

Planning permission has now been secured, enabling the Council to progress to delivery.

## 3. Project Development

The relocated telephone box will:

- Be fully restored and brought up to a suitable standard
- Be secure (closed and lockable) to minimise risk of anti-social behaviour
- Incorporate lighting and external enhancements
- Be designed as an attractive, engaging installation

To ensure the project reflects local identity and creativity, the Culture Club will be approached on 1 June 2026 to:

- Provide input into design concepts
- Explore creative and artistic elements

- Support the development of an “Instagram-able” attraction
- Encourage involvement of local artists and community groups

Final design proposals will be brought back to Council for approval prior to implementation.

#### 4. Financial Implications

Description	Cost VAT	ex	Supplier
Planning Permission	£149		NDC - Achieved
Relocation of phone box	£1200		Nick Sampson Transport
	£1200	-	KAS Crane Hire (time of day dependent)
	£1800		
<b>Renovation costs:</b>			
Paint to include Primer & Red 2.5ltr	£82		X2 Connect
Paint to include Primer & Red Paint 5ltr	£121		British Bits
Paint to include Primer & Red Paint 5ltr	£190		Unicorn Restorations
Full Glass replacement	£250		X2 Connect
	£299		British Bits
	£314		Unicorn Restorations
Replacement top signs x 4 (custom made with the word Ilfracombe)	£120		X2 Connect
Lighting – 20w solar powered lighting kit	£154		Solar Technology International
<b>Estimated Total Cost</b>	<b>£1955-£2727</b>		

#### Contingency

Given the nature of relocation and refurbishment works, there is a risk of unforeseen costs (e.g. structural repairs, installation adjustments, or specification changes arising from final design).

It is therefore recommended that a contingency of 15–20% (£300 – £550) be allocated.

#### Total Project Budget (Recommended) - £2,250 – £3,250 (ex VAT)

The project can be funded from the Council's Marketing Budget, in line with its tourism and place-promotion objectives.

## 5. Benefits and Outcomes

The project will:

- Enhance a prominent public space
- Create a distinctive and photogenic visitor feature
- Support local tourism and digital promotion of Ilfracombe
- Align with the Council's Cultural and Strategic Plans
- Provide an opportunity for local creative involvement

## 6. Risks and Considerations

- Potential for minor cost increases (mitigated through contingency)
- Requirement for ongoing maintenance
- Need to ensure design is robust and vandal-resistant

These risks will be managed through careful specification, supplier selection, and Council oversight.

## 7. Recommendations

It is recommended that Council:

1. Approves the allocated budget of up to £3,250 (ex VAT) to deliver the relocation and refurbishment of the telephone box.
2. Agrees the inclusion of a contingency budget to manage unforeseen costs.
3. Supports engagement with the Culture Club (1 June 2026) to inform the final design and creative approach.
4. Approves delegated authority to the Proper Officer, in consultation with the Chair of F&GP, to progress the project within the agreed budget.
5. Notes that final design proposals will be brought back to Council prior to implementation if required.

Images for reference:





REPORT TO: F&GP  
DATE: 19<sup>th</sup> May 2026  
SUBJECT: Replacement of Toilet Doors – Hele Bay and  
Brimlands/Hillsborough Public Conveniences  
PREPARED BY: Laura Donovan

---

## 1. Introduction

To seek Full Council approval to replace the toilet doors at two Council-owned public convenience buildings, namely Hele Bay and Brimlands/Hillsborough and to approve the proposed funding arrangement using the Town Development Reserve, supported by underspends from the previous two financial years.

## 2. Report

### Background

The Council has responsibility for the ongoing maintenance and improvement of several public convenience facilities. Having taken on the toilets for over a year now we have had the time to gauge the use and now would be a good time to consider this improvement. Equally this would go some way to securing an income for the council as well as attempt to mitigate vandalism and rough sleepers.

The approved capital budget in previous years included provision for the replacement of toilet doors at Harbour and Wilder Road public conveniences, which the Council has not yet acquired. As a result, this budget has remained unspent and presents an opportunity to be redirected to existing Council-owned assets where investment is now required.

### Previous Budget Provision and Underspends

The Council originally set aside approximately £80,000 for the replacement of toilet doors at Harbour and Wilder Road. This allocation was to be funded from the Ropery Road Car Park Reserve, which has since been redesignated as the Town Development Reserve.

In addition, the Council has achieved the following underspends against budget in recent years:

2023/24 overspend for vehicle: £10,590.31

2024/25 underspend transferred to reserves: £49,904.21

2025/26 underspend yet to be transferred to reserves: £11,261.18

These combined underspends total £50,575.08 and may be considered towards the proposed works.

### Proposed Works and Costs

The Council has received estimates (April 2026) from Healthmatic Limited for the replacement of doors and associated access and control systems at the two sites.

Venue	Breakdown	Total cost ex VAT
<b>Brimlands/ Hillsborough</b>	Includes accessible and standard toilet doors, surveys, payment devices, and a timed access control system,	£24,610.00
<b>Hele Bay</b>	Includes stainless steel accessible and standard doors, RADAR access, payment equipment, access control systems, and associated installation costs	£35,508.00
<b>Total cost</b>		£60,118.00

### Funding Proposal

It is proposed that:

- The works be funded from the Town Development Reserve (formerly the Ropery Road Car Park Reserve); and
- The overspend/underspends from the 2023/24, 2024/25 and 2025/26 financial years, totalling £50,575.08, be used as the primary contribution towards the cost of the project.

This approach remains consistent with the original intention of the reserve funding, which was to support public convenience improvements, while ensuring that investment is directed to facilities currently owned and operated by the Council.

### **3. Financial Implications**

The total estimated cost of £60,118.00 (excluding VAT) can be met in full from existing reserves and underspends.

No additional revenue budget provision is required at this time.

Future maintenance costs are expected to reduce due to the installation of modern, robust door systems.

#### **4. Risk Considerations**

Failure to replace the doors may result in increasing maintenance costs, unplanned closures and reputational risk to the Council.

The estimates are subject to pre-installation surveys; however, the figures presented represent the anticipated expenditure.

#### **5. Recommendations**

Full Council is recommended to:

- a) Approve the replacement of toilet doors at Hele Bay and Brimlands/Hillsborough public conveniences.
- b) Approve an expenditure of £60,118.00 (excluding VAT) for the combined works (pre-installation survey dependent).
- c) Agree that the costs be funded from the Town Development Reserve, utilising the overspend/underspends from the 2023/24, 2024/25 and 2025/26 financial years.



REPORT TO: F&GP

REPORT NO: ITC 26048

DATE: 20/05/26

SUBJECT: Ropery Road Advertisement Boards Replacement

PREPARED BY: Isobel Howard

---

## **1. Introduction**

This report is to seek approval to replace half the advertising boards down at Ropery Road due to them looking unsightly and some no longer being fit for purpose.

## **2. Report**

There are 14 advertising boards at Ropery Road, 11 of which are currently in use. The remaining three are too damaged to be used. Local businesses are charged £100 plus VAT per year to display posters in the boards. However, because the boards are no longer fully weatherproof, some posters have been damaged. As Ropery Road car park is regularly used by tourists, the boards provide an important opportunity to promote local businesses and town events. Given that a charge is made for this service, it is important that the boards are maintained to a good standard. Please refer to the pictures to see the current state of some of the boards.

## **3. Recommendations**

Given the £1,000 budget allocated for the Ropery Road advertising boards in this financial year, I recommend purchasing eight new boards to replace those in the poorest condition, while retaining the boards that remain serviceable. The remaining six boards could then be considered for replacement at a later date, as some still have useful life remaining.

## **4. Financial Implications**

I have reviewed several websites, and one of the more cost-effective suppliers is Boards Direct. Carole has previously purchased boards from them for the Vision Centre, and the feedback has been positive. Each board is £119.95 Exc. VAT so purchasing eight would be a total cost of £959.60.

## Pictures of some boards currently:



## Recommended replacement boards:

### Lockable Indoor/Outdoor Poster Case Poster size A0

This lockable poster case features a pinnable grey backing and is designed for both indoor and outdoor use, providing a secure and weather-resistant display solution for A0 size posters. It has a mitred anodised aluminium frame that offers excellent surface protection against outdoor weather conditions, while the polycarbonate front cover safeguards notices from tampering and damage. The case includes a tubular cam lock mechanism with two keys for added security.

Lockable A0 Size Indoor & Outdoor Polycarbonate Cover Aluminium Frame

#### Secure Display

The tubular cam lock mechanism with two keys ensures your posters remain protected from unauthorised access and tampering.

#### Weather-Resistant Frame

The mitred anodised aluminium frame provides robust surface protection, making this case suitable for outdoor environments while maintaining a sleek appearance indoors.

### Key Features

- Suitable for both indoor and outdoor use
- Mitred anodised aluminium frame offers excellent weather resistance and durability
- Pinnable grey backing allows easy attachment of posters and notices
- Polycarbonate front cover protects displayed materials from tampering and environmental damage
- Tubular cam lock mechanism with two keys provides secure locking
- Designed specifically to fit A0 size posters



[REDACTED]

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**From:** David Waters [REDACTED]  
**Sent:** 17 May 2026 12:10  
**To:** The Ilfracombe Centre  
**Subject:** Ilfracombe Pilot gig club regatta 2026

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** [REDACTED]

CAUTION: This email originated from outside North Devon Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello

I hope you are well.

We are holding our annual gig regatta on Saturday 25th July.

Could we please reserve our usual parking bays in Ropery Road car park for trailer storage. We will need to cone off/barrier off on Friday lunch time so it's clear for Saturday.

Also, could we please borrow tables for our food stalls for the event.

Thank you so much!

Dave

Sent from my iPhone