



Ilfracombe Town Council

Full Council Meeting – Monday 11th May 2026 at 7.00pm

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44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

To Councillors, M Fay (Chair/Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, T Elliott, G Schofield, P Crabb, D Turton, D Williams, M Newland, T Huggins, T Ebert, N Basil, J Quinn, J Irwin.

You are hereby summoned to attend the **Ilfracombe Town Council Meeting** to be held on **11th 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. Recording, photographs and filming – In accordance with the Openness of Local Government Bodies Regulations 2014 the press or public may audio-record, photograph or film meetings. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

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

Laura Donovan
Proper Officer
clerk@ilfracombetowncouncil.gov.uk

6th May 2026

AGENDA

- 1. Welcome by Chair**
- 2. To receive and consider for approval, apologies and reasons for absence.**
- 3. To receive and record Declarations of Interest** as per Localism Act 2011 Section 31.
- 4. Chair's discretion** – for any matters or announcements for Information only.
- 5. 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.



44 High Street
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6. **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.
7. **To adopt minutes of Full Council Meeting held 13th April 2026** and to note matters, updates and actions arising.

Deferred items:
 - 7.1. Link Centre Update – minute **2604 -10.2.**
 - 7.2. To review and agree Reserves Portfolio – minute **2604 – 12.5.**
8. **Minutes of Staffing Committee meeting (to note and approve recommendations)** – 20th April 2026 - Cllr M Fay
9. **Minutes of Planning Committee meeting (to note and approve recommendations)** – 20th April 2026 - Cllr J Williams
10. **Minutes of Finance and General Purposes Committee meeting (to note and approve recommendations)** – 27th April 2026 - Cllr T Huggins
11. **ITC 26040 – Proper Officer Report**
12. **ITC 26041 – Responsible Finance Officer Report**
 - 12.1. To review and agree current accounting status
 - 12.2. To review and agree invoices for payment
13. **ITC 26042 – Programme Manager Report** – including One Ilfracombe update
 - 13.1. Update on strengthening democratic participation in Ilfracombe
14. **To receive reports/proposals from Ilfracombe Town Councillors**
15. **To receive reports from County and District Councillors**
16. **To receive reports from Working Groups and Councillor Champions**
17. **IRB update**
18. **To receive correspondence/licenses/notices**
19. **Chairs Discretion** – for information only



Ilfracombe Town Council
ILFRACOMBE TOWN COUNCIL

MINUTES – 26 – 04

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

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

Members Present:

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

Officers Present:

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

Others present: Pastor Geoff Hills and Cllr S Wilson.

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

Apologies were received from Cllr G Schofield (personal).

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

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

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

The PO and Cllr D Williams had items to raise.

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

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

2604 - 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes – None received.

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

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

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

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

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

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

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

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

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

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

2604 - 11. ITC 26023 – Report from Proper Officer

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

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

2604 - 12. ITC 26025 – Responsible Finance Officer Report

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

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

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

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

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

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

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

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

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

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

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

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

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

2604– 16.1. ITC 26029 – Grants Committee Working Group

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

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

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

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

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

2604 - 17. To receive Correspondence/Licenses/Notices

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

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

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

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

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

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

At this point, the meeting continued under Part B regulations. This was proposed by Cllr Gear, seconded by Cllr Fay with all in favour. The recording and live stream was stopped. All officers were invited to stay.

The Regulations State: that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

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

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

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

13/04/2026



Ilfracombe Town Council

MINUTES – 26 – 04

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 20th April 2026

Members Present:

Councillors: M Fay (Mayor/Chair), J Irwin, G Coulter, B Gear, J Williams (Deputy Mayor)

Officers Present:

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

- S2604 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2604 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Crabb.
- S2604 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2604 - 4. Chair's discretion for any matters or announcements for Information Only.**
Mayor Fay and Cllr Gear had items to raise
- S2604 - 5. Public participation**
None
- S2604 - 6. To adopt the minutes of the meeting held 16th March 2026 and note matters arising**
PO highlighted an error with the minutes. Motion to adopt the minutes with the amendment was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.
- S2604 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":**
Item 11 – Chairs Discretion raised by Mayor Fay

S2604 - 8. Updates:

S2604 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated all members that the approval of the annual leave & sick leave approved by Full Council will be discussed with all staff members at the next staff meeting in May. It will take time for the PO to make all the necessary adjustments. .

S2604 – 8.2. To consider and agree any training or conference requirements and requests

None received

S2604 – 8.3. Update on any staffing reviews:

PO stated that the Admin and Facilities team reviews were complete all bar one.

S2604 - 9. Project Feedback

S2604 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that a large portion of his time was being spent on the Link Centre. A lot of work was currently going into the Youth programme. One Ilfracombe themed group meeting due to take place will be brought back to staffing.

S2602 – 9.2. To consider the final extension of contract for Community Engagement and Volunteer Officer.

Following a recommendation presented by the PO it was recommended that the contract should be extended to allow for a handover with Community Officer proposed by Cllr Gear, seconded by Cllr Coulter with all in favour.

S2604 - 10. Proper Officer Update

S2604 – 10.1. To review and recommend to Full Council Staffing Committee Terms of Reference

Following presentation of new Terms of Reference it was proposed to present them to Full Council by Cllr Irwin, seconded by Cllr Williams with all in favour.

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

S2604 - 11. Chairs Discretion – for information only

Cllr Gear highlighted some conversations that were happening in relation to communication with Cllrs on a day-to-day basis. The PO proposed a few option to mitigate this.

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Gear with all in favour. Cllr Fay invited PO to stay.

The Regulations State: that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

Disclosable Information for Part B Staffing Meeting Minutes 20th April 2026

S2604 - 11. Chairs Discretion

Mayor Fay raised a discussion in relation to role reviews

The meeting closed at 11:05am. The next Staffing committee meeting will be held on Monday 18th May 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

20/04/26

DRAFT



Ilfracombe Town Council

ILFRACOMBE TOWN COUNCIL

Planning and Environment Committee Meeting

MINUTES – 20 – 04

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

Minutes of Planning and Environment Committee Meeting Monday 20th April
2026 at 7:00pm

Members Present:

Cllrs: J Williams (Chair/Deputy Mayor), N Basil, D Williams (Vice Chair), G
Coulter

Officers Present:

I Howard (Minute Taker)

P2604 - 1. Welcome by Chair

Cllr J Williams welcomed the assembled.

P2604 - 2. To receive and consider for approval, apologies and reasons for absence.

Apologies were received from Cllr G Schofield (other commitments).

P2604 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31.

None received.

P2604 - 4. Chair's discretion – for any matters or announcements for Information only.

None received.

P2604 - 5. 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.

None received.

P2604 - 6. To adopt minutes of planning meeting held 16th March 2026 and to note matters arising.

The motion to adopt the minutes was proposed by Cllr J Williams and seconded by Cllr D Williams, with all members in favour. Cllr J Williams informed members that, following a request from Cllr Elliott in the last Full Council Meeting, she has contacted NDC and will feedback any updates from this.

P2604 - 7. 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.

No items to be taken with the public excluded.

P2604 - 8. To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered (Appendix I – to be circulated)

Application Number	Applicant	Detail	End of consultation	Comments
81562	G V Jones	Conversion of domestic garage to dwelling - Garage Montpelier Lane Rear of 2 Hostle Park Ilfracombe Devon EX34 9HW	24/04/2026	
<p>Discussion: Members raised no issues with this application. Recommendation: Support. Motion to support this application was proposed by Cllr Basil, seconded by Cllr Coulter with all in favour.</p>				
81546	Paul Yabsley	Erection of a detached garage/store - 35 Beach Road Ilfracombe Devon EX34 9QZ	28/04/2026	
<p>Discussion: No concerns were raised with this application. Recommendation: Support. Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Basil with all in favour.</p>				
81416	Mr R Hewitt	Creation of 1no. flat by conversion of, and extension to redundant kitchen area together with provision of 7no. on-site parking spaces - Former Wilderbrook Nursing Home Torrs Park Ilfracombe Devon EX34 8AZ	29/04/2026	
<p>Discussion: Members didn't have any objections to this application. Recommendation: Support. Motion to support this application was proposed by Cllr Coulter, seconded by Cllr Basil with all in favour.</p>				

81579	Guy Jones	Change of use from commercial to residential to create a self-contained studio flat together with associated works - 108 109 High Street Ilfracombe Devon EX34 9ET	29/04/2026	
<p>Discussion: No concerns were raised with this application. Recommendation: Support. Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Basil with all in favour.</p>				
81522	Cellnex	Application for a non-material amendment to planning permission 79008 (Removal of 4no. antennas and installation of replacement 4no. antennas and additional 2no. antennas and ancillary development thereto including 12 x o RU's and 1no. GPS module) in respect of change to antenna type, GPS is now being deployed upon the equipment cabin and not a gantry support pole, additional Remote Radio Units (RRU's) and other ancillary elements are not being deployed - Land at Ilfracombe Higher Slade, Slade Ilfracombe Devon EX34 8LJ	N/A	To note only
<p>Discussion: This application was noted by members.</p>				

81604	Devonshire Homes	Approval of details in respect of discharge of condition 21 (highways), 26 (show house parking), 44 (foul sewerage) attached to planning permission 56675 (Outline application for 750 dwellings together with a mixed use centre (the hub) comprising 250m2 retail (a1); financial services (a2); restaurants, pubs & takeaways (a3, a4, a5); up to 3250m2 of business uses (b1); community uses (including health centre) (d1); a community pavilion (d2); access from old Barnstaple road; extra care housing/facility; primary school; green infrastructure including formal & informal open space & amenity space; sustainable drainage systems; infrastructure (including highways & utilities (including gas, electric, water, sewerage & telecommunications); highway, cycle & pedestrian routes; site reclamation (including the demolition & removal of structures (including channel farm)); & engineering works (including ground remodelling))	21/04/2026	To note only
Discussion: This application was noted by members.				

P2604 - 9. NDC Decisions – See Planning Notes – Read out.

P2604 - 10. To review and recommend to Full Council – Committee Terms of Reference – Motion to recommend the Committee Terms of Reference, as they stand, to Full Council was proposed by Cllr Coulter, seconded by Cllr Basil with all in favour.

P2604 - 11. Correspondence – None received.

P2604 - 12. Chairs Discretion – for information only – None received.

The meeting was declared closed at 19:18hrs, the next Planning Committee Meeting will take place Monday 18th May 2026 at 19:00hrs in the Council Chambers.

Cllr J Williams
Chair
Ilfracombe Town Council

20/04/2026

DRAFT



Ilfracombe Town Council

Finance & General Purposes Committee Meeting

Monday 27th 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 27th 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 23rd 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 11th 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 26th 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: Full Council
DATE: 6th May 2026
SUBJECT: Proper Officer Report
PREPARED BY: Laura Donovan

REPORT NO: ITC 26040

INTRODUCTION

This report is an update on Ilfracombe Town Council activity and work taken place as of 8th April 2026 to 6th May 2026.

REPORT

Notice of Election

North Devon Council has now issued the Notice of Election publicly. This requires nomination paper to be delivered to them at Lynton House by 7th May 2026. If the election is contested, then voting will take place on 4th June 2026 for West Ward residents only.

Defibrillator

Following F&GP, we have, with additional funding from AED and NDC, purchased a defibrillator. This will be installed at the new public conveniences at St James.

Insurance Claim

Following damage at the Lantern, a claim has been put through with our insurance company. The excess on this will be £250 on this repair with the quotes coming in at roughly £2500.00 for the replacement Velux and roofing repairs.

Annual Town Meeting

The Annual Town Meeting took place on Wednesday 22nd April. Thank you to those Councillors who were able to attend. We had a small yet engaged group who listed concerns. All answers to the questions can be found on our website at: <https://ilfracombetowncouncil.gov.uk/annual-town-meeting-2026/>

Adjustment to all staff terms

Following Councils decision in April, all ITC staff have been informed of the changes to the annual and absence leave. This has also been updated on all relevant systems.

Review of all Annual Documentation

A majority of time has been taken up ensuring that all Standing orders, terms of reference and general management risk assessments are all up to date ahead of the Annual Meeting of the Council.

Devolution and LGR

The Expressions of Interest that we put forward with NDC in February were due for review with the Strategy & Resources Committee in April however due to resources this was not put forward. I followed up with Director of Resources and he has assured me that they should be reviewed at their next meeting on 18th May 2026.

Clustering discussions were part of the latest offering from DALC. The recording of the meeting can be found on their website:
devonalc.org.uk/training-and-events/connectevents/

Lee & Lincombe Update from Pat Coates

Hotel Site - The development continues with the outside cladding and internal fittings for the apartment building being the main focus early May. Planting of beech hedging along the roadside perimeter last month will help soften the impact and improve privacy when established. There was an Open Day in April but reflecting general property market sales currently slow.

Car Park Site - As of 6th May still awaiting contracts to be signed with The National Trust. The huge mound of earth has started to be removed from between the toilets and the bat house. Work started on the Saturday of the early May Bank Holiday, continued on Bank Holiday Monday and is still in progress as of 6th May. The earth is being moved through the village to Mullacott by tractors and trailers containing skips. Needless to say, that although the removal is deemed necessary for the car park to progress it has caused considerable inconvenience to residents and visitors owing to the timing and fact it has been non-stop 9-5 each day. The work has been arranged between the developers Acorn Blue and a local groundworks company. No advance notice of these works was given to residents by the developer, and this has been raised with them.

Spring Fair - This will take place on Bank Holiday Monday 25th May at Pixie Meadow next to Lee Memorial Hall from 1.00 pm.

Admission £1 with accompanied children and dogs free. Theme for 2026 is The Circus and all welcome.

Upcoming Events

Date	Event
9 – 10 May	Ilfracombe Art Trail
9 May	Ifs Twinning Event
11 May	Annual Meeting of the Council
16 May	Round Lundy Race

Date	Event
22 – 25 May	Ilfracombe Beer & Music Fest
26 May – 15 June	Waverley Paddle Steamer
30 May – 7 June	Ilfracombe Coast Week