



44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

**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 11th 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.



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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 J Williams 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.



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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