



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