

**Ilfracombe Town Council****F&GP Meeting – Monday 24th August 2026 at 7.00 pm***INDEX**Pages*

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44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

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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 **24th August 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

19th August 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.
6. **To adopt minutes of F&GP meeting held 27th July 2026** and to note matters arising.
 - 6.1. Public convenience doors F2607 – 9.7. To review quotes for recommendation to Full Council in relation to doors for public conveniences – Following review of the quotations it was agreed that the PO will request further information from suppliers to enable a like for like comparison to ensure fair comparison. – **To review and make recommendation to Full Council toilet door contractor following updated information.**
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.

8. **Finance and Audit – RFO Report ITC 26070**

- 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.
- 8.2. To receive and approve items of expenditure including addendum submitted on the day.
- 8.3. **ITC 26071** – To consider and propose preferred option from the Maintenance Quote from Expert Access Solutions for the Front Door Servicing.

9. **General Purposes**

- 9.1. Town Team Update – [via link](#)
- 9.2. IRB update.
- 9.3. **ITC 26072** – Festive Lighting Report – To review and agree recommendation to Full Council.
- 9.4. Lantern Nursery update – To review and agree work highlighted in correspondence from potential new lessee.

10. **Correspondence**

- 10.1. Email from Games Galore

11. **Chairs Discretion** – for information only



Finance & General Purposes Committee Meeting
Monday 27th July 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 July 2026

Members Present:

Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, B Gear, J Irwin, N Basil

Officers Present:

L Donovan (Proper Officer) and C Coombs (Responsible Finance Officer)

F2607 - 1. Welcome by Chair – Cllr Huggins welcomed the assembled.

F2607 - 2. To receive and consider for approval, apologies and reasons for absence. P Crabb - Absent.

F2607 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31. – None received.

F2607 - 4. Chair's discretion – for any matters or announcements for Information only. – Cllr Gear and the PO had items to raise.

F2607 - 5. Public participation – None received.

F2607 - 6. To adopt minutes of F&GP meeting held 22nd June 2026 and to note matters arising. – Motion to adopt these minutes were approved by Cllr Quinn, seconded by Cllr Huggins with all in favour. The PO provided members with updates on agreed actions from the previous committee meeting.

F2607 - 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. – Item 9.7 to be taken with the public and press excluded due to tender negotiations.

F2607 - 8. Finance and Audit – RFO Report ITC 26063

F2607 – 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations. – The accounts were proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour. These reconciliations were approved. The signatures for the reconciliations were taken following the meeting.

F2607 – 8.2. To receive and approve items of expenditure including addendum submitted on the day. – Cllr Huggins proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Quinn and unanimously agreed.

F2607 - 9. General Purposes

F2607 – 9.1. Town Team Update – [via link](#) – The PO gave an overview of the meeting. These were noted by members.

F2607 – 9.2. IRB update – The PO informed members of the outcome of the recent IRB meeting.

F2607 – 9.3. To review and appoint contractor for restoration of Town Crest mosaic – Motion to agree the appointment of Helen Weedon as the contractor for the restoration was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

F2607 – 9.4. To consider and implement a fundamental working programme for the Facilities team – The PO highlighted the reason why a working programme should be implemented and that the F&GP committee are the group to initiate and work with the Facilities team to achieve it. The PO will investigate specific software packages that could be used to manage assets and workload and bring this back to the next meeting.

F2607 – 9.5. To agree vehicle insurance settlement valuation – Motion to agree the settlement valuation was proposed by Cllr Gear, seconded by Cllr Coulter with all in favour.

F2607 – 9.6. To review and agree Partnership Proposal from Olga Vynnyk – Following discussions it was agreed that this partnership proposal did not align with our current grant policy. Cllr Huggins proposed that a letter be written to Ms Vynnyk in order to congratulate her on the award and to create a social media post to highlight this achievement. This was seconded by Cllr Irwin with all in favour.

F2607 – 9.7. To review quotes for recommendation to Full Council in relation to doors for public conveniences – This item was taken with the press and public excluded.

F2607 - 10. Correspondence – None received.

F2607 - 11. Chairs Discretion – for information only – Cllr Gear discussed the situation with the proposed battery bank in Slade which has been raised by a member of the public. This has been responded to by a number of sources including NDDC planning and via the local MP. Cllr Gear raised an issue with the barricading of the car park parking spaces for the regatta and the timing. The PO highlighted that this was the final year the Council would be allowing this historic arrangement and that it will be negotiated with the gig club next year. The PO raised the possibility of introducing a new software platform to enhance the Council's budgeting and financial planning. The matter will return to the committee once more information is available. The PO also raised the idea of rescheduling the order of monthly committee and Full Council meetings. Further research will be carried out and a proposal put to Full Council at a later date.

At this point, the meeting continued with the press and public excluded under the below regulations. This was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour. 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.

F2607 – 9.7. To review quotes for recommendation to Full Council in relation to doors for public conveniences – Following review of the quotations it was agreed that the PO will request further information from suppliers to enable a like for like comparison to ensure fair comparison. This item will be deferred to the August F&GP meeting.

The Chair declared the meeting closed at 20:22hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 24th August 2026 at 19:00hrs in the Council Chambers.

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

27/07/2026



REPORT TO: F&GP
 SUBJECT: Finance Officer Report

REPORT NO: ITC26070

DATE: 24th August 2026
 PREPARED BY: Carole Coombs

Item 9.1 Accounts
July 26

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Drip Account)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Stripe	Total Funds held
Bank Account Statement 30/06/26	£152,423.21	£27,086.03	£227,230.49	£448,060.72	-£901.36	£60.00	£50.93	£53.81	£0.00	£0.00	£854,063.83
Bank Account Statement 31/07/26	£69,575.32	£27,097.16	£2,272,300.49	£450,066.05	£139.08	£60.00	£50.93	£43.49	£126.85	£0.00	£2,819,181.21
Income /receipts*	£64,273.24	£0.00	£0.00	£0.00	£0.00	£1,181.00	£0.00	£0.00	£1,017.80	£933.84	£67,405.88
Interest in		£11.13	£713.39	£1,291.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,016.46
Transfer in to account	£2,987.10	£0.00	£0.00	£713.39	£901.36	£0.00	£0.00	£0.00	£0.00	£0.00	£4,601.85
Expenditure in month (includes VAT repayment where appropriate)	£149,206.87	£0.00	£0.00	£0.00	£139.08	£0.00	£0.00	£10.32	£0.00	£0.00	£149,356.27
Bank Charges		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£18.69	£0.00	£18.69
Transfer out of account	£901.36	£0.00	£713.39	£0.00	£0.00	£1,181.00	£0.00	£0.00	£872.26	£933.84	£4,601.85
Bank Account Statement 31/07/26	£69,575.32	£27,097.16	£227,230.49	£450,066.05	£139.08	£60.00	£50.93	£43.49	£126.85	£0.00	£774,111.21
Debtors (+)										£21,187.32	£21,187.32
Unpresented cheques (-)	£0.00										£0.00
Vat repayment due (-)										£4,426.86	£4,426.86
Creditors Invoices now req for payment (-)										£13,149.26	£13,149.26
Actual	£69,575.32	£27,097.16	£227,230.49	£450,066.05	£139.08	£60.00	£50.93	£43.49	£126.85	£3,611.20	£777,722.41
Bank Interest and Service Charges Bank Interest £2016.46 Bank Service Charges £ 18.69 Transfer to Reserves £0.0 Other Items of Note											



Outstanding Customer Payments Due up to 31/8/26

Debtors	O/S	30-60 days	60-90 days	90 - 120 days	Older
MAKO	£159.83	£0.00	£0.00	£0.00	£159.83
IT	£819.50	£162.00	£470.00	£187.50	£0.00
NDM	£10.00	£0.00	£0.00	£10.00	£0.00
CTA	£262.50	£0.00	£262.50	£0.00	£0.00
MDH	£180.00	£0.00	£180.00	£0.00	£0.00
DMHAT	£552.95	£412.50	£140.45	£0.00	£0.00
DCC	£1,000.00	£1,000.00	£0.00	£0.00	£0.00
NT	£364.25	£364.25	£0.00	£0.00	£0.00
ES	£325.00	£325.00	£0.00	£0.00	£0.00
HYR	£196.00	£196.00	£0.00	£0.00	£0.00
SC	£180.00	£180.00	£0.00	£0.00	£0.00
HWD	£170.00	£170.00	£0.00	£0.00	£0.00
PM	£100.00	£100.00	£0.00	£0.00	£0.00
LB	£135.00	£95.00	£0.00	£0.00	£0.00
SWPS	£70.00	£70.00	£0.00	£0.00	£0.00
Others not due	£842.86	£0.00	£0.00	£0.00	£0.00
Totals	£5,327.89	£3,074.75	£1,052.95	£197.50	£159.83

NB - A final letter has been sent to MAKO as they have now defaulted twice on the agreed payment plan
Other letters will go out on the 1st September

9.2 Invoices for Payment by ITC

Those invoices previous approved at full council in Green

Company	Amount	Comments
AIB Merchant Services	£227.17	
Amazon	£49.58	
Biffa	£603.06	
Blakewell	£501.47	
British Gas	£268.22	
CF Corporate		Still to come
Concorde Copiers	£63.30	
EDF Ropery	£717.46	
EDF Memorial	£19.53	
EDF Lantern - Elec	£273.13	
EDF Lantern - Gas	£8.66	
EDF - Brimlands/Larkstone	£44.26	



EDF ITC Elec	£635.18	
EDF - ITC Gas	£8.66	
EDF - Lee Bay	£29.50	
EDF - Hele Bay	£88.08	
EON Next - St J Toilet	£52.21	
Fernbank	£120.00	
Flowbird Smart City Ltd	£37.20	
Freshout	£1,160.00	
IPS	£1,731.42	
JALee Training	£540.00	
JJJ Service Station		Still to come
Linneal	£40.74	
Lloyds Bank Charge Card	£139.08	
Lyreco	£46.48	
Millbeck	£48.30	
NALCC (SS)	£42.00	
North Devon Council - 0% vat	£343.00	Still to come (Wages approx. £55K)
North Devon Council - 20% Vat		Still to come
O2	£42.14	
One Ilfracombe		Still to come
Pedlars	£59.30	
Pod Point	£25.81	
RGB Building Supplies	£53.24	
RINGGO	£701.89	
Safe Working Lifts	£402.65	
Sage	£51.60	
Screw Fix	£234.28	
Source For Business - Lee	£1,056.17	
Source For Business - Lantern	£388.87	
Source For Business - Greenclose	£72.76	
Source For Business - Hele	£74.73	
Source For Business - Brimlands	£253.18	
Spot On	£644.82	
Telecoms Consortium	£61.08	
Nathan Townsend	£480.00	
D Tubbs - Greenclose Road Rent	£360.00	



Becky Walsh Training	£300.00	
Yu Energy - Gas - Greenclose	£16.81	
YU Energy - Elec - Greenclose	£32.24	
Totals	£13,149.26	

Budget Review

Dept	Income	expenditure	Changes to Budget	difference (profit/loss)	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date
<u>None(bank interest/charges)</u>	£19,000.00	£300.00	£0.00	£18,700.00	£10.00	-£9,170.27	£9,180.27
<u>Town council (1)</u>	£579,528.18	£570,219.00	£28,684.31	£37,993.49	£290,939.35	£227,941.95	£62,997.40
<u>Ilfracombe Centre (2)</u>	£23,500.00	£35,692.00	£0.00	-£12,192.00	£26,587.51	£20,991.04	£5,596.47
<u>Lantern Centre (3)</u>	£20,000.00	£35,248.00	£0.00	-£15,248.00	£16,475.41	£23,333.54	-£6,858.13
<u>Lee Bay Toilets (5)</u>	£1,550.00	£5,410.00	£0.00	-£3,860.00	£1,039.17	£2,953.29	-£1,914.12
<u>Ropery Road Car Park (7)</u>	£183,700.00	£90,528.68	£0.00	£93,171.32	£113,514.30	£55,074.34	£58,439.96
<u>Cheyne Beach Car Park (8)</u>	£24,300.00	£4,606.50	£0.00	£19,693.50	£767.80	£592.53	£175.27
<u>Memorial Gardens (9)</u>	£0.00	£650.00	£0.00	-£650.00	£0.00	£91.80	-£91.80
<u>Solar Panels (10)</u>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<u>Mayor (12)</u>	£0.00	£550.00	£207.00	-£343.00	£0.00	£90.00	-£90.00
<u>Work Hub (13)</u>	£3,000.00	£3,350.00	£0.00	-£350.00	£971.84	£2,055.30	-£1,083.46
<u>Facilities and Maintenance Group (14)</u>	£8,064.00	£20,265.00	£0.00	-£12,201.00	£9,264.00	£7,769.05	£1,494.95
<u>Admin and Clerical Group (15)</u>	£0.00	£3,450.00	£0.00	-£3,450.00	£0.00	£2,030.33	-£2,030.33
<u>Town Clerk/Proper Officer (16)</u>	£0.00	£5,830.00	£0.00	-£5,830.00	£0.00	£5,107.68	-£5,107.68
<u>Programmes and Projects Group (17)</u>	£1,344.00	£2,144.00	£4,032.41	£3,232.41	£3,135.67	£1,912.71	£1,222.96
<u>One Ilfracombe (18)</u>	£21,191.78	£21,191.78	£0.00	£0.00	£8,613.28	£8,613.28	£0.00
<u>Town Crier (19)</u>	£0.00	£600.00	£200.00	-£400.00	£0.00	£0.00	£0.00
<u>Town Council Members (20)</u>	£0.00	£1,000.00	£0.00	-£1,000.00	£0.00	£0.00	£0.00
<u>Vision Centre (21)</u>	£0.00	£0.00	£0.00	£0.00	£403.38	£401.18	£2.20
<u>PCN WellBeing Team (22)</u>	£164,484.32	£133,372.42	£0.00	£31,111.90	£57,235.91	£55,959.84	£1,276.07
<u>One Northern Devon (23)</u>	£12,550.00	£12,550.00	£0.00	£0.00	£8,304.96	£8,304.96	£0.00
<u>Marketing (24)</u>	£0.00	£5,100.00	£3,686.56	-£1,413.44	£0.00	£114.16	-£114.16
<u>Greenclose Road (25)</u>	£0.00	£6,850.00	£0.00	-£6,850.00	£0.00	£6,856.96	-£6,856.96



Civic Events (27)	£0.00	£15,250.00	£3,442.00	-£11,808.00	£0.00	£1,925.15	-£1,925.15
Ilfracombe Toilets (28)	£7,000.00	£44,600.00	£0.00	-£37,600.00	£1,643.40	£7,969.82	-£6,326.42
Bike Sheds (29)	£0.00	£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00
High Street Car Park	£81,453.00	£123,243.06	£0.00	-£41,790.06	£27,993.22	£57,928.60	-£29,935.38
Skate Park (31)	£0.00	£500.00	£0.00	-£500.00	£0.00	£0.00	£0.00
Totals	£1,150,665.28	£1,142,600.44	£0.00	£8,064.84	£566,899.20	£488,847.24	£78,051.96
Less Precept (£579528.18)	£571,137.10				-£12,628.98		
adjusted amount with changes	£1,191,993.46	£1,143,676.34	£0.00	£48,317.12			

Projections

Budget Projections			original profit /Loss	adjusted profit/loss	actual Income	Actual Expenditure	Actual Profit/loss
Q1 Projections	£287,666.32	£285,650.11	£0.00		£445,307.97	£387,725.31	£57,582.66
Q2Projections	£575,332.64	£571,300.22	£0.00		£541,006.68	£483,602.92	£57,403.76
Q3 Projections	£862,998.96	£856,950.33	£0.00		£541,006.68	£427,908.32	£113,098.36
Q4 Projections	£1,150,665.28	£1,142,600.44	£0.00		£541,006.68	£488,715.82	£52,290.86

Adjusted
Budget
Projections

Q1 Projections	£297,998.37	£285,919.09		£12,079.28	£445,307.97	£387,725.31	£57,582.66
Q2Projections	£595,996.73	£571,838.17		£24,158.56	£541,006.68	£483,602.92	£57,403.76
Q3 Projections	£893,995.10	£857,757.26		£36,237.84	£541,006.68	£427,908.32	£113,098.36
Q4 Projections	£1,191,993.46	£1,143,676.34		£48,317.12	£541,006.68	£488,715.82	£52,290.86

Other items to note

- **Limits on Charge Card** – this is still to be sorted awaiting information from the Bank.
- **PPL/PRS submission** – this is being investigated as we should have this for both the Lantern and ITC offices, awaiting information
- **Risk Assessment** – this is due for end of July.
- **Approval of Internal Auditor** – Response has come from APB but put on hold as they are changing their name and structure shortly and can be reviewed then
- **AGAR** – All questions answered to their satisfaction they are doing their final assessment and we should receive the report within next couple of weeks

Report Prepared by Carole Coombs on 19th August 2026

ITC 26071 – To Consider the Maintenance Quote from Expert Access Solutions for the Front Door Servicing

Preferred Option to be proposed and Seconded.
See below for information.

MAINTENANCE CONTRACT QUOTATION

Quotation No: Quote – **00108646**

Billing Address:

**Ilfracombe Town Council
The Ilfracombe Centre
Ilfracombe
Devon
EX34 8AL**



**EXPERT
ACCESS
SOLUTIONS**

Middlesex House,
Meadway Corporate Centre,
Stevenage SG1 2EF
Tel: 0800 212 380

Contact: Carole Coombs

Contact Email: carole.coombs@northdevon.gov.uk

Re: **Ilfracombe Town Council - EX34 8AL**

Expert Access Solutions thanks you for the opportunity of submitting this quotation for the provision of service maintenance for your assets listed below.

Cover: 5* Total Excluding VAT: £677.00 per annum Contract period: 1 Year PPM visits per year: 1	Cover: 3* Total Excluding VAT: £275.00 per annum Contract period: 1 Year PPM visits per year: 1
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Contract Includes:

- Basic Adjustments to ensure doors are working to the required standards.
- Check compliance of assets to industry standards.
- A report outlining any major defects or upgrades that may be needed to ensure that the door functions correctly and safely.
- Contractual Call-out Rates
- Individual checklist - including asset tag and condition report.

To accept this Service Contract please send your purchase order to contracts@expertaccess.co.uk referring to Quotation number and the option required. Quotations are valid for 90 days from quotation date. Your Contract will be automatically renewed on an annual basis, unless instructed otherwise in writing.

For full terms & conditions please contact our customer excellence team – callout@expertaccess.co.uk

I would like to thank you for allowing us the opportunity to supply you with a price for your Service Contract, should you have any further requirements, or any questions please feel free to contact either myself or alternatively your local Salesperson who will be pleased to help.

Yours Faithfully

Service Sales

Expert Access Solutions Ltd

MAINTENANCE CONTRACT QUOTATION – Asset Information

Installed Product ID	Onsite Location	Product
440116295	Main Entrance	Automatic Sliding Door

Laura Donovan

From: [REDACTED]
Sent: 18 August 2026 19:59
To: Ilfracombe Town Council; [REDACTED]
Subject: Re: Enquiry: Childcare Opportunity at The Lantern Centre, Ilfracombe

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Bel

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.

Isobel,

I hope this email finds you well and thank you for the floor plans.

We are very interested in the property and are currently finalising our funding arrangements. In the meantime, we would like to clarify a few details regarding the property's condition and the lease terms.

Could you please let us know if you would be willing to complete the following maintenance and repair works prior to the start of the tenancy?

- Removal of Items: Removal of all broken or incomplete toys from the premises.
- Bathroom Repairs: Repairs to the floorboards and linoleum flooring in the left-hand side (LHS) toilet.
- Garden Clearance: Clearing the garden area of all weeds and rubbish.
- Safety: Boxing in the exposed electrical wires in the top room.
- Redecoration: Redecoration throughout the property.

Additionally, could you please clarify what your normal deposit conditions are for this commercial lease?

We look forward to hearing your thoughts on these points as we progress with our funding.

Best regards,

[REDACTED]

Sent from [Outlook for Android](#)

Laura Donovan

From: Irene Jones [REDACTED]
Sent: 18 August 2026 12:00
To: Laura Donovan
Cc: [REDACTED]
Subject: Award for 2026-27

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Hi Laura

I wonder whether you can assist us.

As you are aware we received £250 grant this year, awarded to support our aims for the year. We have had to rent the Great Hall as opposed to the Club room. This will create a need to pay ITC an extra £450 for the year for extra rent, obviously not calculated for in our original planning.

This move is in response to meeting the needs of our current group. The situation for us currently is that a quarter of our membership have low vision. Mobility issues have always been part of what we accommodate, these have escalated. Also, moving the heavy tables became an issue.

I made the decision as a responsible 'hirer of the room' when I was revisiting our current risk assessment. The risk was too high when it came to evacuating. Too many individual RA's needed for the 'staff' to manage.

I am planning to identify other avenues for funding to supplement our unavoidable extra expense. We are considering a fund raising event which one of our members will take the lead on the event.

If we cannot raise the deficit, can we reallocate the £250 to offset the increase in rent?

Please advise a way forward.

Kind regards

Irene