



44 High Street  
Ilfracombe  
EX34 9QB  
Tel: 01271 855300

**Finance & General Purposes Committee Meeting**  
**Monday 24<sup>th</sup> August 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  
24<sup>th</sup> August 2026

**Members Present:**

Cllrs: J Quinn (Deputy Chair), B Gear, J Irwin, N Basil and S Jennison

**Officers Present:**

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

**F2608 - 1. Welcome by Chair** – In the absence of Cllr T Huggins (Chair), Cllr Quinn opened the meeting as Deputy Chair. The PO requested that agenda items F2608 – 6.1 and F2608 – 7 be reordered so that an item could be considered with the public excluded. All members agreed.

**F2608 - 2. To receive and consider for approval, apologies and reasons for absence.** – Apologies were received from Cllrs T Huggins, G Coulter, P Crabb and D Turton (all personal).

**F2608 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31.** – None received.

**F2608 - 4. Chair's discretion – for any matters or announcements for Information only.** – None received.

**F2608 - 5. Public participation** – None received.

**F2608 - 6. To adopt minutes of F&GP meeting held 27<sup>th</sup> July 2026 and to note matters arising.** – Motion to adopt these minutes were approved by Cllr Gear, seconded by Cllr Quinn with all in favour.

**F2608 – 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.** – This item was taken with the public excluded.

**F2608 - 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.** – The PO suggested items F2608 – 6.1. and F2608 – 9.3. be taken with the public excluded due to contractual reasons. This was proposed by Cllr Irwin, seconded by Cllr Gear with all in favour.

**F2608 - 8. Finance and Audit – RFO Report ITC 26070**

**F2608 – 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.** - The accounts were proposed by Cllr Gear, seconded by Cllr Quinn

with all in favour. These reconciliations were approved. The signatures for the reconciliations were taken prior to the meeting.

**F2608 – 8.2. To receive and approve items of expenditure including addendum submitted on the day.** – Cllr Gear proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Irwin and unanimously agreed.

**F2608 – 8.3. ITC 26071 – To consider and propose preferred option from the Maintenance Quote from Expert Access Solutions for the Front Door Servicing.** – Following discussion, Cllr Quinn proposed to go with the 3\* cover option for the doors, this was seconded by Cllr Gear with all in favour.

## **F2608 - 9. General Purposes**

**F2608 – 9.1. Town Team Update** – The meeting has not yet taken place, so no update is currently available.

**F2608 – 9.2. IRB update.** – The meeting has not yet taken place, so no update is currently available.

**F2608 – 9.3. ITC 26072 - Festive Lighting Report–To review and agree recommendation to Full Council.** – This item was taken with the public excluded.

**F2608 – 9.4. Lantern Nursery update – To review and agree work highlighted in correspondence from potential new lessee.** – Following discussion, members agreed to undertake the requested remedial works, subject to sufficient evidence that the prospective tenant intends to lease the premises. A proposal setting out the committee's preferred contract terms will also be presented to Full Council.

## **F2608 - 10. Correspondence**

**F2608 – 10.1. Email from Games Galore** – Members agreed that the request did not comply with the ITC grant policy. However, the PO will submit a proposal to Full Council seeking discretionary approval to honour the rental rate agreed before the room change.

## **F2608 - 11. Chairs Discretion – for information only – None received.**

At this point, the meeting continued with the press and public excluded under the below regulations. This was proposed by Cllr Gear, 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.***

**F2608 – 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. –** After reviewing the tender comparison report, Cllr Gear proposed recommending to Full Council that Healthmatic be appointed to supply the public convenience doors. Cllr Quinn seconded the proposal, which was unanimously approved. The recommendation will be considered at the September Full Council meeting.

**F2608 – 9.3. ITC 26072 – Festive Lighting Report–To review and agree recommendation to Full Council. –** Following discussion, Cllr Gear proposed to recommend ITC go for the Blachere Illumination quote for purchasing the displays as per report ITC 26072. This was seconded by Cllr Jennison with all in favour. This item will be brought to Septembers Full Council meeting for final approval.

The Chair declared the meeting closed at 20:07hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 28<sup>th</sup> September 2026 at 19:00hrs in the Council Chambers.

**Cllr Jon Quinn  
Vice Chair of Finance & General Purposes Committee  
Ilfracombe Town Council**

**24/08/2026**