



Ilfracombe Town Council

F&GP Meeting – Monday 28th September 2026 at 7.00 pm

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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 **28th September 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

23rd September 2026

AGENDA

1. **Welcome by Chair**
2. **To note apologies and reasons for absence.**
3. **To receive and record Declarations of Interest** as per Localism Act 2011 Section 31.
4. **To receive and agree any 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 24th August 2026** and to note matters arising.
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 26083**
 - 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.

- 8.1.1. Signing of Reconciliations
 - 8.1.2. Outstanding Payment Report - Debtors
- 8.2. To receive and approve items of expenditure including addendum submitted on the day.
- 8.3. Budget Review
 - 8.3.1. ITC 26084 – to Consider Plan for 2027/28 Budget and set up Planning Group
- 8.4. ITC 26085 – to consider the AGAR Audit Response and any further Action
- 9. **General Purposes**
 - 9.1. Town Team Update – [via link](#)
 - 9.2. Lantern Nursery update – To review and agree to obtaining a skip to enable clearing of the site.
 - 9.3. CCTV update – To review and agree quotation for an additional camera at St James Bus Shelter
 - 9.4. To review the Car Park Charges for 2026/27 & 2027/28
- 10. **Correspondence**
 - 10.1. Email from Sea Ilfracombe – To consider and respond in relation to request.
- 11. **Chairs Discretion** – for information only



Finance & General Purposes Committee Meeting
Monday 24th 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
24th 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 27th 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 28th 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



REPORT TO: F&GP
 SUBJECT: Finance Officer Report

REPORT NO: ITC26083

DATE: 24th August 2026
 PREPARED BY: Carole Coombs

Item 8.1 Accounts
August 26 - Final

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 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
Bank Account Statement 31/08/26	£91,628.18	£27,109.04	£227,230.49	£452,269.96	£490.33	£435.00	£50.93	£25.27	£60.04	£0.00	£798,318.58
Income /receipts*	£92,022.78	£0.00	£0.00	£0.00	0	£835.00	£0.00	£0.00	£1,114.80	£1,290.30	£95,262.88
Interest in	£0.00	£11.88	£739.47	£1,464.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,215.79
Transfer in to account	£2,912.40	£0.00	£0.00	£739.47	£139.08	£0.00	£0.00	£0.00	£0.00	£0.00	£3,790.95
Expenditure in month (includes VAT repayment where appropriate)	£72,743.24	£0.00	£0.00	£0.00	£490.33	£0.00	£0.00	£18.22	£0.00	£0.00	£73,251.79
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19.51	£0.00	£19.51
Transfer out of account	£139.08	£0.00	£739.47	£0.00	£0.00	£460.00	£0.00	£0.00	£1,162.10	£1,290.30	£3,790.95
Bank Account Statement 31/08/26	£91,628.18	£27,109.04	£227,230.49	£452,269.96	£490.33	£435.00	£50.93	£25.27	£60.04	£0.00	£798,318.58
Debtors (+)										£17,323.06	£17,323.06
Unpresented cheques (-)	£0.00										£0.00
Vat repayment due (-)										£9,667.47	£9,667.47
Creditors Invoices now req for payment (-)										£47,245.91	£47,245.91
Actual	£91,628.18	£27,109.04	£227,230.49	£452,269.96	£490.33	£435.00	£50.93	£25.27	£60.04	£39,590.32	£758,728.26
Bank Interest and Service Charges Bank Interest £2215.79 Bank Service Charges £19.51 Transfer to Reserves £0.0 Other Items of Note											



8.1.1 Reconciliation to be signed

8.1.2 Outstanding Customer Payments Due up to 30th September

Debtors	O/S	30-60 days	60-90 days	90 - 120 days	Older
MAKO	£159.83	£0.00	£0.00	£0.00	£159.83
NDM	£10.00	£0.00	£0.00	£0.00	£10.00
NT	£183.82	£0.00	£183.82	£0.00	£0.00
DMHA	£449.82	£0.00	£412.50	£37.32	£0.00
DPT	£10,178.05	£0.00	£10,178.05	£0.00	£0.00
CAB	£713.28	£0.00	£713.28	£0.00	£0.00
SWP	£450.00	£0.00	£450.00	£0.00	£0.00
ES	£325.00	£0.00	£325.00	£0.00	£0.00
IT	£445.00	£175.00	£270.00	£0.00	£0.00
NDC	£225.00	£0.00	£225.00	£0.00	£0.00
MDH	£180.00	£0.00	£180.00	£0.00	£0.00
HYR	£178.00	£0.00	£178.00	£0.00	£0.00
TC	£100.00	£0.00	£100.00	£0.00	£0.00
SC	£90.00	£0.00	£90.00	£0.00	£0.00
BW	£50.00	£0.00	£50.00	£0.00	£0.00
CD	£45.00	£0.00	£45.00	£0.00	£0.00
Others not due	£698.77	£0.00	£0.00	£0.00	£0.00
Totals	£14,481.57	£873.77	£13,216.83	£221.14	£169.83

Part B discussion Outstanding Debtors

Decisions are required with regard to outstanding debtors of more than 120 days

8.2 To Receive and Approve Invoices for Payment by ITC

Those invoices previous approved at full council in Green

Company	Amount	Comments
AIB Merchant Services	£224.17	
Amazon	£35.92	
Autologic	£11,694.00	
Biffa	£274.76	
Blakewell	£9.83	
British Gas – High Street – Elec	£107.44	
Churches Fire and Security	£507.89	
Concorde Copiers	£217.73	
EDF Ropery	£596.81	
EDF Memorial	£19.53	
EDF Lantern - Elec	£639.17	
EDF Lantern - Gas	£7.61	



EDF - Brimlands/Larkstone	£40.72	
EDF ITC Elec	£677.38	
EDF - ITC Gas	£7.61	
EDF - Lee Bay	£21.51	
EDF - Hele Bay	£45.24	
EON Next - St J Toilet	£65.00	
EXCEL	£125.78	
Flowbird Smart City UK Ltd	£447.89	
Freshout		Not yet received
IPS	£278.64	
Lee and Lincombe RA	£932.98	
Linneal	£40.74	
Lloyds Bank Charge Card	£490.33	
Lyreco	£39.08	
M&E	£72.00	
Millbeck	£48.30	
North Devon Council - 0% vat		Not yet received
North Devon Council - 20% Vat	£25,434.20	
O2	£42.14	
One Ilfracombe		Not yet received
Pedlars		Not yet received
Pod Point	£896.57	
RGB Building Supplies	£68.41	
RINGGO	£887.06	
Sage	£51.60	
SLCC	£499.00	
Screw Fix	£273.49	
SWW - Hele	£148.46	
Spot on	£350.93	
Telecoms Consortium	£61.08	
N Townsend	£320.00	
RT - Expenses	£40.00	
D Tubbs - Greenclose Road Rent	£360.00	
Water2Business - STJ Toilet	£61.08	
Welcome Break – GPE Expenses	£150.00	Paid already to ensure continuity of service
Yu Energy - Gas - Greenclose	£13.08	
Yu Energy - Electric	£32.80	
Zurich	£99.03	Paid already to ensure continuity of service
TOTAL	£47,395.91	



8.3 Budget Review

Dept	Income	expenditure	Changes to Budget	difference (profit/loss)	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date
None(bank interest/charges)	£19,000.00	£300.00	£0.00	£18,700.00	£10.00	-£11,383.76	£11,393.76
Town council (1)	£579,528.18	£570,219.00	£28,684.31	£37,993.49	£290,939.35	£243,832.08	£47,107.27
Ilfracombe Centre (2)	£23,500.00	£35,692.00	£0.00	-£12,192.00	£35,990.18	£22,454.81	£13,535.37
Lantern Centre (3)	£20,000.00	£35,248.00	£0.00	-£15,248.00	£19,768.31	£24,080.72	-£4,312.41
Lee Bay Toilets (5)	£1,550.00	£5,410.00	£0.00	-£3,860.00	£1,410.74	£3,836.26	-£2,425.52
Ropery Road Car Park (7)	£183,700.00	£90,528.68	£0.00	£93,171.32	£151,893.63	£56,829.41	£95,064.22
Cheyne Beach Car Park (8)	£24,300.00	£4,606.50	£0.00	£19,693.50	£842.80	£592.53	£250.27
Memorial Gardens (9)	£0.00	£650.00	£0.00	-£650.00	£0.00	£110.40	-£110.40
Solar Panels (10)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayor (12)	£0.00	£550.00	£207.00	-£343.00	£0.00	£90.00	-£90.00
Work Hub (13)	£3,000.00	£3,350.00	£0.00	-£350.00	£1,933.51	£2,055.30	-£121.79
Facilities and Maintenance Group (14)	£0.00	£20,265.00	£0.00	-£20,265.00	£9,264.00	£15,123.56	-£5,859.56
Admin and Clerical Group (15)	£0.00	£3,450.00	£0.00	-£3,450.00	£0.00	£2,155.90	-£2,155.90
Town Clerk/Proper Officer (16)	£0.00	£5,830.00	£0.00	-£5,830.00	£0.00	£5,656.68	-£5,656.68
Programmes and Projects Group (17)	£1,344.00	£2,144.00	£4,032.41	£3,232.41	£3,282.25	£2,199.85	£1,082.40
One Ilfracombe (18)	£21,191.78	£21,191.78	£0.00	£0.00	£10,665.22	£10,665.22	£0.00
Town Crier (19)	£0.00	£600.00	£200.00	-£400.00	£0.00	£0.00	£0.00
Town Council Members (20)	£0.00	£1,000.00	£0.00	-£1,000.00	£0.00	£0.00	£0.00
Vision Centre (21)	£0.00	£0.00	£0.00	£0.00	£453.38	£451.18	£2.20
PCN WellBeing Team (22)	£164,484.32	£133,372.42	£0.00	£31,111.90	£71,446.00	£82,851.23	-£11,405.23
One Northern Devon (23)	£12,550.00	£12,550.00	£0.00	£0.00	£9,809.54	£9,809.54	£0.00
Marketing (24)	£0.00	£5,100.00	£3,686.56	-£1,413.44	£0.00	£150.24	-£150.24
Greenclose Road (25)	£0.00	£6,850.00	£0.00	-£6,850.00	£0.00	£6,900.66	-£6,900.66
Civic Events (27)	£0.00	£15,250.00	£3,442.00	-£11,808.00	£200.00	£1,958.21	-£1,758.21
Ilfracombe Toilets (28)	£7,000.00	£44,600.00	£0.00	-£37,600.00	£2,413.95	£9,627.45	-£7,213.50
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	£39,546.34	£58,403.37	-£18,857.03
Skate Park (31)	£0.00	£500.00	£0.00	-£500.00	£0.00	£0.00	£0.00
Totals	£1,142,601.28	£1,142,600.44	£0.00	£0.84	£649,869.20	£548,450.84	£101,418.36
Less Precept (£579528.18)	£563,073.10				£70,341.02		
adjusted amount with changes	£1,187,859.46	£1,147,606.34	£0.00	£40,253.12			



Projections

Budget Projections			original profit /Loss	adjusted profit/loss	actual Income	Actual Expenditure	Actual Profit/loss
Q1 Projections	£285,650.32	£285,650.11	£0.00		£445,297.97	£377,570.34	£67,727.63
Q2Projections	£571,300.64	£571,300.22	£0.00		£623,976.68	£543,030.29	£80,946.39
Q3 Projections	£856,950.96	£856,950.33	£0.00		£623,976.68	£486,960.92	£137,015.76
Q4 Projections	£1,142,601.28	£1,142,600.44	£0.00		£623,976.68	£548,310.69	£75,665.99

Adjusted Budget Projections

Q1 Projections	£296,964.87	£286,901.59		£10,063.28	£445,297.97	£377,570.34	£67,727.63
Q2Projections	£593,929.73	£573,803.17		£20,126.56	£623,976.68	£543,030.29	£80,946.39
Q3 Projections	£890,894.60	£860,704.76		£30,189.84	£623,976.68	£486,960.92	£137,015.76
Q4 Projections	£1,187,859.46	£1,147,606.34		£40,253.12	£623,976.68	£548,310.69	£75,665.99

8.3.1 – ITC 26084 - to consider Plan for 2027/2028 Budget

See Report attached below

Other items to note

- **Limits on Charge Card** – this has been actioned from the bank and awaiting the final confirmation.
- **PPL/PRS submission** – this is being investigated as we should have this for both the Lantern and ITC offices, still awaiting information
- **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
- **Quotations from Software providers** – these have now been obtained from Rialtas and Cloudy IT (gov.finance) I am awaiting ones from CIVCA and Scribe once these are in a full report will be presented. Where possible quotes for finance packages, Budgetting Packages, Meeting Packages, Booking Packages and Support have been obtained where available.

Report Prepared by Carole Coombs on 23rd September 2026

8.4 - ITC 26085 – To Consider the AGAR Response and any further action

See letters below.

The final AGAR has been published on the website and is available to view in Reception. The notices of right to view have been published and put in the ITC window on the 22nd September.



REPORT TO: F&GP **REPORT NO:** ITC 26084
SUBJECT: To Consider Plan for 2027/28 Budget

DATE: 28th September
PREPARED BY: Carole Coombs

Introduction

The work on the Budget has been started and the following is a proposed Plan and timetable to ensure that the Precept figure is ready for submission to Full Council for the 14th December to ensure that the pre-precept authorisation form can be completed and sent to North Devon District Council. The final Submission is the due in January 27.

Plan

To this end the following needs to occur:

1. Formation of a subgroup to review budget calculations in more detail.

Members of F&GP are required to select who will be on this group, it is suggested that the following be part of this group:

- Proper Officer
- Responsible Finance Officer
- Programmes and Projects Manager/One Ilfracombe representative
- At least 2 members of the F&GP committee

2. Setting of an Initial Meeting Date and Time

It is suggested that this be on 19th October @ 6.00pm prior to Planning Committee Meeting

3. To review the initial Highlights and Concerns in our current budget to ensure the correct Assumptions are being made.

Dept	Budget Income	Actual Income to Date	Budget expenditure	Actual Expenditure to date	Highlight or Concern
<u>None(bank interest/charges)</u>	£19,000.00	£10.00	£300.00	-£11,383.76	
<u>Town council (1)</u>	£579,528.18	£290,939.35	£570,219.00	£243,832.08	H / C
<u>Iffracombe Centre (2)</u>	£23,500.00	£35,990.18	£35,692.00	£22,454.81	
<u>Lantern Centre (3)</u>	£20,000.00	£19,768.31	£35,248.00	£24,080.72	
<u>Lee Bay Toilets (5)</u>	£1,550.00	£1,410.74	£5,410.00	£3,836.26	
<u>Ropery Road Car Park (7)</u>	£183,700.00	£151,893.63	£90,528.68	£56,829.41	H
<u>Cheyne Beach Car Park (8)</u>	£24,300.00	£842.80	£4,606.50	£592.53	
<u>Memorial Gardens (9)</u>	£0.00	£0.00	£650.00	£110.40	
<u>Solar Panels (10)</u>	£0.00	£0.00	£0.00	£0.00	C
<u>Mayor (12)</u>	£0.00	£0.00	£550.00	£90.00	
<u>Work Hub (13)</u>	£3,000.00	£1,933.51	£3,350.00	£2,055.30	
<u>Facilities and Maintenance Group (14)</u>	£0.00	£9,264.00	£20,265.00	£15,123.56	Note *
<u>Admin and Clerical Group (15)</u>	£0.00	£0.00	£3,450.00	£2,155.90	
<u>Town Clerk/Proper Officer (16)</u>	£0.00	£0.00	£5,830.00	£5,656.68	
<u>Programmes and Projects Group (17)</u>	£1,344.00	£3,282.25	£2,144.00	£2,199.85	H/C
<u>One Ilfracombe (18)</u>	£21,191.78	£10,665.22	£21,191.78	£10,665.22	
<u>Town Crier (19)</u>	£0.00	£0.00	£600.00	£0.00	
<u>Town Council Members (20)</u>	£0.00	£0.00	£1,000.00	£0.00	
<u>PCN WellBeing Team (22)</u>	£164,484.32	£71,446.00	£133,372.42	£82,851.23	C
<u>One Northern Devon (23)</u>	£12,550.00	£9,809.54	£12,550.00	£9,809.54	
<u>Marketing (24)</u>	£0.00	£0.00	£5,100.00	£150.24	
<u>Greenclose Road (25)</u>	£0.00	£0.00	£6,850.00	£6,900.66	
<u>Civic Events (27)</u>	£0.00	£200.00	£15,250.00	£1,958.21	
<u>Iffracombe Toilets (28)</u>	£7,000.00	£2,413.95	£44,600.00	£9,627.45	C



High Street Car Park	£81,453.00	£39,546.34	£123,243.06	£58,403.37	C
Skate Park (31)	£0.00	£0.00	£500.00	£0.00	
Totals	£1,142,601.28	£649,869.20	£1,142,600.44	£548,450.84	
Less Precept (£579528.18)	£563,073.10	£70,341.02			
adjusted amount with changes	£1,187,859.46		£1,147,606.34		

*Income for Facilities is the insurance claim for Van and offsets their expenditure

Main Highlights

Town Council - £7000 from Reserves for LGR but only £300 spent so decision on whether this needs to return to Reserve

Ropery Car Park – This is likely to have a good under spend and income above budget at year end so there will be an amount to off set to other deficits/concerns. A decision will need to be made as to where this goes and the implications on budget setting for next year

Programmes and Projects Group – the Car Scheme is doing very well and it is suggested that a stay be put on budget to this group whilst the funding is in place until 2029. The RFO and Programmes Manager will be working on this to identify actual budgetary lines for all projects and for the ITC Team and separating these out properly.

Main Concerns

Town Council – there is an election budgetary concern for 27/28 as the reserves are only at £2641 due to use of these for the interim elections, so a budgetary figure will be required which will need to include an amount to go into reserves to top up for following years. Contact has been made with D Chandler in Electoral Services and she will get back with a figure.

The other concern is to accurately put in a staffing budget which the Town Clerk is looking at.

Solar Panels – A decision will need to be made with regard to whether these will come in 27/28 and budget implication for these

Programmes and Projects Group – expenditure is a small concern here for the actual team so the RFO and Programmes Manager will be working on this to identify actual budgetary lines.

The other concern is the implications of the Town of Culture bid if successful in the costing on the use of ITC Staff across the board and cross charging of this to the project as this would show as an income.

PCN Wellbeing Group – The budgetary figures here for this year as slightly off but this was due to the change in contract. The RFO and Programmes Manager will be working on this to identify actual budgetary figures going forward.

Ilfracombe Toilets – the concern here is that although there is likely to be a small budget overage that the reserves will be depleted for the fitting of the doors at Hele and Brimlands and that if the Quay, Bicclescombe and Wilder Road come onto the books in 27/28 that further reserves will be required to cover legal fees, doors and upgrades for these.

High Street Car Park – It is unlikely that at year end there will be enough at the end of the budget to completely offset the loan Interest so a decision will need to be made for where this will come from. It is likely that overall there will be enough from underspends and excess income to cover it but this needs to be considered carefully.

General Concern – The main general concern for next year on setting budgets will be around ensuring that the correct amounts are identified in terms of energy costs as these have been identified as increasing out with the RPI on all other services which as of August 2026 sat at an annual rate of 3.4%. Energy costs are set to increase by up to 25%

Overall we are in good position at this 6 month stage and the initial review indicates that at year end there should be a fair amount to offset most of these areas of concern, however a review of major Projects like the software improvements and items in the 10 year forecast needs to be undertaken so as to inform other areas of the budget.

Report Prepared by Carole Coombs on 23rd September 2026

Ilfracombe Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
18 September 2026
Our Ref:
DV0199
SAAA Ref:
SB04636

Ilfracombe Town Council
Annual limited assurance review for the year ended 31 March 2026

Dear Mrs Coombs (RFO)

We have commenced our review of the Annual Governance & Accountability Return (AGAR) for Ilfracombe Town Council for the year ended 31 March 2026 but cannot formally complete it. Please refer to our 'interim' external auditor report (Section 3 of the AGAR Form 3) which sets out the reasons we have not been able to complete the review. The 'interim' report is included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR. The smaller authority must consider the report and decide what, if any, action is required.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In advance of the formal conclusion, we have provided the attached documents. The authority should use this 'interim' external auditor report and:

- Prepare a "Notice of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request). It also states that the audit has not yet been completed.
- Publish the "Notice" along with the uncertified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

Our fee note for the limited assurance review will be issued when we certify completion. The standard review fee is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd.

Please note further charges may arise in addition to the standard fee if either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- it was necessary for us to undertake additional work, for example due to challenge correspondence received.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) of Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Ilfracombe Town Council - DV0199**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2025/26 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18 September 2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Ilfracombe Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/06/2026

and recorded as minute reference:

10.2 / 10.1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature]
[Signature]

<https://ilfracombetowncouncil.gov.uk/your-council/council-finances/>

Section 2 – Accounting Statements 2025/26 for

Ilfracombe Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	439,863	523,196	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	433,406	529,056	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	584,062	1,588,574	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	594,740	600,912	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	51,029	51,029	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	288,366	1,271,177	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	523,196	717,709	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	519,577	733,555	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,364,556	17,145,490	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	924,926	1,916,066	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

Amended on 28/7/26. C. Coombe RFO

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

C. Coombe

Date

26/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

08/06/2026

as recorded in minute reference:

10.1 and 10.2

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Ilfracombe Town Council

Notice of the audit and right to inspect the Annual Governance & Accountability Return

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Ilfracombe Town Council for the year ended 31 March 2026 has been carried out but cannot be completed for the reasons stated in the external auditor report. The accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection and copying by any local government elector of the area of Ilfracombe Town Council on application to:	
(a) Carole Coombs - Responsible Finance Officer Ilfracombe Town Council The Ilfracombe Centre 44 High Street Ilfracombe EX34 9QB	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) Tuesday - Friday 9am - 1pm & 2pm - 5pm	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £10 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Laura Donovan - Town Clerk	
Date of announcement: (e) 22.9.26	(d) Insert the name and position of person placing the notice
	(e) Insert the date of placing of the notice

22 September 2026
MEM22402/1/SM/EH

Ilfracombe Town Council
WC & Shelter Building
Ilfracombe
Devon

FAO: Gavin

Dear Sir/Madam

RE: CCTV System

Further to our engineer's recent visit I have prepared our company's quotation for the remedial upgrade works to your CCTV system as requested.

The following equipment will be linked to the existing system.
One 5MP 40M IR turret style IP Network camera to be installed externally covering the benches area.

Supply fit and commission for the sum of £ 426.28 plus VAT

Yours faithfully
M & E Alarms (Barnstaple) Ltd



Scott Masters
Director

ACCEPTANCE

**Our quotation is valid for 14 days due to the fluctuations in material costs at this present time.
Please contact us if you are outside of this time frame to have your quotation checked and revised if necessary.**

I/We accept your quotation Reference: MEM22402 subject to the terms and conditions available on request. You are now authorised to proceed with the installation at the total cost of:

For the sum of: £ plus VAT

(Please fill in the total of the quote accepted, including any optional extras)

I/We agree to pay the above amount upon handover and completion.

Signed.....

Date.....




From: Neil Ingram
Sent: 21 September 2026 09:04
To: Laura Donovan
Cc: admin
Subject: Sea Ilfracombe Maritime Festival 2027

Morning Laura,

the Sea Ilfracombe Crew are looking to put the festival back on next year over the weekend of 4th & 5th September 2027.

Before we go public with this we would like submit a request to ITC for the use of the Ropery Road Car Park site to host the festival for 2027.

Many thanks

Neil

On behalf of the Sea Ilfracombe Crew