



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 18<sup>th</sup> September 2023 at 9am  
Venue – The Council Chamber, the Ilfracombe Centre,  
44 High Street, Ilfracombe EX34 9QB**

**Committee members present** Cllrs: M Fay (Chair/ Deputy Mayor), V Gates, B Gear, G Coulter

**Officers Present:** Proper Officer, Project Manager, RFO (Office Manager)

**1. Welcome**

Chair Cllr M Fay welcomed the new committee and opened the meeting.

**2. To receive apologies and reasons for absence and to note Declarations of Interest.**

**Apologies:** Cllrs N Townsend, D Turton & M Welling

**Declarations of Interest:** None Noted

**3. Chair's discretion for any matters or announcements for Information Only.**

**4. To adopt the minutes of the meeting held 21<sup>st</sup> August 2023 and note matters arising**

Proposed by Cllr V Gates, seconded by Cllr M Fay, with all in favour.

**Matter arising:** None noted.

**5. Part B:** The meeting continued under Part B regulations. This was proposed by Cllr M Fay, Seconded by Cllr B Gear and all voted in favour. The Officers present were invited to remain in the meeting.

**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.*



## Disclosable Information for Part B Staffing Meeting Minutes 18<sup>th</sup> September 2023

### 6. Updates:

- **To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**  
PO updated the committee on the RFO's return to work. PM & 1 Project Officer on leave week commencing 25<sup>th</sup> September.
- **To consider all training requirements and requests:**  
PO suggested the option of looking into Excel Training for one CSA staff member. Also RFO needs to commence FilCA training.
- **To agree which staff reviews are required and to set dates and times accordingly:**  
RFO's review to commence once paperwork completed. Two CSA's reviews to be done soon as they have worked here for just over a year.
- **To address staff resignations and to review potential replacement candidates to interview:**  
Facilities Manager has submitted his resignation. Potential candidates will be reviewed and contacted for interview as soon as possible.

### 7. Project Feedback

- **Report on progress against the Programme Manager's project plan with resource management/pinch-points:**  
Community Developer role has had initial interviews. Both candidates are suitable for the position.
- **Update committee on discussions with Cllr Elliott regarding creating a PIR in connection with condition of Ilfracombe and Staff deployment:**  
Following a productive meeting between the PM & Cllr Elliott, Cllr Elliott was tasked with putting together a needs analysis prior to being able to take anything further to full town council meeting.

### 8. Proper Officer Update:

- **Report back on reception footfall for the last month:**  
A CSA has produced a great spreadsheet breaking down the footfall into ITC reception. This is giving the council a clear understanding of how busy it is. No decision to be taken currently as there are a number of things happening which may affect these figures in the next month. To be reviewed at next staffing meeting
- **Update on training done:**  
All PO training has been going well. Courses include Clerks Essentials 1, New Clerk Series, Budgeting Basics and Agendas & Minutes.



- **To review access/purchase of certain resources:**

PO has been made aware of a clerks manual which is now available to buy.

This costs £47.50 and has been agreed by committee to purchase.

**9. Chairs Discretion**

Nothing to report.

The next Staffing committee meeting will be held on Monday 16<sup>th</sup> October 2023 at 10:00am in the Council Chamber.

The meeting closed at 10:12am

**Cllr Mark Fay**  
**Chair**  
**Ilfracombe Town Council**

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