



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 16<sup>th</sup> June 2025 at 10:00am**  
**Venue – The Council Chamber, the Ilfracombe Centre, 44 High Street, Ilfracombe EX34 9QB**

**Committee members present** Cllrs: M Fay (Mayor), B Gear, J Irwin & G Coulter

**Officers and Members Present:** Cllr J Williams, T Elliott, Proper Officer & Programme Manager

**S2506-1. Welcome by Chair**

Chair Cllr M Fay welcomed the committee, members and officers and opened the meeting.

**S2506-2. To receive and consider for approval, apologies and reasons for absence.**

**Apologies:** None

**Absent:** Cllr P Crabb

**S2506-3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:**

None Noted

**S2506-4. Chair's discretion for any matters or announcements for Information Only.**

None

**S2506-5. To adopt the minutes of the meeting held 19<sup>th</sup> May 2025 and note matters arising**

Cllr M Fay proposed adopting the minutes from the 19<sup>th</sup> May 2025, seconded by Cllr J Irwin with all in favour.

**S2506-6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.**

Cllr Elliott requested what the situation was with regard the front door being open. The PO said that the door had been closed on this occasion due to a current situation with a member of the public. The doorbell is available to ring and from now on a note will go in the window to highlight this.

**S2506-7. To determine which items, if any, of the agenda should be taken with the public excluded**

**Part B:** Items 9.1 and 10.1 will be discussed with the public excluded

**S2506-8. Updates:**

**S2506-8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**

PO informed members of two absences currently as well as a new flexible working request that had been received and granted to one of the CSA staff members. This would mean they would be working Tuesday – Friday rather than full time. Staff will be encouraged to ensure that their holiday is taken and not left until the end of the year.

**S2506-8.2. To consider all training requirements or conference requirements and requests:**

The PO mentioned an online event that she attended relating to new legislative changes happening to the AGAR as of the end of this financial year regarding GDPR. There is a potential that this could result in a large amount of work to ensure we are compliant. Cllr Williams suggested contacting NDC to find out if they can help. In the interim the PO will circulate the recording of the event she attended for information.

**S2506-8.3. Update on all staffing reviews:**

PO and PM reviews are due. Cllr M Fay is waiting on returned appraisal forms.



**S2506-9. Project Feedback**

**S2506-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points**

Part of 9.1 was taken with the public excluded.

The PM informed members of the new way in which the projects team will be reporting on current workloads and specific projects. This will help with the management of work loads.

**S2506-10. Proper Officer Update**

**S2506-10.1 Update on staffing structure discussions**

This was taken with the public excluded

**S2506-11. Chairs Discretion**

None to discuss

**Part B:** Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Gearn with all in favour. Cllr Fay invited Cllr J Williams, Cllr Elliott and officers 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.*

**Disclosable Information for Part B Staffing Meeting Minutes  
16<sup>th</sup> June 2025**

**S2506-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points**

The PO informed members about a situation with one member of his team.

**S2506-10.1 Update on staffing structure discussions**

Following Full Council's adoption of the staffing structure business case (Minute 2505-9.2), members discussed the process moving forward.

The meeting closed at 10:42am.

The next Staffing committee meeting will be held on Monday 21<sup>st</sup> July 2025 at approximately 10:00am in the Council Chamber.

**Cllr Mark Fay  
Chair  
Ilfracombe Town Council**