



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 21st July 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 T Elliott & Proper Officer

- S2507-1. Welcome by Chair**
Chair Cllr M Fay welcomed the committee, members and officers and opened the meeting.
- S2507-2. To receive and consider for approval, apologies and reasons for absence.**
Apologies: None
Absent: Cllr P Crabb
- S2507-3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:**
None Noted
- S2507-4. Chair's discretion for any matters or announcements for Information Only.**
None
- S2507-5. To adopt the minutes of the meeting held 16th June 2025 and note matters arising**
Cllr M Fay proposed adopting the minutes from the 16th June 2025, seconded by Cllr J Irwin with all in favour.
- S2507-6. 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 apologised that it hadn't been opened today. It was an oversight due to a number of meetings taking place prior to the staffing meeting.
- S2507-7. To determine which items, if any, of the agenda should be taken with the public excluded**
Part B: Items 8.1 (part of) and 10.1 will be discussed with the public excluded
- S2507-8. Updates:**
- S2507-8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**
PO informed members one absence due to a family bereavement. The PO will ensure that compassionate leave is granted. No overtime is due to any staff at this point and workload implications seem to be under control
- S2507-8.2. To consider all training requirements or conference requirements and requests:**
The PO highlighted the need for resilience in roles and therefore has suggested that CiLCA be considered by one of the CSA's. This will be discussed further before any applications are made.
- S2507-8.3. Update on all staffing reviews:**
PO and PM reviews are due. Cllr M Fay is waiting on returned appraisal forms.
- Project Feedback**
- S2507-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points**
In the PM's absence the PO read out an email from the PM highlighting the work plan for the projects team at present.
- S2507-9. Proper Officer Update**
- S2507-10.1 Update on staffing structure discussions**
This was taken with the public excluded



S2507-10.2 To discuss Devon Pension cessation

The PO reminded members that the Devon Pension Scheme cessation suspension period is due to end soon. Costings have been requested but did not arrive in time for this meeting. A report will be brought to either the next staffing meeting or full council.

S2507-10. Chairs Discretion

None to discuss

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Gear with all in favour. Cllr Fay invited officers to stay however did ask Cllr Elliott to leave due to the nature of the discussion to be had.

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 21st July 2025

S2507-8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO informed members of a situation that had happened the previous week and the process that now must be followed. Updates will be brought back to members in time.

S2507-10.1 Update on staffing structure discussions

The PO and Chair updated members on progress so far. A request from Cllr Elliott that was made in item 6 was discussed at this point.

The meeting closed at 10:50am.

The next Staffing committee meeting will be held on Monday 18th August 2025 at approximately 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**