



## **ILFRACOMBE TOWN COUNCIL**

**Minutes of the Staffing Committee Meeting – Monday 15<sup>th</sup> September 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, P Crabb & J Irwin

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

**S2509-1. Welcome by Chair**

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

**S2509-2. To receive and consider for approval, apologies and reasons for absence.**

**Apologies:** Cllr G Coulter

**S2509-3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:**

None Noted

**S2509-4. Chair's discretion for any matters or announcements for Information Only.**

None

**S2509-5. To adopt the minutes of the meeting held 18<sup>th</sup> August 2025 and note matters arising**

Cllr M Fay proposed adopting the minutes from the 18<sup>th</sup> August 2025, seconded by Cllr J Irwin with all in favour.

**S2509-6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.**

None

**S2509-7. To determine which items, if any, of the agenda should be taken with the public excluded**

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

**S2509-8. Updates:**

**S2509-8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:**

PO informed members that there were no specific absences. Staff are being encouraged to take leave so as not to leave it until the end of the year.

**S2509-8.2. To consider all training requirements or conference requirements and requests:**

PO has the DALC AGM which she will be attending on the 1<sup>st</sup> Oct otherwise no other requests/requirements.

**S2509-8.3. Update on all staffing reviews:**

PO and PM reviews are now complete. Project team reviews due to take place soon. The WBT appraisals will be completed following potential relocation.

**S2509-9. Project Feedback**

**S2509-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points**

Wellbeing team move:

- PM due to meet with the PCN to review logistics for the WBT move to Come Coastal Practice.
- Focus is on ensuring all reasonable adjustments are made for all staff.
- Needs assessments have now been completed by all staff on the WBT.

Finance and Projects

- Budgets remain stable
- Working on new funding streams to secure longer-term delivery of project activity (covering project costs, not salaries).

One Ilfracombe Meetings and Governance

- The planned OI meeting will be rearranged.



- Sub Group updates will be presented at the next Full Council meeting.

#### Volunteering

- A stronger push on volunteering recruitment is planned, including increasing number of community litter pickers.

#### General Staff Support and Wellbeing

- PM continues to support PO as required on projects and staffing matters
- Staff being encouraged to book Christmas leave early to aid planning.

#### **S2509-10. Proper Officer Update**

PO updated members on the situation with past and new employees.

#### **S2509-10.1 ITC25062 – To review staffing structure and consider potential future recruitment**

This was taken with the public excluded.

#### **S2509-11. Correspondence**

##### **S2509-11.1 Email from Cllr T Elliot**

This correspondence was noted and further discussion took place in conjunction with item S2509-10.1

#### **S2509-12. Chairs Discretion**

None

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

**15<sup>th</sup> September 2025**

#### **S2509-10.1 ITC25062 – To review staffing structure and consider potential future recruitment**

The PO presented the report to members. It was decided to consider both positions separately.

Based on discussions held it was agreed as follows:

Communications/Marketing Officer – agreed in principle however further discussions to be held in relation to the IBTA

Community Environment Warden/Town Steward (title to be confirmed) – it was agreed to defer this decision based on the changes already taking place in the facilities team. This will be addressed once the team has had time to establish itself.

The meeting closed at 10:51am. The next Staffing committee meeting will be held on Monday 15<sup>th</sup> September 2025 at approximately 10:00am in the Council Chamber.

**Cllr Mark Fay**

**Chair**

**Ifracombe Town Council**