



**ILFRACOMBE TOWN COUNCIL
Staffing Committee Meeting**

Monday 20th October 2025 at 10:00am

Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Council Members are requested to arrive by 10.00am – **apologies must be received by 9.00am**

Committee members, you are hereby summoned to attend - Cllrs: M Fay (Mayor), B Gear, G Coulter, J Irwin, P Crabb

(All Councillors are welcome to attend the meeting but only those formally appointed to the Committee may participate and vote)

AGENDA

1. **Welcome by Chair**
2. **To receive and consider for approval, apologies and reasons for absence.**
3. **To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
4. **Chair's discretion for any matters or announcements for Information Only.**
5. **To adopt the minutes of the meeting held 15th September 2025 and note matters arising**
6. **Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
7. **To determine which items, if any, of the agenda should be taken with the public excluded "Part B"**

To Propose:

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.

8. **Updates:**
 - 8.1 To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication
 - 8.2 To consider and agree any training or conference requirements and requests
 - 8.3 Update on any staffing reviews
9. **Project Feedback**
 - 9.1 Report on progress against the Programme Manager's programme overview with resource management/pinch-points

9.2 Agree temporary contact for wellbeing team support (Fully funded by the PCN Contract)

10. Proper Officer update

10.1. To review job description and proposed employment of a Communications and Marketing Officer alongside potential joint agreement with IBTA

10.2. To review and agree Staffing Budgets for 2026/27

10.3. To review and agree Staffing Committee times for winter period

11. Correspondence

12. Chairs Discretion – for information only

*Members of the Press & Public are welcome to attend
The reception doors will be open from 9:45am until 10:00am*



Laura Donovan

Proper Officer

Ifracombe Town Council

15/10/2025