



**ILFRACOMBE TOWN COUNCIL
MINUTES – 26 – 01
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Staffing Committee Meeting held at 18:00pm on Monday 26th
January 2026

Members Present:

Councillors: M Fay (Mayor), G Coulter, P Crabb

Officers & Councillors Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager), Cllr T Huggins, Cllr T Elliott

- S2601 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2601 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Gear and Irwin.
- S2601 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2601 - 4. Chair's discretion for any matters or announcements for Information Only.**
None received.
- S2601 - 5. To adopt the minutes of the meeting held 15th December 2025 and note matters arising**
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Coulter with all in favour.
- S2601 - 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 wished to express her thanks to the ITC facilities team and NDC for the clear up they did around the Link Centre and Cow Lane.
- S2601 - 7. To determine which items, if any, of the agenda should be taken with the public excluded "Part B":** The PO recommended that item 9.2 to be taken with the public excluded.
- S2601 - 8. Updates:**
S2601 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

The PO updated all members that all annual leave, sick leave and accrued time was under control and nothing to note currently.

S2601 – 8.2. To consider and agree any training or conference requirements and requests:

a) ITC 25095 – Request approval to attend SLCC Regional Training Seminar

The PO presented the report. Cllr Fay proposed to accept this request, seconded by Cllr Crabb with all in favour.

S2601 – 8.3. Update on any staffing reviews:

All staffing reviews are up to date and nothing significant to report.

S2601 - 9. Project Feedback

S2601 – 9.1. Report on progress against the Programme Manager’s programme overview with resource management/pinch-points:

PM reported that there were work streams which have been identified by One Ilfracombe board. These are to be discussed further and brought back to staffing in time. The new Comms and Marketing Officer is now in place and has been working on branding guidelines for ITC, OI and the Lantern.

S2601 – 9.2. ITC 25077-A. To review and agree staff terms for long term staff – follow on from November meeting S2511-9.2

This items was discussed with the public excluded

S2601 – 9.3. To review and agree job description for future Community Officer Role:

Following discussions it was agreed that the PM would circulate the job description via email for discussion and recommendation to Full Council.

S2601 - 10. Correspondence

Letter received from DALC in relation to study agreement in relation to CiLCA. This was noted and signed by the Chair on behalf of the council.

S2601 - 11. Chairs Discretion – for information only

None received.

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Crabb with all in favour. Cllr Fay invited PO, PM and other Councillors 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
26th January 2026**

S2601-9.2 ITC 25077-A. To review and agree staff terms for long term staff – follow on from November meeting S2511-9.2:

Initial recommendation to Full Council is to accept that the PO role be moved onto the LGPS commencing from 1st April 2026 as budgeted for within the 2026/27 budget.

Following discussions it was agreed that the Chair will call a secondary councillor only meeting to discuss the report in further detail.

The meeting closed at 18:45am. The next Staffing committee meeting will be held on Monday 16th February 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

26/01/26

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