



Ilfracombe Town Council

MINUTES – 26 – 02

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 16th
February 2026

Members Present:

Councillors: M Fay (Mayor), B. Gear, J Williams (Deputy Mayor)

Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager)

- S2602 - 1. Welcome by Chair**
Cllr Fay welcomed the assembled.
- S2602 - 2. To receive and consider for approval, apologies and reasons for absence.**
Apologies were received from Cllrs Crabb, Coulter and Irwin.
- S2602 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**
None received.
- S2602 - 4. Chair's discretion for any matters or announcements for Information Only.**
None received.
- S2602 - 5. To adopt the minutes of the meeting held 26th January 2026 and note matters arising**
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Williams with all in favour.
- Cllr Fay updated the committee that he had yet to organise the Councillor only meeting in relation to staffing terms. This will be done asap.
- S2602 - 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
- S2602 - 7. To determine which items, if any, of the agenda should be taken with the public excluded “Part B”:** None
- S2602 - 8. Updates:**
S2602 – 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.

S2602 – 8.2. To consider and agree any training or conference requirements and requests:

S2602 - 8.2.1 To consider attendance to the NALC Annual conference in June 2026

The PO presented the rationale for attending the conference based on the subject matter. Cllr B Gear proposed spend of up to £1000 for the PO and PM to attend, seconded by Cllr Williams with all in favour.

S2602 – 8.3. Update on any staffing reviews:

PO that the Admin and Facilities team reviews were due in March.

S2602 – 8.4. Request for staff time allocation in relation to Ilfracombe Spring Clean

PO requested time for staff to participate as part of the Spring Clean in March. Committee agreed to this time.

S2602 - 9. Project Feedback

S2602 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:

PM reported that a large portion of his time was being spent on the Link Centre options and business case. Following the latest OI work streams meeting he will be collating this information for a clearer understanding of the ongoing work.

S2602 – 9.2. To review and agree job description for future Community Officer (as deferred from January agenda)

The PM presented a job description. Cllr Williams proposed accepting it, seconded by Cllr Gear with all in favour. The position will be advertised internally prior to going out publicly with the view to agree position from the beginning of April 2026.

S2602 - 10. Correspondence

None received.

S2602 - 11. Chairs Discretion – for information only

None received.

The meeting closed at 10:55am. The next Staffing committee meeting will be held on Monday 16th March 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

26/01/26