



## Ilfracombe Town Council

### MINUTES – 26 – 03

#### THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 16<sup>th</sup> March 2026

#### Members Present:

Councillors: M Fay, J Irwin, G Coulter, J Williams (Deputy Mayor)

#### Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager), Gavin Pennington-Ellis (Senior Facilities Coordinator)

- S2603 - 1. Welcome by Chair**  
Cllr Fay welcomed the assembled.
- S2603 - 2. To receive and consider for approval, apologies and reasons for absence.**  
Apologies were received from Cllrs Crabb and Gear.
- S2603 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.**  
None received.
- S2603 - 4. Chair's discretion for any matters or announcements for Information Only.**  
None received.
- S2603 - 5. To adopt the minutes of the meeting held 16<sup>th</sup> February 2026 and note matters arising**  
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Williams with all in favour.
- The PO updated members that the Community Officer position would be published today with interviews taking place shortly.
- S2603 - 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
- S2603 - 7. To determine which items, if any, of the agenda should be taken with the public excluded “Part B”:**  
None

**S2603 - 8. Updates:**

**S2603 – 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. It was raised that there were concerns with the current workload of the facilities team closing toilets at 5pm each day on top of the work they are having to do out of hours. This was discussed and further changes were suggested to mitigate this. This will be brought back to the committee in time in order to review.

**S2603 – 8.2. To consider and agree any training or conference requirements and requests**

None received

**S2603 – 8.3. Update on any staffing reviews:**

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

**S2603 - 9. Project Feedback**

**S2603 – 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 the considerations on who the primary tenant would be.

**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.

**S2603 - 10. Proper Officer Update**

**S2603 – 10.1. To review and recommend to Full Council Staffing Committee Terms of Reference**

Following discussions the PO will put together an updated set of Terms to be agreed at April's Staffing Committee meeting

**S2603 – 10.2. To review salaries in line with agreed staffing budget 2026/27**

As staffing budget was agreed at Full Council in December 2025, the implementation can take place from April 2026.

**S2603 – 10.3. To consider and agree ITC closing days/times during Christmas period 2026**

Cllr Fay recommended that closing period would be from midday on the Thursday 24<sup>th</sup> December 2026 and reopen on Monday 4<sup>th</sup> January 2027, this was seconded by Cllr Irwin with all in favour.

**S2603 - 11. In relation to report ITC 25077-A. To review and recommend to Full Council proposed changes to staffing terms.**

Following discussions, it was proposed by Cllr Fay that the recommendation in report ITC 25077-A in relation to annual leave and sickness get approved by Full Council in April. This was seconded by Cllr Coulter with all in favour.

The final recommendation in relation to pension provision will be deferred to a later date. It was suggested that the PO work on a pension projection report in relation to each staff member.

**S2603 - 12. Chairs Discretion – for information only**

None received.

The meeting closed at 11:05am. The next Staffing committee meeting will be held on Monday 20<sup>th</sup> April 2026 at 10:00am in the Council Chamber.

**Cllr Mark Fay**  
**Chair**  
**Ilfracombe Town Council**

**16/03/26**

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