



Ilfracombe Town Council

Staffing Committee Meeting

Monday 16th March 2026 at 10:00am

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

Council Members are requested to arrive by 10.00 am – apologies must be received by 09.00 am

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 16th February 2026 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.**

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

10. Proper Officer Update

- 10.1 To review and recommend to Full Council Staffing Committee Terms of Reference
 - 10.2 To review salaries in line with agreed staffing budget 2026/27
 - 10.3 To consider and agree ITC closing days/times during Christmas Period 2026
- 11.** In relation to report ITC 25077-A. To review and recommend to Full Council proposed changes to staffing terms.

12. Chairs Discretion – for information only

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

Laura Donovan
Proper Officer
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11/03/2026